



**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND
COMMUNITY SERVICES**

REQUEST FOR PROPOSALS

FOR

**NEW FREEDOM: DOOR-ASSISTANCE
TRANSPORTATION PROGRAM (DATP)**

RFP NFP-DATP-01

MAY 2018

**Prepared By
County of Los Angeles**

TABLE OF CONTENTS

1.0	INTRODUCTION	1
2.0	PURPOSE/AGREEMENT FOR PROGRAM SERVICES	1
2.1	Statement of Work.....	1
2.2	Sample Agreement: Standard County Terms and Conditions	4
3.0	PROPOSER’S MINIMUM MANDATORY QUALIFICATIONS	5
4.0	COUNTY’S RIGHTS AND RESPONSIBILITIES	5
4.1	Representations Made Prior to Subaward Execution	5
4.2	Final Subaward Award by the Board of Supervisors.....	5
4.3	County’s Option to Reject Proposals	6
4.4	County’s Right to Amend Request for Proposals	6
4.5	Background and Security Investigations.....	6
4.6	County’s Quality Assurance Plan	6
5.0	PROPOSER’S REQUIREMENTS AND CERTIFICATIONS	7
5.1	Notice to Proposers Concerning the Public Records Act.....	7
5.2	Contact with County Personnel	8
5.3	Mandatory Requirement to Register on County’s WebVen	8
5.4	Protest Policy Review Process	8
5.5	Injury and Illness Prevention Program.....	9
5.6	Confidentiality and Independent Subrecipient Status	9
5.7	Conflict of Interest.....	10
5.8	Determination of Proposer Responsibility.....	10
5.9	Proposer Debarment	11
5.10	Adherence to County’s Child Support Compliance Program.....	13
5.11	Gratuities.....	13
5.12	Notice to Proposers Regarding the County Lobbyist Ordinance	14
5.13	Federal Earned Income Credit	14
5.14	Consideration of GAIN-GROW Participants for Employment.....	15
5.15	Recycled Bond Paper	15
5.16	Safely Surrendered Baby Law.....	15

TABLE OF CONTENTS

5.17	Jury Service Program	16
5.18	INTENTIONALLY OMITTED	16
5.19	Notification to County of Pending Acquisitions/Mergers by Proposing Company	16
5.20	Proposer’s Charitable Contributions Compliance	16
5.21	Defaulted Property Tax Reduction Program.....	18
5.22	Time Off for Voting	18
5.23	Proposer’s Acknowledgment of County’s Commitment to Zero Tolerance Policy on Human Trafficking.....	19
5.24	INTENTIONALLY OMITTED.....	19
6.0	COUNTY’S PREFERENCE PROGRAMS	19
6.1	Overview of County’s Preference Programs.....	19
6.2	INTENTIONALLY OMITTED.....	20
6.3	INTENTIONALLY OMITTED.....	20
6.4	Social Enterprise (SE) Preference Program	20
6.5	Disabled Veteran Business Enterprise (DVBE) Preference Program	20
7.0	PROPOSAL SUBMISSION REQUIREMENTS	21
7.1	Proposal Submission Information.....	21
7.2	Truth and Accuracy of Representations	22
7.3	RFP Timetable.....	22
7.4	Solicitation Requirements Review	22
7.5	Proposers’ Questions	23
7.6	INTENTIONALLY OMITTED	24
7.7	Mandatory Proposers Conference	24
7.8	Preparation of the Proposal.....	25
7.9	Business Proposal Format	27
7.10	Cost Proposal Format.....	51
7.11	Firm Offer-Withdrawal of Proposal	53
7.12	Proposal Submission.....	53

TABLE OF CONTENTS

8.0	SELECTION PROCESS AND EVALUATION CRITERIA.....	54
8.1	Selection Process.....	54
8.2	Adherence to Minimum Requirements (Pass/Fail)	55
8.3	Disqualification Review.....	59
8.4	Business Proposal Evaluation and Criteria (60%)	59
8.5	Cost Proposal Evaluation Criteria (40%)	66
8.6	INTENTIONALLY OMITTED.....	68
8.7	Department's Proposed Subrecipient Selection Review.....	68
8.8	County Independent Review Process.....	70

APPENDICES:

- A Statement of Work:** Explains in detail the required Services that County is seeking in its solicitation and it represents the Services to be performed by Subrecipient upon commencement of Subaward.
- B Statement of Work Exhibits:** Explains in detail the required services to be performed by the Subaward, include Exhibits to the Statement of Work.
- C Sample Subaward:** A sample of the agreement/contract to be executed between County and Subrecipient. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, Services and other work identified in the Statement of Work..
- D Required Forms:** Forms that must be completed and included in the proposal.
- E Transmittal form to Request a Solicitation Requirements Review:** Transmittal sent to Department requesting a Solicitation Requirements Review.
- F County of Los Angeles Policy on Doing Business With Small Business:** County Policy
- G Jury Service Ordinance:** County Code
- H Listing of Subrecipients Debarred in Los Angeles County:** Subrecipients who are not allowed to Subaward with the County for a specific length of time.
- I IRS Notice 1015:** Provides information on Federal Earned Income Credit.
- J Safely Surrendered Baby Law:** County Program
- K INTENTIONALLY OMITTED**

TABLE OF CONTENTS

- L Determination of Subrecipient Non-Responsibility and Subrecipient Debarment:** County Code
- M INTENTIONALLY OMITTED**
- N Background and Resources: California Charities Regulation:** An information sheet intended to assist Nonprofit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources.
- O Defaulted Property Tax Reduction Program:** County Code
- P Additional Federally-Required Provisions**

1.0 INTRODUCTION

- 1.1 The County of Los Angeles through its Department of Workforce Development, Aging and Community Services (WDACS or County) is issuing this Request for Proposals (RFP) to solicit proposals from local public/government entities, non-profit and for-profit organizations to operate the County New Freedom: Door-Assistance Transportation Program (Program) with funds from the U.S. Department of Transportation (DOT), Federal Transit Authority (FTA), distributed to the Los Angeles County Metropolitan Authority (LACMTA), in accordance with all applicable federal, state, and local laws, regulations, and guidance.
- 1.2 The Program provides escort transportation services to eligible individuals as determined by County, which includes: any individual who is defined per further description within the accompanying Statement of Work (Appendix A), as a frail older adult and /or an individual with disability, otherwise referred to herein as "Client(s)". Program services include assisting Clients to and from a vehicle, with escort transportation services within Los Angeles County, as further described in Appendix A, Statement of Work, Section 10.0, Specific Work Requirements.
- 1.3 County shall evaluate all Proposals submitted and make recommendations to the Los Angeles County Board of Supervisors (BOS or the Board) to enter into subawards with qualified Proposers from each of the five (5) County Supervisorial Districts. Funding for the Program services is limited. The number of subawards and the funding award amount a Successful Proposer(s) may receive shall be at the sole discretion of County based on available funding and the needs of the County.

2.0 PURPOSE-AGREEMENT FOR PROGRAM SERVICES

2.1 Statement of Work

2.1.1 Subrecipient shall operate a Door-Assistance Transportation Program consisting of both **door-to-door** and **door-through-door** assistance as summarized below and further detailed in Appendix A, Statement of Work.

2.1.1.1 Door-to-Door: A form of escorted transportation services that includes Client assistance between the vehicle and the door of the Client's home or other destinations but does not entail the Escort Driver going inside of the home.

2.1.1.2 Door-through-Door: A hands-on service for Clients with significant mobility limitations in which an Escort Driver helps Clients through the doors of their residences or destinations and may provide assistance with belongings.

2.1.2 Authority: Proposer's Proposal and any resulting agreement which may result will be required to meet all of the applicable provisions and criteria in: New Freedom Program (49 USC 5317), Code of Federal Regulations (49 CFR 1.51); current and newly released Los Angeles County Metropolitan Transportation Authority (LACMTA) and/or County Program Memoranda/Directives.

2.1.3 Eligibility Criteria

County will refer potential Clients to the Subrecipient who will determine Program eligibility and conduct all assessment as described in Appendix A (Statement of Work), Section 10.2. The point of origin, travel and destination must be within Los Angeles County.

2.1.4 About the Los Angeles County Area Agency on Aging: County is a locally-designated Area Agency on Aging (AAA) by the California Department of Aging (CDA) Planning and Services Area (PSA), designated by the CDA as PSA 19 and includes Los Angeles County excluding the City of Los Angeles (which is designated as its own AAA, PSA 25).

Established in 1975, the Los Angeles County AAA is responsible for identifying unmet needs of Older Adults and functionally-impaired adults as well as planning, coordinating and implementing programs that promote the health, dignity and well-being of Older Adults residing in Los Angeles County. The mission of Los Angeles County AAA is to stimulate progress towards the creation of a home and community-based long-term care system that maximizes consumer independence and dignity and is responsive and accessible to Los Angeles County's diverse population of Older Adults and functionally-impaired adults, as well as their families.

2.1.5 Funding Availability: It is estimated that approximately \$536,910 will be available per year to fund the Program within Los Angeles County. For the expected two (2) year term of the Subaward, 2018 – 2020, County anticipates a maximum Fiscal Year (FY) funding for the entire Program to be approximately \$1,073,820. *That is, \$107,382 is available per Subrecipient for each year of the two year subaward term.* The Program is funded by the U.S. Department of Transportation, Federal Transit Authority.

2.1.5.1 Proposers shall be aware that funding for this Program is

contingent upon the availability of federal, state and local funds, and the awarded Subrecipient may be recommended for additional or reduced funding than the amount proposed. It is the intent of County to have the awarded proposal submitted, made a part of the resulting Subaward should the proposal be recommended for funding. County may negotiate a modification of the Subaward that is awarded after the proposal has been selected to ensure that all necessary Program requirements are met. Upon modification by County of the precise award levels, Proposer may opt not to enter into a Subaward with County if they believe they cannot achieve the objectives of their proposed program at an increased or reduced amount.

2.1.6 **Funding Allocation Plan:** The available funding will be allocated to one contractor per each of the five (5) Los Angeles County Supervisorial Districts (SDs). Each Subrecipient will receive \$107,382 for each year of the two-year subaward term for a total subaward of \$214,764 per Supervisorial District served. Subrecipients can serve more than one Supervisorial District.

2.2 **Sample Subaward: County Terms and Conditions**

2.2.1 Subrecipient shall be expected to implement the requirements outlined in Appendix C (Sample Subaward) of this RFP.

2.2.2 **Anticipated Subaward Term**

The Subaward term is anticipated to be for an initial period of two (2) years with an option to extend the subaward for an additional one (1) year term. The Subaward is anticipated to commence on September 1, 2018, following Board of Supervisors' award.

2.2.3 **Subaward Rates**

Subrecipient's rates shall remain firm and fixed for the term of the subaward. The subaward (hourly, daily, monthly, Unit Rate, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Subaward anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County

employees as determined by the Chief Executive Office as of each July 1 for the prior 12- (twelve) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this Paragraph for living wage Subawards, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Subaward) from the base upon which a COLA is calculated, unless the Subrecipient can show that his/her labor cost will actually increase.

2.2.4 Days of Operation

Subrecipient shall be required to provide Program services eight (8) hours a day, five (5) days a week. The Subrecipient is not required to provide services on County-recognized holidays. The County's Subaward Manager will provide a list of the County holidays to the Subrecipient at the time the Subaward is approved, and annually, at the beginning of the calendar year. .

2.2.5 Indemnification and Insurance

Subrecipient shall be required to comply with the provisions contained in Paragraph 8.23 (Indemnification). The Subrecipient shall procure, maintain, and provide County with proof of insurance coverage for all the programs of insurance along with associated amounts specified in Paragraphs 8.24 (General Provisions for all Insurance Coverage) and 8.25 (Insurance Coverage) of Appendix C (Sample Subaward).

2.2.6 Health Insurance Portability and Accountability Act of 1996

Subrecipient shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended as contained in Exhibit N (Business Associate Agreement under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")) of Appendix C (Sample Subaward).

3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS

In order to determine that Proposer meets the minimum mandatory qualifications, County will review the information and documentation that Proposer submits to evidence that it meets these mandatory minimum qualifications listed herein. County will conduct this review in order to determine whether or not the proposal will be evaluated. If County determines that Proposer has failed to meet all of the minimum mandatory qualifications listed herein at the time the proposal is submitted, County will immediately reject the Proposal as non-responsive and Proposer may be given the option to pick up its proposal from County's office within the timeframe and manner designated by County (*i.e.*, when Proposer submits information/documentation that shows that Proposer does not meet the minimum mandatory qualifications, its proposal will not be evaluated for scoring). Interested and qualified proposers must meet the following mandatory requirements:

- 3.1 Proposer must have a minimum of five (5) years of experience within the past ten (10) years providing transportation services within Los Angeles County to eligible Clients or services equivalent or substantially similar to the services in Appendix A, Statement of Work, Section 10.0 Specific Work Requirements;
- 3.2 Proposer must submit audited financial statements, or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent two fiscal years; and
- 3.3 Proposer must demonstrate it has a cash reserve equal to the amount it would cost to operate the Program for two months. Program Grant costs may not be included in cash reserves.
- 3.4 If a Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Proposer must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000.00 that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the contracting County department.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Subaward Execution

- 4.1.1 The County is not responsible for representations made by any of its officers or employees prior to the execution of the Subaward

unless such understanding or representation is included in the Subaward.

4.2 Final Subaward Award by the Board of Supervisors

4.2.1 Notwithstanding a recommendation of a Department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of County. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a Subaward.

4.3 County Option to Reject Proposals

4.3.1 Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel this RFP in its entirety. The County shall not be liable for any costs incurred by the proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal. .

4.4 County's Right to Amend Request for Proposals

4.4.1 The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.5 Background and Security Investigations

- 4.5.1 Background and security investigations of Subrecipient's staff may be required at the discretion of County as a condition of beginning and continuing work under any resulting Subaward. The cost of background checks is the responsibility of Subrecipient.

4.6 County's Quality Assurance Plan

- 4.6.1 After Subaward award, County or its agent will monitor the Subrecipient's performance under the contract on a periodic basis. Such monitoring will include assessing Subrecipient's compliance with all terms and conditions in the contract and performance standards identified in Appendix A (Statement of Work). Subrecipient's deficiencies which the County determines are significant or continuing and that may jeopardize performance of the contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the contract in whole or in part, or impose other penalties as specified in the contract.

5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS

5.1 Notice to Proposers Concerning the Public Records Act

- 5.1.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, the recommended proposer's proposal will become a matter of public record when 1) Subaward negotiations are complete; 2) County receives a letter from the recommended proposer's authorized officer that the negotiated Subaward is the firm offer of the recommended proposer; and 3) County releases a copy of the recommended proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 (Services Contract Solicitation Protest).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the proposer as "Trade Secret", "Confidential", or "Proprietary".

- 5.1.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets", "Confidential", or "Proprietary", in nature.
- 5.1.3 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential", "Trade Secrets", or "Proprietary", proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

5.2 Contact with County Personnel

- 5.2.1 All contact regarding this RFP or any matter relating thereto must be in writing and shall be either e-mailed or mailed using the following information (please use only one (1) of these methods to contact County):

E-mail address: datprfp@wdacs.lacounty.gov

Postal address:

Workforce Development, Aging and Community Services
Contracts Management Division

Attention: New Freedom Door Assistance Transportation Program RFP
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

- 5.2.2 If it is discovered that proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

- 5.3.1. Prior to a Subaward award, all potential Subrecipient's must register in the County's WebVen. The WebVen contains the vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at:

5.4 Protest Policy Review Process

5.4.1 Under Board of Supervisors Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services Subaward, as described in Subparagraph 5.4.3 (Grounds for Review) below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed Subaward award under such a solicitation, as described respectively in Subparagraph 5.4.3 (Grounds for Review) below. It is the responsibility of the Proposer challenging the decision of County to demonstrate that WDACS committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Subaward.

5.4.2 Throughout the review process, County has no obligation to delay or otherwise postpone an award of Subaward based on a Proposer protest. In all cases, County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

5.4.3 Grounds for Review

5.4.3.1 Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services Subaward provided for in accordance with Board of Supervisors Policy No. 5.055 (Services Contract Requirements Review) are limited to the following:

5.4.3.1.1 Review of Solicitation Requirements (Reference Paragraph 7.4 in the Proposal Submission Requirements Section)

5.4.3.1.2 Review of a Disqualified Proposal (Reference Paragraph 8.3 in the Selection Process and Evaluation Criteria Section)

5.4.3.1.3 Review of Proposed Subrecipient Selection (Reference Paragraph 8.7 in the Selection Process and Evaluation Criteria Section)

5.5 Injury and Illness Prevention Program

5.5.1 Subrecipient shall be required to comply with the State of California's Cal OSHA's regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

5.6 Confidentiality and Independent Subrecipient Status

5.6.1 As appropriate, contractor shall be required to comply with Paragraph 7.6 (Confidentiality) and Paragraph 8.22 (Independent Contractor Status), contained in Appendix C (Sample Subaward).

5.7 Conflict of Interest

5.7.1 No County employee whose position in the County enables him/her to influence the selection of a contractor for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a proposer or have any other direct or indirect financial interest in the selection of a contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Exhibit 5 (Certification of No Conflict of Interest) of Appendix D (Required Forms).

5.8 Determination of Proposer Responsibility

5.8.1 A responsible proposer is a proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Subaward. It is the County's policy to conduct business only with responsible proposers.

5.8.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the proposer is responsible based on a review of the proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the proposer against public entities. Labor law violations which are the fault of the subcontractors and of which the proposer had no knowledge shall not be the basis of a determination that the proposer is not responsible.

- 5.8.3 The County may declare a proposer to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the proposer has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or omission which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.
- 5.8.4 If there is evidence that the apparent highest ranked proposer may not be responsible, the Department shall notify the proposer in writing of the evidence relating to the proposer's responsibility, and its intention to recommend to the Board of Supervisors that the proposer be found not responsible. The Department shall provide the proposer and/or the proposer's representative with an opportunity to present evidence as to why the proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.8.5 If the proposer presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the proposer shall reside with the Board of Supervisors.
- 5.8.6 These terms shall also apply to proposed subcontractors of proposers on County contracts.

5.9 Proposer Debarment

- 5.9.1 The proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the proposer has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the proposer's quality, fitness or capacity to perform a contract

with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.

- 5.9.2 If there is evidence that the apparent highest ranked proposer may be subject to debarment, the Department shall notify the proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 5.9.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The proposer and/or proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the proposer should be debarred, and, if so, the appropriate length of time of the debarment. The proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 5.9.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 5.9.5 If a proposer has been debarred for a period longer than five (5) years, that proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the proposer has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
- 5.9.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where 1) the proposer has been debarred for a period longer than five (5) years; 2) the debarment

has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

5.9.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.9.8 These terms shall also apply to proposed subcontractors of proposers on County contracts.

5.9.9 Appendix H (Listing of Contractors Debarred in Los Angeles County) provides a link to the County's website where there is a listing of contractors that are currently on the Debarment List for Los Angeles County.

5.10 Adherence to County's Child Support Compliance Program

5.10.1 Proposers shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor (County Code Chapter 2.202).

5.11 Gratuities

5.11.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication,

suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the award of the Subaward or that Proposer's failure to provide such consideration may negatively affect County's consideration of Proposer's submission. A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Subaward.

5.11.2 Proposer Notification to County

A proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration.

5.11.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

5.12 Notice to Proposers Regarding the County Lobbyist Ordinance

5.12.1 The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by

completing and submitting Exhibit 6 (Familiarity with the County Lobbyist Ordinance Certification) of Appendix D (Required Forms), as part of their proposal.

5.13 Federal Earned Income Credit

5.13.1 The Subrecipient shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Appendix I (IRS Notice 1015).

5.14 Consideration of GAIN-GROW Participants for Employment

5.14.1 As a threshold requirement for consideration for Subaward award, Proposers shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers shall attest to a willingness to provide employed GAIN/GROW participants access to Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.14.2 Proposers who are unable to meet this requirement shall not be considered for Subaward. Proposers shall submit a completed, "Attestation of Willingness to Consider GAIN/GROW Participants", form, as set forth in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 9 (Attestation of Willingness to Consider GAIN-GROW Participants) and submit it along with their proposal.

5.15 Recycled Bond Paper

5.15.1 Proposer shall be required to comply with County's policy on recycled bond paper as specified in Paragraph 8.39 (Recycled Bond Paper) of Appendix C (Sample Subaward).

5.16 Safely Surrendered Baby Law

- 5.16.1 The contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Appendix J (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at www.babysafela.org.

5.17 Jury Service Program

- 5.17.1 The prospective Subaward is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Subrecipient's should carefully read Appendix G (Jury Service Ordinance) and Paragraph 8.8 (Compliance with the County's Jury Service Program) of Appendix C (Sample Subaward), both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Subrecipients and their Lower Tier Subrecipients.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

5.18 INTENTIONALLY OMITTED

5.19 Notification to County of Pending Acquisitions/Mergers by Proposing Company

- 5.19.1 The proposer shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the proposer is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information shall be provided by the proposer in Exhibit 1, (Proposer's Organization Questionnaire/Affidavit and CBE Information) of Appendix D (Required Forms). Failure of the proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) during the pendency of this RFP by providing a

revised Exhibit 1 (Proposer's Organization Questionnaire/ Affidavit and CBE Information) to the County upon the occurrence of any event giving rise to a change in its previously-reported information.

5.20 Proposer's Charitable Contributions Compliance

- 5.20.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Subrecipients should carefully read Appendix N (Background and Resources: California Charities Regulation). New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over two million dollars (\$2,000,000) of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.
- 5.20.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the certification form attached as Exhibit 19 (Charitable Contributions Certification) in Appendix D (Required Forms). A completed Exhibit 19 (Charitable Contributions Certification) is a required part of any agreement with the County.
- 5.20.3 In Exhibit 19 (Charitable Contributions Certification), prospective contractors certify either that:
- 5.20.3.1 They have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,
- OR -
- 5.20.3.2 They are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

- 5.20.4 Prospective County Subrecipients that do not complete Exhibit 19 (Charitable Contributions Certification) as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County Subrecipient that fails to comply with its obligations under the Charitable Purposes Act is subject to either Subaward termination or debarment proceedings or both. (County Code Chapter 2.202)

5.21 Defaulted Property Tax Reduction Program

- 5.21.1 The prospective Subaward is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), (Los Angeles County Code, Chapter 2.206). Prospective contractors should carefully read Appendix O (Defaulted Tax Program Ordinance) and the pertinent provisions in Paragraph 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Tax Program) of Appendix C (Sample Contract), both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both contractors and their subcontractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Exhibit 20 (Certification of Compliance with the County's Defaulted Property Tax Reduction Program) in Appendix D (Required Forms). Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor (Los Angeles County Code, Chapter 2.202).

Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.22 Time Off for Voting

- 5.22.1 Subrecipient shall notify its employees, and shall require each Lower Tier Subrecipient to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every

statewide election, every Subrecipient and Lower Tier Subrecipients shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

5.23 Proposer's Acknowledgment of County's Commitment to Zero Tolerance Policy on Human Trafficking

5.23.1 On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits Subrecipients engaged in human trafficking from receiving contract awards or performing services under a County Subaward.

5.23.2 Subrecipients are required to complete Exhibit 21 (Zero Tolerance Policy on Human Trafficking Certification) in Appendix D (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Section 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix C (Sample Subaward). Further, contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

5.24 INTENTIONALLY OMITTED

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

6.1.1 The County of Los Angeles has two preference programs. The Disabled Veterans Business Enterprise (DVBE), and Social Enterprise (SE). The Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.

6.1.2 The Preference Programs (DVBE, and SE) require that a business must complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in paragraph 6.4, and 6.5 of this solicitation.

6.1.3 In no case shall the Preference Programs (DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.

6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified DVBE, or SE when not qualified.

6.1.5 The County also has a Policy on Doing Business with Small Business that is stated in Appendix F.

6.2 Intentionally Omitted

6.3 Intentionally Omitted

6.4 Social Enterprise (SE) Preference Program

6.4.1 The County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:

- 1) A business that qualifies as a SE and has been in operation for at least one year (1) providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
- 2) A business certified by the Department of Consumer and Business Affairs (DCBA) as a SE.

6.4.2 The DCBA shall certify that a SE meets the criteria set forth in Section 6.4.1.

6.4.3 Certified SEs may only request the preference if the certification has been completed and certification is affirmed. Businesses must complete and submit Exhibit 7, Request for Preference Program Consideration in Appendix D - Required Forms and submit a letter of certification from the DCBA with their proposal.

6.4.4 Further information on SEs also available on the DCBA's website at: <http://dcba.lacounty.gov>

6.5 Disabled Veteran Business Enterprise (DVBE) Preference Program

- 6.5.1 The County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code. A DVBE vendor is defined as:
- 1) A business which is certified by the State of California as a DVBE; or
 - 2) A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.
 - 3) A business certified as DVBE with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.
- 6.5.2 The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA' inclusion policy that meets the criteria set forth by the agencies in Section 6.5.1, 1 or 2 above.
- 6.5.3 Certified DVBEs may only request the preference if the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit 7, Request for Preference Program Consideration in Appendix D - Required Forms and submit a letter of certification from the DCBA with their proposal.
- 6.5.4 Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.dgs.ca.gov/pd/Home.aspx>
- 6.5.5 Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov/>

7.0 PROPOSAL SUBMISSION REQUIREMENTS

7.1 Proposal Submission Information

7.1.1 This Section contains key project dates and activities as well as instructions to Proposers in how to prepare and submit their proposal.

7.1.2 The RFP will only be available online and may be accessed on WDACS' website as follows: <http://wdacs.lacounty.gov> (please select the option for "Business Opportunities/Doing Business with WDACS").

7.2 Truth and Accuracy of Representations

7.2.1 False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

7.3 RFP Timetable

7.3.1 The timetable for this RFP is as follows:

Activity	Date
Release of RFP	5/21/2018
Mandatory Proposers' Conference Date and Time (Pacific Standard Time ("PST"))	6/1/2018 (9:00 a.m.)
Proposers' Written Questions Due Date and Time (PST)	6/4/2018 (3:00 p.m.)
Request for a Solicitation Requirements Review Due	6/4/2018
Final Questions and Answers Released	6/6/2018
Final Proposal Due Date and Time (Pacific Daylight Time ("PDT"))	6/21/2018 (12:00 p.m. PDT)
Completion of Evaluation (tentative)	7/16/2018
Notification of Proposed Subaward (tentative)	8/15/2018
Effective Date to Commence Subaward Services	9/1/2018

7.4. Solicitation Requirements Review

7.4.1 Any person or entity may seek a Solicitation Requirements Review by submitting Appendix E (Transmittal Form to Request a Solicitation Requirements Review) to the Department conducting the solicitation as described in Paragraph 7.4 (Solicitation Requirements Review). A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

- 1) The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
- 2) The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal;
- 3) The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 4) The request for a Solicitation Requirements Review asserts either that:
 - a) application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - b) due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective proposers.

7.4.2 The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

7.5 Proposers' Questions

7.5.1. Proposers may submit written questions regarding this RFP by mail or e-mail to County as identified in Subparagraph 7.5.3. All questions must be received no later than by June 4, 2018 at 3:00 p.m. and must be in writing. Without identifying the submitting company, all questions along with the corresponding answers will

be compiled into a question-and-answer document (“Q and A”). The Q and A document will be posted on WDACS’ website and only those whose name and contact information is legibly provided on the Mandatory Proposer’s Conference sign-in sheet will be notified of the on-line posting.

7.5.2 When submitting questions, please specify the RFP document name/title (i.e., solicitation document, Appendix C (Sample Subaward), Appendix A (Statement of Work), etc.) Paragraph/Subparagraph number, title and page number(s) and quote the language that prompted the question. This will ensure that the item can be quickly identified in this RFP. County reserves the right to group similar questions when providing answers on the Q and A document.

7.5.3 Questions may address Proposer’s concerns about the RFP document, process or requirements. All questions shall be submitted to County by either e-mail or mail as follows (please use only of these methods to send questions):

E-mail address: datprfp@wdacs.lacounty.gov

Postal and delivery address:

County of Los Angeles
Workforce Development, Aging and Community Services
Attention: New Freedom: Door Assistance Transportation
Program RFP
3175 West Sixth Street, Room 403
Los Angeles, CA 90020

7.5.4 Questions may only be directed to County in the manner and during the Q and A timeframe which are indicated in this Subparagraph. Contacting any of County’s staff (by phone, e-mail, etc.) in relation to this solicitation, in addition to contacting County outside of the Q and A timeframe are strictly prohibited. Any deviation from the manner in which Proposer may contact County as specified herein may subject Proposer’s proposal to disqualification from the solicitation process.

7.6 INTENTIONALLY OMITTED

7.7 Mandatory Proposers Conference

7.7.1 A Mandatory Proposers Conference will be held to discuss this RFP. All potential Proposer’s must attend this conference in order

to submit a proposal otherwise their proposals will be rejected as non-responsive (disqualified) without any review and eliminated from further consideration. County staff will respond to questions from potential Proposers. The conference is scheduled as follows:

June 1, 2018
9:00 a.m. – 11:00 a.m.
County of Los Angeles
Workforce Development, Aging and Community Services
3175 West 6th Street, Room 105
Los Angeles, CA 90020-1708

- 7.7.2 The Conference will begin promptly at 9:00 a.m. and will conclude, either at 11:00 a.m., or once all questions have been addressed, whichever is sooner. Prospective Proposers are advised to arrive timely to ensure that they can participate in the Conference. Once the Conference has concluded, no arrivals will not be allowed.
- 7.7.3 To ensure that sufficient space is available at the Conference, prospective Proposers shall confirm their attendance (RSVP) by sending an email to County no later than Wednesday, May 30, 2018 at 5:00 p.m. using the following e-mail address: datprfp@wdacs.lacounty.gov and include the following statement in the subject line: Attendance for Mandatory Proposers' Conference. In the even that sufficient space is not available to accommodate all prospective Proposers, County may add an additional date and/or time for the Conference. County will notify those interested Proposers who have submitted their written confirmation of attendance if an additional date and/or time is added.
- 7.7.4 Free parking for the Conference is available on a first-come first-served basis in the Shatto Place parking facility located at 523 Shatto Place, Los Angeles, CA 90020. To park in this facility, please include request for parking in the Conference RSVP email as noted in Sub-paragraph 7.7.3 above. Also note that metered parking is available within walking distance in the surrounding areas.
- 7.7.5 Copies of the RFP will not be provided at the Conference. As such, Proposers are encouraged to bring a copy of the RFP to the Conference, which will only be available online and accessible on the WDACS' website at: <http://wdacs.lacounty.gov/rfp/>

7.8 Preparation of the Proposal

7.8.1 Two (2) separate proposals must be submitted – a Business Proposal and a Cost Proposal. All proposals must be bound and submitted in the prescribed format. Any proposal that deviates from this format may be may be rejected as non-responsive without review at the County’s sole discretion.

7. 8.2 Proposal Copies

7.8.2.1 Proposer shall submit one (1) original hardcopy of both the Business and Cost Proposal that is secured in a 3-ring binder. The original hardcopy proposal shall include the original wet signatures of Proposer’s Authorized Representative on each applicable form. Proposer shall also submit three (3) duplicate hardcopies of the Business and Cost proposal each of which shall also be secured in a 3-ring binder.

7.8.2.2 In addition to submitting the hardcopy proposals, Proposer shall also submit one (1) electronic version of the proposal. The electronic version of the proposal shall be a clearly legible and an exact copy of the proposal which shall be saved on either a thumb drive or flash drive. The electronic version of the proposal shall be in the form of PDF/scanned documents; Word or Excel versions of these documents are not acceptable. It is imperative that Proposer ensures that the electronic version of the proposal is an exact replica of the original hardcopy proposal (i.e., no pages shall be missing or misplaced, etc.). Proposer shall also ensure that its storage medium (i.e., thumb drive, flash drive, etc.) is fully operational and is not corrupted. Proposer shall bear all responsibility when County uses/relies on the electronic versions of the proposal to complete the evaluation process. When County determines that information or documentation is missing from the electronic version of the proposal which County uses in the evaluation and that information is subsequently discovered in the hardcopy proposal, County may at its sole discretion deem the proposal as non-responsive and reject it.

7.8.3 Proposals shall be typed using 12 point Arial font and the original hardcopy shall be printed on 8 ½” by 11” paper, with 1” margins on each side. Each narrative paragraph shall be single-spaced

between each line and double-spaced between paragraphs. Include information in footers to identify each page; this information shall include Proposer's name, page number, RFP title and Program Services. Attachments such as charts, maps, reports, etc. that Proposer uses to address or support any narrative response shall be clearly labeled/identified.

7.8.4 Each Section and Subsection of the proposal shall be tabbed and clearly identified in the table of contents and shall follow the order specified in Subparagraph 7.9 (Business Proposal Format) and Subparagraph 7.10 (Cost Proposal Format). All attachments must be inserted immediately after the Section/Sub-section to which Proposer is responding. Each attachment shall be clearly labeled/identified.

7.8.5 Page Limitations

7.8.5.1 The combined narrative responses for the Business Proposal shall not exceed a total of fifteen (15) single-sided pages (i.e. Proposer's narrative responses to the Business Proposal shall not exceed fifteen (15) single-sided pages). This page limit does not apply to exhibits, attachments, the cover page and the table of contents (e.g., attachments are not counted toward the 15-page limit).

7.8.5.3 The combined narrative responses for the Cost Proposal shall not exceed a total of five (5) single-sided pages (i.e. Proposer's narrative responses to the Cost Proposal shall not exceed five (5) single-sided pages). This page limit does not apply to exhibits, attachments, the cover page and the table of contents (e.g., attachments are not counted toward the 5-page limit).

7.8.6 All forms that are required to be submitted in the proposal and require a signature shall be signed by Proposer's Authorized Representative (the individual who is authorized to sign legally binding document on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document).

7.9. Business Proposal Format

7.9.1 The content and sequence of the Business Proposal must be as follows:

7.9.1.1	Proposer's	Organization
	Questionnaire/Affidavit and	Required Support

Documents for Corporations and Limited Liability Companies

- 7.9.1.2 Table of Contents
- 7.9.1.3 Executive Summary (Section A)
- 7.9.1.4 Proposer's Qualifications (Section B)
- 7.9.1.5 Proposer's Approach to Providing Required Services (Section C)
- 7.9.1.6 Proposer's Quality Control Plan (Section D)
- 7.9.1.7 Terms and Conditions in the Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions to (Section E)
- 7.9.1.8 Business Proposal Required Forms (section F)

7.9.2 Proposer's Organization Questionnaire/Affidavit and Required Support Documentation

The proposer shall complete, sign and date Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) in Appendix D (Required Forms). The person signing the form must be authorized to sign on behalf of the proposer.

7.9.3 Required Support Documents

Taking into account the structure of Proposer's organization, Proposer shall determine which of the supporting documents listed in Sub-paragraph 7.9.3.1 (Corporation Support Documents), Sub-paragraph 7.9.3.2 (Partnership Support Documents) or Sub-paragraph 7.9.3.3 (Other Business Entity Support Documents) that County requires.

7.9.3.1 Corporation Support Documents

- 7.9.3.1.1 Support documents for corporation and limited liability companies are identified herein.

7.9.3.1.1.1 Certificate of Good Standing (the most recent copy obtained within the last five (5) years as filed with the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized).

7.9.3.1.1.2 Statement of Information (a conformed copy of the most recent filing submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years), listing corporate officers, members and managers).

7.9.3.2 Partnership Support Documents

7.9.3.2.1 General Partnership: Statement of Partnership Authority (a conformed copy of the most recent filing submitted to the Secretary of State or equivalent

office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

7.9.3.2.2 Limited Partnership: Certificate of Limited Partnership (a conformed copy of the most recent filing submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

7.9.3.2.3 Foreign Limited Partnership: Foreign Limited Partnership Application for Registration (a conformed copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

7.9.3.2.4 Limited Liability Partnership: Application to Register a Limited Liability Partnership a conformed

copy of the most recent filing along with any amendments thereto submitted to the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized that is obtained within the last five (5) years) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

7.9.3.3 Other Business Entity Support Documents

7.9.3.3.1 Municipal Corporation, Political Subdivision of the State: Full text of the Charter or abbreviated Charter (a copy of the most recent filing with the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized. When providing the abbreviated Charter, such copy shall minimally include the cover page with the entity's seal and entity's name, governing/legal authority and its nature and powers.

7.9.3.3.2 Joint Powers Authority/Joint Powers Agency: Notice of Joint Powers Agreement (a conformed copy of the most recent filing along with the joint powers agreement and any

amendments thereto with the Secretary of State of equivalent office for the state in which Proposer's organization is incorporated/organized) or other record of similar import by an authorized public official of the jurisdiction under which the entity is organized.

- 7.9.3.4 If Proposer's organization does not fit into one (1) of these categories, upon receipt of the proposal or at some later time, County may, in its sole discretion, request additional documentation regarding Proposer's business organization and authority of individuals to sign the Subaward.
- 7.9.3.5 Proposer shall submit the appropriate documentation as part of Section A (Proposer's Organization), (Required Support Documents for Business Entities) of the proposal. Proposer shall clearly label/identify each document.
- 7.9.3.6 If Proposer does not have these required documents available at the time of proposal submission, Proposer must request the appropriate documents from the Secretary of State or equivalent office for the state in which Proposer's organization is incorporated/organized. Proposer shall prepare a statement describing the status of this request. Proposer shall submit this description along with documented evidence (written confirmation showing that Proposer has requested this information) as part of Proposer's Organization, Required Support Documents for Business Entities of the proposal.

7.9.4 Intentionally Omitted

7.9.5 Table of Contents

Sequentially list all material included in the Business Proposal. Proposer shall use references to identify every response in the proposal as it relates to the RFP section/subsection.

7.9.6 Executive Summary (Section A)

Proposer shall condense and highlight the contents of its Business Proposal to provide WDACS with a broad understanding of its approach, qualifications, experience and staffing.

7.9.7 Proposer's Qualifications (Section B)

Proposer shall demonstrate that it has the experience and financial capability to perform the required services.

7.9.7.1 Proposer's Background and Experience (Section B1)

7.9.7.1.1. Proposer shall provide a written summary of relevant background information to demonstrate that Proposer has a minimum of five (5) consecutive years of experience, obtained within the past ten (10) years, providing Program Services to businesses in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Section 10.0 (Specific Work Requirements)). Proposer shall submit this written summary as part of Section B (Proposer's Background and Experience) of the proposal.

7.9.7.1.2 Proposer shall describe its staffing.

7.9.7.1.2.1 Proposer shall have a Project Director with at least five (5) years providing

transportation services substantially similar to those described in Appendix A (Statement of Work). When Proposer indicates that it does not currently have a Project Director meeting the required experience, its proposal shall be rejected due to non-responsiveness. Proposer shall have Escort Drivers with experience providing transportation services substantially similar to those described in Appendix A (Statement of Work). When Proposer indicates that it does not currently have Escort Drivers meeting the required experience, its proposal shall be rejected due to non-responsiveness. Proposer shall have Accounting staff with at least

one (1) year of experience providing accounting services substantially similar to those described in Appendix A (Statement of Work). When Proposer indicates that it does not currently have Accounting staff meeting the required experience, its proposal shall be rejected due to non-responsiveness.

7.9.1.2.2 Proposer shall describe the education, experience and qualifications of the mandatory staff identified above who is currently in place.

7.9.1.2.3 Proposer shall provide copies of all required certifications, licenses, diplomas, resumes and job specifications for the Project Director, Escort Drivers and Accounting staff. The resume will be used to verify experience.

7.9.1.2.4 Proposer shall submit the narrative descriptions and supporting documentation in the order listed above as part of Section B (Proposer's Qualifications) of the proposal.

7.9.7.2 Proposer's References (Section B2)

7.9.7.2.1 Proposer shall provide five (5) references to substantiate its

qualifications. Each of the five (5) references shall be from separate businesses that Proposer has worked with and/or assisted in providing services similar to those described in Appendix B (Statement of Work). Proposer shall indicate a specific person who will be contacted by County as part of conducting the reference check. When providing information for any one (1) reference (i.e., organization, entity, firm, etc.), Proposer shall only use one (1) point of contact. It is Proposer's sole responsibility to ensure that the reference's name and contact person's name, title, phone number and e-mail address are accurate. The references shall be listed on Appendix D (Required Forms and Documentation), Part 1 (Required Forms), Exhibit 2 (Proposer's References) and include it as part of Section B (Proposer's Qualifications), Sub-section B2 (Proposer's References) of the proposal.

7.9.7.2.2 County reserves the option to contact references by telephone, mail or e-mail to ascertain Proposer's qualifications, accountability and fitness. In the event that County elects to call the references, County will contact Proposer's references during County's business hours, Monday – Friday (8:00 a.m. to 5:00 p.m. (PDT)).

7.9.7.2.3 County may disqualify Proposer as non-responsive and/or non-responsible (i.e., proposal may be rejected) if any of the following occur:

- 7.9.7.2.3.1 Reference(s) fails to substantiate Proposer's description of the services it provided.
- 7.9.7.2.3.2 Reference(s) fails to support that Proposer has a continuing pattern of utilizing capable, productive and skilled personnel.
- 7.9.7.2.3.3 County is unable to reach the point of contact. County will make up to three (3) attempts to reach the contact. It is Proposer's responsibility to inform the point of contact of County's business hours during which timeframe County will conduct reference checks and to provide contact a general timeframe during which County may attempt to reach contact. Proposer may estimate that timeframe based on the final proposal due date and time and the tentative date when the evaluations will be completed as

noted in the RFP timetable.

Proposer shall also inform its references that County may contact them by phone, mail or e-mail and shall convey the importance of responding to County's request in the time and manner as designated by County.

7.9.7.3 Proposer's List of Contracts (Section B3)

7.9.7.3.1 Proposer shall provide past contracts where similar services as detailed in Appendix B (Statement of Work), were provided. Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 3 (Proposer's List of Contracts) and include it as part of Section B (Proposer's Qualifications), Sub-section B3 (Proposer's List of Contracts) of the proposal.

7.9.7.3.2 County may disqualify Proposer as non-responsive and/or non-responsible (i.e., proposal may be rejected) if any of the following occur:

7.9.7.3.2.1 Contract reference(s) fails to substantiate Proposer's description of the services it provided.

7.9.7.3.2.2 Contract Reference(s) fails to support that Proposer has a continuing pattern of utilizing capable, productive and skilled personnel.

7.9.7.3.2.3 County is unable to reach the point of contact. County will make up to three (3) attempts to reach the contact. It is Proposer's responsibility to inform the point of contact of County's business hours during which timeframe County will conduct reference checks and to provide contact a general timeframe during which County may attempt to reach contact. Proposer may estimate that timeframe based on the final proposal due date and time and the tentative date when the evaluations will be completed as noted in the RFP timetable. Proposer shall also inform its references that County may contact them by

phone, mail or e-mail and shall convey the importance of responding to County's request in the time and manner as designated by County.

7.9.7.4 Proposer's List of Expired and Terminated Contracts (Section B4)

7.9.7.4.1 Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 4 (Proposer's List of Expired and Terminated Contracts) by providing information on contracts that have expired or terminated (this contract shall fall into the same 5-year period for which Proposer must demonstrate that it has obtained experience providing the same or similar scope of services identified in Appendix A (Statement of Work)). Proposer shall submit this completed form as part of Section B (Proposer's Qualifications), Subsection B4 (Proposer's List of Expired and Terminated Contracts) of the proposal.

7.9.7.5 Proposer's Pending or Threatening Litigation (Section B5)

7.9.7.5.1 Proposer shall provide a statement indicating whether or not it has any pending or threatening litigation in which Proposer is and/or its principals are involved which have occurred within the past five (5) years. If Proposer does not have any such litigation actions,

Proposer shall provide a written statement indicating that there are no such pending or threatening litigation actions involving Proposer and/or its principals within the past five (5) years.

7.9.7.5.2 In the event that Proposer indicates that it has a pending or threatening litigation, Proposer shall provide the following information: name of the action, case number, brief summary of the case, court jurisdiction and the size and scope of the action.

7.9.7.5.3 Notations such as “not applicable” or “n/a” are not a valid response and will be rated as “non-responsive”. County may reject/disqualify the proposal when such a rating is determined.

7.9.7.5.4 Proposer shall include these statements and information as part of Section B (Proposer’s Qualifications), Subsection B5 (Proposer’s Pending or Threatening Litigation) of the proposal.

7.9.7.6 **Proposer’s Judgement Action(s) (Section B6)**

7.9.7.6.1 Proposer shall provide a statement indicating whether or not it has any judgment action(s) against Proposer and/or its principals which have occurred within the past five (5) years. If Proposer does not have any such judgment action(s), Proposer shall provide a written statement indicating that there are no such judgment action(s) against Proposer and/or its

principals within the past five (5) years.

7.9.7.6.2 In the event that Proposer indicates that it has a judgment action(s), Proposer shall provide the following information: name of the action, case number, brief summary of the case and court jurisdiction.

7.9.7.6.3 Notations such as “not applicable” or “n/a” are not a valid response and will be rated as “non-responsive”. County may reject/disqualify the proposal when such a rating is determined.

7.9.7.6.4 Proposer shall include these statements and information as part of Section B (Proposer’s Qualifications), Subsection B6 (Proposer’s Judgment Action(s)) of the proposal.

7.9.7.7 Proposer’s Financial Capability (Section B7)

7.9.7.7.1 Provide copies of the company’s most current and prior two (2) fiscal years (for example 2016 and 2017) audited financial statements. Statements should include the company’s assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. Do not submit Income Tax Returns to meet this

requirement. Financial statements will be kept confidential if so stamped on each page.

7.9.8 Proposer's Approach to Provide Required Services (Section C)

- 7.9.8.1 Proposer shall describe its experience and expertise providing Door-Assistance Transportation Services. Proposer must have at least five years of experience within the past ten years providing equivalent or similar transportation services in Los Angeles County. Proposer should detail the number of clients served, as well as the length of time providing the service.
- 7.9.8.2 Proposer shall state the Supervisorial District(s) and city(ies) Proposer plans to serve during the term of the Subaward. Proposer shall also describe how Proposer's services will improve access to transportation by bridging gaps in the existing transportation network for persons with disabilities and the elderly.
- 7.9.8.3 Proposer shall describe its experience and expertise providing Door-Assistance Transportation Services *to the targeted populations* listed in the RFP. Proposer shall describe its experience and expertise assisting clients similar to those targeted in this RFP.
- 7.9.8.4 Proposer should describe how it will conduct an initial assessment to determine eligibility. Proposer should include experience and expertise conducting eligibility assessments.
- 7.9.8.5 Proposer shall describe how it meets the certification requirements issued by the California Public Utilities Commission (CPUC) Transportation Safety and Enforcement Division; as well as enrollment

in the California Department of Motor Vehicles (DMV) Employer Pull Notice Program (EPN). Provide a detailed description of the Proposer's process to check driver's criminal history, traffic violations/accidents, driving without a license/registration/insurance and how the Proposer will manage drivers found to be in violation.

- 7.9.8.6 Proposer shall describe how it maintains and will maintain its service vehicles, related accessories, equipment and facilities required per Subaward in good order and in a satisfactory condition. Proposer shall describe its vehicle inspection procedures.
- 7.9.8.7 Proposer shall describe its experience and expertise deploying a comprehensive dispatch system.
- 7.9.8.8 Proposer shall describe its experience and expertise providing monthly tracking reports, including providing client names, address, supervisorial district, number of trips and types of trips. Proposer shall describe how it will document transportation as identified in this RFP.
- 7.9.8.9 Proposer shall provide a step-by-step account of what the Proposer will do and how it will meet the requirements specified in Appendix A. Statement of Work, Section 10.0, Specific Work Requirements. Describe the following operational processes: (1) Hours of operation and days of the week; (2) Pre-trip Inspection and Maintenance; (3) Prompt Service to and from location; (4) Driver assistance and securing a client; (5) Documenting one-way trips;
- 7.9.8.10 Proposer shall describe the experience, training, and education of Proposer's mandatory staff based on the requirements specified in Appendix A, Statement of Work, Section 6.0. Copies of all required

certifications, diplomas, resumes and job specifications are to be identified by staff member and included in the proposal. (Proposer's individual staff titles may vary within its own operations; however, for the purposes of this RFP, all staffing titles must match the staffing titles in Section 6.0, Responsibilities.

- 7.9.8.11 Proposer shall provide the most current service record for each vehicle the Proposer plans to utilize for providing Program services. At a minimum, the service record shall include inspections of the charging and cooling systems, breaks, tires, engine and transmission. The vehicle service must be conducted by competent personnel, certifying the vehicle as safe to operate. All proposed vehicles may be subject to inspection by County prior to, during and after the proposal evaluation process.

7.9.9 Proposer's Quality Control Plan (Section D)

- 7.9.9.1 Provide a comprehensive description of Proposer's Quality Control Plan to be utilized by Proposer as a self-monitoring tool which will ensure that all of the requirements of the Program Services are met, including those requirements specified in Appendix C (Sample Subaward).
- 7.9.9.2 Proposer may provide a copy of its Quality Control Plan as an attachment to the proposal; however, attaching the Quality Control Plan shall not take the place of providing the description of the Quality Control Plan as required by this Section.
- 7.9.9.3 At a minimum, the following factors shall be included in the Quality Control Plan and these factors shall be addressed in Proposer's description of its Quality Control Plan:

7.9.9.3.1 Activities to be monitored to ensure compliance with those requirements listed in Appendix B (Statement of Work Exhibits), Exhibit 1 (Performance Requirements Summary Chart).

7.9.9.3.2 Monitoring methods to be used, documentation methods of all monitoring results (including any corrective action taken) and the frequency of monitoring.

7.9.9.3.3 Samples of forms to be used in monitoring.

7.9.9.3.4 Title/level and qualifications of personnel performing monitoring functions.

7.9.9.4 Proposer shall include the narrative description and documentation (if applicable) as part of Section D (Proposer's Quality Control Plan) of the proposal.

7.9.10 Proposer's Green Initiatives

7.9.7.1 Describe Proposer's plan to comply with the green requirements described in Appendix A (Statement of Work), Section 11.0 (Green Initiatives). Describe Proposer's current environmental policies and practices and those proposed to be implemented during the term of the Subaward. Proposer shall include the narrative description as part of Section D (Proposer's Green Initiatives) of the proposal.

7.9.11 Terms and Conditions in the Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/ or Exceptions to (Section E)

7.9.11.1 It is the duty of every Proposer to thoroughly review the sample Subaward and Statement of Work to ensure compliance with all terms, conditions and requirements. It is the

County's expectation that in submitting a proposal, the Proposer's will accept, as stated, the County's terms and conditions in the Sample Subaward and the County's requirements in the Statement of Work. However, Proposers are provided the opportunity to take exceptions to the County's terms, conditions and requirements.

7.9.11.2 Section E of the Proposer's response must include:

1. A statement offering the Proposer's acceptance of or exceptions to all terms and conditions listed in Appendix C (Sample Subaward).
2. A statement offering the Proposer's acceptance of or exceptions to all requirements listed in Appendix A (Statement of Work); and

For each exception, the Proposer shall provide:

1. An explanation of the reason(s) for the exception;
2. The proposed alternative language; and
3. A description of the impact, if any, to the Proposer's price.

7.9.11.3 Indicate all exceptions to the Sample Subaward and/or Statement of Work by providing a red-lined version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions.

7.9.11.4 The County reserves the right to determine if Proposers' exceptions are material enough

to deem the proposal non-responsive and not subject to further evaluation.

- 7.9.11.5 The County reserves the right to make changes to the Sample Subaward and its appendices and exhibits at its sole discretion.

7.9.12 Business Proposal Required Forms and Documents (Section F)

7.9.12.1 Subsection F-1 (Required Forms)

7.9.12.1.1 Proposer shall complete the forms listed in Appendix D (Required Forms and Documentation), Part I (Required Forms) by providing responses to each item on these forms and such responses shall address the information being requested.

When any requested information does not apply, Proposer shall respond to that item by indicating “Not applicable” as its response. Proposer shall not leave any item blank/unanswered.

7.9.12.1.2 In the event that Proposer’s response to the information requested on these forms indicates non-compliance with County’s requirements, the proposal may be disqualified for non-responsiveness and rejected at County’s sole discretion. For example, if Proposer’s response to any of the items noted under the certification in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 8 (Proposer’s Equal Employment

Opportunity Certification) is “No” then County may deem the proposal to be non-responsive and it may be rejected.

7.9.12.1.3 Proposer shall submit the following completed forms as part of Section F (Required Forms and Documentation), Section F-1 (Required Forms) of the proposal in the order listed below:

7.9.12.1.3.1 Exhibit 5
(Certification of No Conflict of Interest)

7.9.12.1.3.2 Exhibit 6
(Familiarity with County’s Lobbyist Ordinance Certification)

7.9.12.1.3.3 Exhibit 7
(Request for Preference Program Consideration)

7.9.12.1.3.4 Exhibit 8
(Proposer’s Equal Employment Opportunity Certification)

7.9.12.1.3.5 Exhibit 9
(Attestation of Willingness to Consider GAIN and GROW Participants)

- 7.9.12.1.3.6 Exhibit 10
(Contractor Employee Jury Service Program Certification and Application for Exception)
- 7.9.12.1.3.7 Exhibit 12
(Certification of Independent Price Determination and Acknowledgement of RFP Restrictions)
- 7.9.12.1.3.8 Exhibit 13
(Budget Sheet)
- 7.9.12.1.3.9 Exhibit 19
(Charitable Contributions Certification)
- 7.9.12.1.3.10 Exhibit 20
(Certification of Compliance with County's Defaulted Property Tax Reduction Program)
- 7.9.12.1.3.11 Exhibit 21 (Zero Tolerance Policy on Human Trafficking Certification)

7.9.12.2 Subsection F-2 (Required Documentation)

- 7.9.12.2.1 Proposer shall submit copies of its organizational documents as

listed in Appendix D (Required Forms and Documentation), Part II (Required Documentation). Unless otherwise specified, these documents shall be current as of the final proposal due date and time. For each document, place a tabbed sheet in front of it to identify the document. Proposer shall submit these documents as part of Section F (Required Forms and Documentation), Subsection F-2 (Required Documentation).

7.9.12.2.2 For any document that is not applicable to Proposer, please indicate the document name and note that it is not applicable. Failure to do this will result in a deduction of points for that form as it will be deemed as a missing document.

7.10 Cost Proposal Format

7.10.1 The content and sequence of the Cost Proposal must be as follows:

7.10.1.1 Cover Page

7.10.1.2 Table of Contents

7.10.1.3 Section A (Proposed Budget and Narrative)

7.10.1.4 Section B (Preference Programs)

7.10.2 Cover Page

7.10.2.1 Identify this part of the proposal as the Cost Proposal and include the RFP title, RFP number and Proposer's name.

7.10.3 Table of Contents

7.10.3.1 Sequentially list all material included in the Cost Proposal. Proposer shall use references to identify every response in the proposal.

7.10.4 Section A (Proposed Budget and Narrative)

7.10.4.1 Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed, including any start-up costs (which are limited to one (1) month only), to provide Program Services by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 13(Proposed Budget for New Freedom: Door Assistance Transportation Program Services).

7.10.4.2 Proposer shall submit a justification explaining the reasonableness and necessity of each item of cost that is included in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 13 (Proposed Budget for New Freedom: Door-Assistance Transportation Program Services).

7.10.4.3 Proposer shall indicate the performance numbers on Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 13 (Proposed Budget for New Freedom: Door Assistance Transportation Program Services) as stated in its proposal for the services outlined in Subparagraph 7.9.8 (Section C (Proposer's Approach to Providing Required Services). Planned performance numbers shall be indicated under column "Proposed No. of Units." Proposers are highly encouraged to provide more than the minimum number of service units.

7.10.4.4 The budget shall not exceed the funding amount stated in Subparagraph 2.1.5 (Anticipated Funding Amounts).

7.10.4.5 Proposer shall submit this budget and narrative description as part of Section A (Proposed Budget and Narrative) of the cost proposal.

7.10.5 Section B (Preference Programs)

7.10.5.1 To apply for any of the Preference Programs, upon receipt of a letter of certification and affirmation from the Department of Consumer and Business Affairs (DCBA)

substantiating Proposer's status as a Social Enterprise (SE) and/or Disabled Veteran Business Enterprise (DVBE) vendor, Proposer shall complete and submit Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 7 (Request for Preference Program Consideration) and include a copy of the certification from DCBA as part of Section B (Preference Programs) of the proposal.

7.11 Firm Offer/Withdrawal of Proposal

7.11.1 Until the proposal submission deadline, Proposer may correct errors in its proposal by submitting another set of proposals (one (1) original hardcopy and three (3) duplicate hardcopies with the mistakes corrected. Proposer shall provide a written request indicating its intent to withdraw its original proposal and re-submit revised proposal. Include this written request when submitting the revised/corrected proposal. Revised proposals will not be accepted once the deadline for submission of proposals has passed.

7.12 Proposal Submission

7.12.1 The original hardcopy Business Proposal and three (3) duplicate hard copies of the proposal, and an electronic version as described in Subsection 7.8.2.2 shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Proposer and shall bear the following words:

Business Proposal for New Freedom: Door Assistance
Transportation Program
RFP Number NF-DATP-1820

7.12.2 The original hardcopy Cost Proposal and three (3) duplicate hard copies of the proposal shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Proposer and shall bear the following words:

Cost Proposal for New Freedom: Door Assistance Transportation
Program
RFP Number NF-DATP-1820

7.12.3 At any time prior to the final proposal due date and time, Proposer may submit its proposal during County's business hours, Monday

– Friday (8:00 a.m. to 5:00 p.m. (PDT)). On the final proposal due date, the proposal shall be submitted (i.e., must be received by County) no later than the time indicated in Subparagraph 7.3 (RFP Timetable). The proposal shall be submitted by mail or hand-delivered to:

County of Los Angeles
Workforce Development, Aging and Community Services
Contract Management Division
Attention: NF-DATP-1820
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

- 7.12.4 It is the sole responsibility of Proposer to ensure that its proposal is received no later than the final proposal due date and time. Proposer shall bear all risks associated with delays in delivery by any person or entity, including the United States postal service. Any proposal received after the final proposal due date and time will not be accepted and will be returned to Proposer or Proposer's agent unopened.
- 7.12.5 When Proposer or Proposer's agent delivers the proposal in a sealed envelope or box, County will receive the proposal in the condition which it is delivered (i.e., County will not open the sealed envelope/box until after the final proposal due date and time have elapsed). County will provide Proposer or Proposer's agent a receipt as evidence that the proposal is received by the final proposal due date and time. In the event that Proposer elects to re-submit its proposal pursuant to the requirements outlined in Sub-paragraph 7.11 (Firm Offer/Withdrawal of Proposal), County shall issue a new receipt for the resubmitted proposal.
- 7.12.6 If Proposer does not submit the required number of proposals stated in this Subparagraph 7.12 then County (at its sole discretion) may deem Proposer's submission as non-responsive which may result in the proposal being disqualified from further consideration (i.e., the proposal may be rejected).

8.0 SELECTION PROCESS AND EVALUATION CRITERIA

8.1 Selection Process

- 8.1.1 County reserves the sole right to judge, review and evaluate the contents of the proposals submitted pursuant to this RFP and to

determine that final scores of the proposals. The evaluation and selection process will begin with receipt of the proposals.

8.1.2 Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposal and will use the evaluation approach described herein to select a prospective Subrecipient. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may also utilize the services of appropriate experts to assist in this evaluation.

8.1.3 After a prospective Subrecipient has been selected, the County and the prospective Subrecipient will negotiate a Subaward for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory Subaward cannot be negotiated, the County may, at its sole discretion, begin subaward negotiations with the next qualified Proposer who submitted a Proposal, as determined by the County.

8.1.4 The recommendation to award a subaward will not bind the Board of Supervisors to award a subaward to the prospective Subrecipient.

8.1.5 The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

8.2 Adherence to the Minimum Mandatory Qualifications (Pass/Fail/Review)

8.2.1 Upon receipt of the proposal, County will conduct a Pass/Fail review of the Proposer's Minimum Mandatory Qualifications. The results of this initial review will be used to determine whether or not the proposal will be evaluated for scoring.

8.2.2 If County determines that Proposer has not met all of the Minimum Mandatory Qualifications listed in this RFP at the time that the proposal is submitted, County will immediately reject the proposal as non-responsive. County will issue Proposer a notification indicating that its proposal has been disqualified from further consideration and Proposer may be given the option to pick up its

proposal from County's office within the timeframe and manner designated by County (i.e., when Proposer submits information/documentation which demonstrates that Proposer does not meet all of the Minimum Mandatory Qualifications, the proposal will not be evaluated for scoring).

8.2.3 If County determines that Proposer has met and passed the Minimum Mandatory Qualifications process (i.e., Pass/Fail Review) then the proposal will be evaluated for scoring by the Evaluation Committee.

8.2.3.1 Evaluation Committee Review of the Proposal

8.2.3.1.1 Evaluation of the proposals passing the Minimum Mandatory Qualifications review will be completed by an Evaluation Committee selected by County. The Evaluation Committee will evaluate and score the proposals using the evaluation approach described herein.

8.2.3.1.2 The Evaluation Committee will consist of individuals who are subject matter experts in various areas including but not limited to program operations, contract development, planning operations, grants management, finance/accounting, monitoring/compliance and/or administrative operations. County will make every attempt to utilize the services of appropriate subject matter experts to assist in this evaluation process.

8.2.3.2 Clarification of Proposed Elements

8.2.3.2.1 County may, at its sole discretion, contact all Proposers being evaluated for clarification or validation of submitted information.

8.2.3.3 Proposal Score

8.2.3.3.1 The proposal will be evaluated based on a numerical scoring system. The Evaluation Committee will use an evaluation tool containing rating criteria to determine the score of the proposal. The maximum score that a proposal can receive is 10,000 points. These

points are divided between the Business Proposal and the Cost Proposal. The Business Proposal is worth a maximum of 6,000 points and the Cost Proposal is worth a maximum of 4,000 points.

8.2.3.3.2 Proposals will be evaluated with other proposals within that Supervisorial District.

8.2.3.4 **Additional Considerations for Selection of Successful Proposer**

8.2.3.4.1 **Missing Forms and Documentation**

8.2.3.4.1.1 In the event that Proposer does not submit a required form and/or document as part of the Business Proposal, Cost Proposal or both, County will deduct points for the missing form or document as indicated in Subparagraph 8.4.6 (Section F (Required Forms and Documentation)). However, if the missing form and/or document is required as part of the Minimum Mandatory Qualifications then point deductions are not applicable since the Minimum Mandatory Qualifications will be reviewed on a pass/fail basis.

8.2.3.4.1.2 In the event Proposer is selected to receive a Subaward and it did not submit a required form or documentation that is indicated in Subparagraph 8.4.6 (Section F (Required Forms and Documentation)) as part of its proposal, County will not recommend Proposer to the Board of Supervisors for the Subaward unless/until Proposer has submitted the proper

form(s) and/or documentation as directed by County (i.e., successful Proposer shall submit any missing form/documentation to County prior to recommendation of Subaward).

8.2.3.5 Prospective Subrecipient(s)

- 8.2.3.5.1 After evaluation of the proposals has been completed, County will select prospective Subrecipient(s) to receive a Subaward. County retains the right to select prospective Subrecipient(s) which County determines in its sole discretion to be the most overall qualified, cost-effective, responsive and responsible and serves the best interests of County as opposed to selected Proposer that receives the highest number of points.
- 8.2.3.5.2 Once prospective Subrecipient is selected, County will begin negotiating a Subaward with prospective Subrecipient(s). Such negotiation will ensure that the requirements of the Program and the RFP objectives are met prior to execution of the Subaward. If a satisfactory Subaward cannot be negotiated, County may, at its sole discretion, begin Subaward negotiations with the next qualified prospective Subrecipient who submitted a proposal, as determined by County. The selected proposal shall be made a part of the resulting Subaward.
- 8.2.3.5.3 Once the Subaward negotiation process has been completed, the negotiated Subaward will be submitted to the Board of Supervisors for its consideration and possible approval.
- 8.2.3.5.4 County's recommendation to grant a Subaward will not bind the Board of Supervisors to grant such Subaward to prospective Subrecipient(s).

8.2.3.5.5 County reserves the right to award multiple Subawards to multiple Proposers within a Service Area when it is determined by County to best meet the needs of County.

8.3 Disqualification Review

8.3.1 A proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the proposer in writing.

8.3.2 Upon receipt of the written determination of non-responsiveness, the proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

8.3.3 A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a proposer;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

8.3.4 The Disqualification Review shall be completed and the determination shall be provided to the requesting proposer, in writing, prior to the conclusion of the evaluation process.

8.3.5 Proposer can also be disqualified for Paragraph 5.8 (Determination of Proposer Responsibility).

8.4 Business Proposal Evaluation and Criteria (6,000 maximum points)

8.4.1 Section B (Proposer's Qualifications (2,300 maximum points))

8.4.1.1 Subsection B1 (Proposer's Background and Experience) – (500 maximum possible points)

8.4.1.1.1 The proposal will be evaluated based on the thoroughness and the quality of the response provided in response to Subparagraph 7.9.7.1 (Subsection B1 (Proposer's Background and Experience)), along with accompanying documentation (i.e. resumes, descriptions, licenses, etc.). Each reference will be evaluated and scored individually and the maximum possible points available for each reference is 100 points. Therefore the total maximum points for this Subsection B2 (Proposer's References) is worth 500 points. No more than five (5) references will be evaluated

8.4.1.2 Subsection B2 (Proposer's References) – (500 maximum possible points)

8.4.1.2.1 The proposal will be evaluated based on the verification of references provided in response to Subparagraph 7.9.7.2 (Subsection B2 (Proposer's References)), along with accompanying documentation (i.e. business support letter). Each reference will be evaluated and scored individually and the maximum possible points available for each reference is 100 points. Therefore the total maximum points for this Subsection B2 (Proposer's References) is worth 500 points. No more than five (5) references will be evaluated.

8.4.1.2.2 In the event that a reference's point of contact cannot be reached within three (3) attempts by County, Proposer shall receive zero (0) points for the scoring of that reference.

8.4.1.3 Subsection B3 (Proposer's List of Contracts) – (100 maximum possible points)

- 8.4.1.3.1 The proposal will be evaluated based on the verification of Proposer's List of Contracts provided in response to Subparagraph 7.9.7.3 (Subsection B3 (Proposer's List of Contracts)). Proposer shall list one (1) past contract where similar services, as described in Appendix B (Statement of Work), was provided. County will not review and evaluate more than one (1) contract reference. The contract reference will be evaluated and scored individually and the maximum points available for each contract reference is 100 points. Therefore the total maximum points for this Subsection B3 (Proposer's List of Contracts) is worth 100 points.
- 8.4.1.3.2 In the event that a contract reference's point of contact cannot be reached within three (3) attempts by County, Proposer shall receive zero (0) points for the scoring of that contract reference.
- 8.4.1.3.3 In addition to the contract reference provided, County will review the County's Contract Database and Contractor Alert Reporting Database, if applicable; these databases provide vendor's past performance history on County and other contracts. This portion of the evaluation may result in point deductions. Altogether, the review of County's database(s) may result in point deductions up to 100% of the total points possible awarded in this evaluation category (i.e. the maximum number of points that may be deducted is 100 points). If the combined maximum number of points in the amount of 100 points are deducted as a result of the review of County's database(s) then the proposal may be disqualified in its entirety, deemed non-responsive and it may not be subjected to further evaluation.

8.4.1.4 Subsection B4 (Proposer's List of Expired and Terminated Contracts) – (100 maximum possible point deductions)

8.4.1.4.1 The proposal will be evaluated based on a review of information provided in response to Subparagraph 7.9.7.4 (Subsection B4 (Proposer's List of Expired and Terminated Contracts)). Such review will be conducted to determine the significance of the termination of any contract. This review may result in point deductions of up to 100 points).

8.4.1.5 Subsection B5 (Proposer's Pending or Threatening Litigation) – (50 maximum possible point deductions)

8.4.1.4.1 The proposal will be evaluated based on a review of the information provided in response to Sub-paragraph 7.9.7.5 (Subsection B5 (Proposer's Pending or Threatening Litigation)). Such review will be conducted to determine the significance of any litigation which may be pending against Proposer and/or its principals. This review may result in point deductions of up to 50 points. If Proposer does not address this section, 50 points will be deducted from this Subsection B5 (Proposer's Pending or Threatening Litigation).

8.4.1.6 Sub-section B6 (Proposer's Judgment Action(s)) – (50 maximum possible point deductions)

8.4.1.6.1 The proposal will be evaluated based on a review of the information provided in response to Subparagraph 7.9.7.6 (Sub-section B6 (Proposer's Judgment Action(s))). Such review will be conducted to determine the significance of any judgment action(s) that has occurred against Proposer and/or its principals. This review may result in point deductions of up to 50 points. If Proposer does not address this section, 50 points will be deducted from this Sub-section B6 (Proposer's Judgement Action(s)).

8.4.1.7 Section B.7 (Proposer’s Financial Capability) (1,200 maximum points possible)

8.4.1.7.1 Proposer will be evaluated on the audited financial statements for the two most recent years.

8.4.2 Section C (Proposer’s Approach to Providing Required Services) – (3,300 maximum points possible)

8.4.2.1 For each of the following categories, the proposal will be evaluated based on the methodology Proposer shall use to meet County’s requirements as provided in Proposer’s response to the criteria outlined in Sub-paragraph 7.9.8 (Section C (Proposer’s Approach to Providing Required Services)). Any response that does not provide a detailed description as indicated in Sub-paragraph 7.9.8 (Section C (Proposer’s Approach to Providing Required Services)) will not receive any points for that category. For example, responses such as “Proposer will follow the protocols and procedures described in Appendix A (Statement of Work),” “Proposer will provide all Service Categories in accordance with the requirements noted in Appendix A (Statement of Work),” etc. will receive zero (0) points.

8.4.2.1.1 **Subsection C1 (maximum of 300 points possible):** Overall evaluation will determine Proposer’s experience and expertise providing services as outlined in Subparagraph 7.9.8.1.

8.4.2.1.2 **Subsection C2 (maximum of 300 points possible):** Overall evaluation will determine Proposer’s plans and areas to serve as well as how Proposer will improve access to transportation and bridge gaps in existing transportation network as outlined in Subparagraph 7.9.8.2.

8.4.2.1.3 **Subsection C3 (maximum of 300 points possible):** Overall evaluation will determine Proposer’s experience and expertise providing services to targeted populations as outlined in Subparagraph 7.9.8.3.

- 8.4.2.1.4 **Subsection C4 (maximum of 300 points possible):** Overall evaluation will determine Proposer's experience and expertise providing assessment and eligibility services as outlined in Subparagraph 7.9.8.4.
- 8.4.2.1.5 **Subsection C5 (maximum of 300 points possible):** Overall evaluation will determine Proposer's experience and expertise meeting certification and licensing requirements, and conducting background checks as outlined in Subparagraph 7.9.8.5
- 8.4.2.1.6 **Subsection C6 (maximum of 300 points possible):** Overall evaluation will determine the experience and expertise of Proposer's maintenance and inspection procedures as outlined in Subparagraph 7.9.8.6
- 8.4.2.1.7 **Subsection C7 (maximum of 300 points possible):** Overall evaluation will determine the experience and expertise of Proposer's comprehensive dispatch procedures as outlined in Subparagraph 7.9.8.7
- 8.4.2.1.8 **Subsection C8 (maximum of 300 maximum points possible):** Overall evaluation will determine the experience and expertise of Proposer's reporting and tracking procedures as outlined in Subparagraph 7.9.8.8
- 8.4.2.1.9 **Subsection C9 (maximum of 300 points possible):** Overall evaluation will determine the reasonableness of Proposer's step-by-step plan to provide and sustain these services throughout Subaward term as outlined in Subparagraph 7.9.8.9.
- 8.4.2.1.10 **Subsection C10 (maximum of 300 points possible):** Overall evaluation will determine the expertise and experience of Proposer's staff to provide and sustain these services throughout Subaward term as outlined in Subparagraph 7.9.8.10.

8.4.2.1.11 **Subsection C11 (maximum of 300 points possible):** Overall evaluation will determine the current vehicle service records and Proposer's plan to provide and sustain these services throughout Subaward term as outlined in Sub-paragraph 7.9.8.11.

8.4.3 **Proposer's Quality Control Plan (Section D) – (200 maximum points possible)**

8.4.3.1 Proposal will be evaluated on Proposer's ability to meet and adhere to the requirements outlined in Sub-paragraph 7.9.9 (Section D (Proposer's Quality Control Plan)).

8.4.4 **Proposer's Green Initiatives – (200 maximum points possible)**

8.4.4.1 Proposal will be evaluated on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.10 (Proposer's Green Initiatives)).

8.4.5 **Terms and Conditions in the Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/Exceptions to (Section E) – (200 maximum point deductions)**

8.4.5.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the terms, conditions and requirements outlined in Subparagraph 7.9.11.

8.4.5.2 In the event that Proposer provides one exception, 100 points shall be deducted, in the event that the Proposer provides more than one exception, 200 total points will be deducted from the Business Proposal score.

8.4.6 **Section F (Required Forms and Documentation) – (525 maximum possible point deductions)**

8.4.6.1 **Sub-section F-1 (Required Forms) – (300 maximum possible point deductions)**

8.4.6.1.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Sub-paragraph 7.9.12.1 (Sub-section F-1 (Required Forms)).

8.4.6.1.2 In the event that Proposer does not submit a form and/or document as indicated in Sub-section 7.9.12.1 (Sub-section F-1 (Required Forms)), County shall deduct twenty-five (25) points for each missing form or document, or a missing signature on the form or document. The total points will be deducted from the Business Proposal score.

8.4.6.2 Subsection F-2 (Required Documentation) – (225 maximum possible point deductions))

8.4.6.2.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Sub-paragraph 7.9.12.2 (Sub-section F-2 (Required Documentation)).

8.4.6.1.2 In the event that Proposer does not submit a form and/or document as indicated in Subsection 7.9.12.2 (Sub-section F-2 (Required Documentation)), County shall deduct twenty-five (25) points for each missing form or document, or a missing signature on the form or document. The total points will be deducted from the Business Proposal score.

8.5 Cost Proposal Evaluation Criteria (4,000 maximum points possible)

8.5.1 Section A (Proposed Budget and Narrative) – (4,000 maximum points possible)

8.5.1.1 Section A (Proposed Budget and Narrative) – (1000 maximum points possible)

8.5.1.1.1 Proposer shall submit the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 17 (Proposed Budget). The completed budget shall identify the number of units of service.

8.5.1.1.2 In the event that Proposer does not submit a required form and/or document as indicated in Sub-paragraph 7.9.3.4 (Section A (Proposed

Budget and Narrative)), County shall deduct 200 points for this Section A of the Cost Proposal.

8.5.1.1.3 The budget and narrative will be evaluated based on the accuracy of calculations, start-up costs, and its adherence to the requirements outlined in Sub-paragraph 7.9.3.4 (Section A (Proposed Program Budget and Narrative)). The budget shall not exceed the funding amount stated in Subparagraph 2.1.5 (Anticipated Funding Amounts). Points will be awarded accordingly.

8.5.1.1.4 Proposer shall submit a justification explaining the reasonableness and necessity of each item of cost that is included in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 13 (Proposed Budget).

8.5.1.2 Section A (Proposed Budget and Narrative) – Proposed Number of Service Units – (3,000 maximum points possible)

8.5.1.2.1 The number of service units reflected in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 13 (Proposed Budget) will be reviewed and evaluated. The maximum number of possible points for this section will be awarded to the Proposer with the lowest per-mile unit rate as indicated on Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 13 (Proposed Budget). All other proposals for the same Supervisorial District, will be compared with the costs-per-unit rate and points will be awarded accordingly.

8.5.1.3 Evaluation and Scoring

8.5.1.3.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Sub-paragraph 7.9.3.4 (Section A (Proposed Budget and Narrative)).

8.5.1.4 Application of the Preference Program

8.5.1.4.1 The Preference Program allows Proposer to receive a fifteen percent (15%) reduction from its proposed cost (i.e. total budget cost).

8.5.1.4.2 Should one (1) or more Proposers receive DCBA certification for any of the three (3) Preference Programs and qualify to receive the fifteen percent (15%) Preference then the proposed cost submitted will be adjusted by applying this Preference to the proposed cost as follows:

8.5.1.4.2.1 County will determine which proposal reflects the lowest total budget cost.

8.5.1.4.2.2 Fifteen percent (15%) of the lowest proposed cost will be calculated and that Preference amount will be deducted from the proposed cost submitted by all Proposers who request and are granted certification under of the Preference Program.

8.5.1.4.2.3 In no case shall the Preference be combined to exceed fifteen percent (15%) in response to this solicitation (i.e., when Proposer requests and is certified under more than one (1) of the Preference Program, only one (1) Preference of the fifteen percent (15%) will be applied to Proposer's cost for this criteria).

8.6 Intentionally Omitted

8.7 Department's Proposed Subrecipient Selection Review Process

8.7.1 Departmental Debriefing Process

8.7.1.1 Upon completion of the evaluation, the Department shall notify the remaining proposers in writing that the Department is entering negotiations with another

proposer. Upon receipt of the letter, any non-selected proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

8.7.1.2 The purpose of the Debriefing is to compare the requesting proposer's response to the solicitation document with the evaluation document. The requesting proposer shall be debriefed only on its response. Because contract negotiations are not yet complete, responses from other proposers shall not be discussed, although the Department may inform the requesting proposer of its relative ranking.

8.7.1.3 During or following the Debriefing, the Department will instruct the requesting proposer of the manner and timeframe in which the requesting proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Paragraph 8.7.2 Proposed Contractor Selection Review), if the requesting proposer is not satisfied with the results of the Debriefing.

8.7.2 Proposed Contractor Selection Review

8.7.2.1 Any proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in Paragraph 8.7.2 (Proposed Contractor Selection Review) may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

8.7.1.3 A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a proposer;
2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);

3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
 - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the proposer receiving an incorrect score and not being selected as the recommended contractor.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

8.7.1.4 Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the proposer of the manner and timeframe for

requesting a County Independent Review. (See Paragraph 8.8 (County Independent Review Process) below.

8.8 County Independent Review Process

- 8.8.1 Any proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.
- 8.8.2 A request for County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:
1. The person or entity requesting a County Independent Review is a proposer;
 2. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
 3. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Paragraph 8.7.2 (Proposed Contractor Selection Review) above.
- 8.8.3 Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to the proposer.