



Request for Proposal

RFP #19-04-DQ RAPID RESPONSE SERVICES FOR STANISLAUS COUNTY WORKFORCE DEVELOPMENT

RFP INFORMATION:

PROPOSAL RESPONSE DATE: March 05, 2019	PROPOSAL RESPONSE TIME: NO LATER THAN 2:30 P.M.
DELIVER PROPOSAL SUBMITTALS TO: Stanislaus County GSA Purchasing Division 1010 10 th St., Suite 5400 Modesto, CA 95354 Proposers are required to submit one (1) original hard-copy proposal response (including all required attachments) to the address above and one (1) copy electronically via www.planetbids.com . Hard-copy proposals shall clearly identify the project name, RFP number, and RFP response date on the outside of the package, and be delivered in a sealed package. Failure to do so may cause the proposal to be rejected.	
PRE-PROPOSAL CONFERENCE DATE: February 22, 2019	PRE-PROPOSAL CONFERENCE TIME: 9:30 A.M.
LOCATION OF PRE-PROPOSAL CONFERENCE: County Center III 917 Oakdale Road, Modesto CA (Room 2)	
MANDATORY ATTENDANCE AT PRE-PROPOSAL CONFERENCE REQUIRED: NO <i>If attendance is mandatory, failure to attend this conference will result in rejection of bid.</i>	
Any changes to this Bid are invalid unless specifically modified by Stanislaus County (County) and issued as a separate addendum document. Should there be any question as to changes to the content of this document, County's copy shall prevail. All addenda and notices related to this solicitation will be posted by County on Public Purchase. In the event this Bid is obtained through any means other than Public Purchase, County will not be responsible for the completeness, accuracy, or timeliness of the final Bid document.	

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	<ul style="list-style-type: none"> • Exhibit A – Scope of Work / Technical Specifications • Exhibit B – Insurance Requirements • Exhibit C – Assurances and Certification • Exhibit D – Unit of Service Budget • Exhibit E – Sample Agreement 	

SECTION ONE—INTRODUCTION

1.1 Statement of Purpose

The County of Stanislaus (County) is seeking proposals from qualified and experienced organizations to provide Rapid Response Services on behalf of the County's Department of Workforce Development.

The successful proposer must meet all the requirements and expectations listed, as well as all the general contractual requirements mandated by the County. Any specifications and processes defined in this Request for Proposal (RFP) reflect the current environment, but in no way limit response to this solicitation. However, all proposers must thoroughly explain how their offering meets the minimum service and deliverable expectations specified in the RFP. Award shall be made to the proposer whose proposal is determined in writing to (a) best meet the criteria set forth herein and (b) provide the best value to the County.

This RFP contains instructions governing the requirements for proposals, including the format in which proposal information is to be submitted and the material to be included, the requirements that must be met to be eligible for consideration and the responsibilities of the Proposer before and after implementation.

1.2 Scope of Services

Proposers shall submit a complete Scope of Work that explains in detail what the Proposer's offering. This proposed Scope of Work will be used as the basis for negotiating the final Scope of Work for inclusion in the resultant Contract, if such is awarded. The RFP contains the minimum list of services and deliverables the selected Proposer is expected to provide to provide the County. See Exhibit A for the County's Technical Specifications.

1.3 Overview/Purpose

Workforce Innovation and Opportunity Act (WIOA) final regulations Section 682.310(a) (<https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf>) stipulates that Rapid Response activities must be carried out by the State or an entity designated by the State, in conjunction with the Local Workforce Development Boards, chief elected officials, and other stakeholders, as provided by WIOA secs. 133(a)(2) and 134(a)(2)(A). Workforce Development is one of the designated providers of Rapid Response Activities in Stanislaus County.

Per section 682.302 of WIOA Final Regulations, Rapid Response services must be delivered when one or more of the following circumstances occur:

- Announcement or notification of a permanent closure, regardless of the number of workers affected;
- Announcement or notification of a mass layoff;
- A mass job dislocation resulting from a natural or other disaster; or
- The filing of a Trade Adjustment Assistance (TAA) petition.

The purpose is to deliver to businesses and employees who have been impacted by layoffs and/or plant closures, services to minimize disruptions associated with job loss. These services include, but are not limited to job search skills, resume workshops, career counseling, mock interviews, math remediation and other skills necessary to attain jobs. This training program is funded by the Stanislaus County Workforce Development's Rapid Response program under WIOA. The

contractor will be utilized by Stanislaus County Workforce Development on an as needed basis, and payment will be made during the time when Rapid Response services are being provided. Once notified of a layoff and/or plant closure, the Department will reach out to the contractor.

1.4 RFP Intent

The purpose is to deliver to businesses and employees that have been impacted by layoffs and/or plant closures, services to minimize disruptions associated with job loss. These services include, but are not limited to job search skills, resume workshops, career counseling, mock interviews, math remediation and other skills necessary to attain jobs. Stanislaus County Workforce Development is currently providing these services, however if there is a mass layoff, the Department may need additional assistance in providing such services. This training program is funded by the Stanislaus County Workforce Development's Rapid Response program under WIOA. The contractor will be utilized by Stanislaus County Workforce Development on an as needed basis, and payment will be made during the time when Rapid Response services are being provided. Once notified of a layoff and/or plant closure, the Department will reach out to the contractor.

1.5 Contract Duration

The County intends to enter into an Agreement (Contract) with an initial effective period of July 01, 2019 through June 30, 2020. The County reserves the right to extend this Contract on a year-to-year basis; however, in no case shall the renewal extend beyond three (3) years from the expiration date of the original Contract. An extension of the term of this Contract may be affected through an amendment to the Contract. If the extension of the Contract necessitates additional funding beyond that which was included in the original Contract, the increase in the County's maximum liability will also be affected through an amendment to the Contract and shall be based upon rates provided in the original Contract and proposal.

1.6 Other Government/Publicly Funded Agencies

If mutually agreeable to all parties, the issuance of any resultant contract and/or purchase order referencing the scope of services and modified by mutual agreement between all parties may be extended to other government or publicly funded agencies. All terms and conditions as specified in the agreement shall apply.

1.7 Proposal Deadline

Original proposals shall be submitted no later than the Proposal Deadline time and date detailed in Section 2 - RFP Schedule of Events. Proposals shall be delivered in a sealed package and clearly identify the Project Name, RFP Number, and RFP response date on the outside of the package. Failure to do so will cause the proposal to be rejected. It is the County's recommendation that the delivery method chosen require a receipt confirmation. Proposers shall respond to the RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Proposers assume the risk of the method of dispatch chosen. The County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the County. Late proposals shall not be accepted nor shall additional time be granted to any potential proposer.

Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means unless specifically requested by Stanislaus County General Services Agency Purchasing Division (Purchasing).

1.8 Nondiscrimination

Stanislaus County does not unlawfully discriminate in violation of any federal, state, or local law, rule, or regulation because of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy-related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military and veteran status.

No person shall be excluded from participation in, denied benefits of, discriminated against in the admission or access to, or discriminated against in treatment or employment in the County's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law. Additionally, no person shall be excluded from participation in, denied benefits of, or otherwise subjected to discrimination in the performance of contracts with the County or in the employment practices of the County's proposers. Accordingly, all Proposers entering into contracts with the County shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

1.9 Assistance to Proposers with a Disability

Proposers with a disability may receive accommodation regarding the means of communicating this RFP and participating in this procurement process. Proposers with a disability should contact the RFP Point of Contact identified in Section 3.1 to request reasonable accommodation no later than the deadline for accommodation requests detailed in Section 2 - RFP Schedule of Events.

SECTION TWO—RFP SCHEDULE OF EVENTS

2.1 Schedule of Events

The following Schedule of Events represents the County’s best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be prior to 5:00 P.M., Pacific Daylight Time. The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

SCHEDULE OF EVENTS		
1	County Issues Request for Proposal (RFP)	February 07, 2019
2	Pre-Proposal Conference (9:30 A.M.)	February 22, 2019
3	Question Deadline	February 26, 2019
4	Assistance to Proposers with a Disability Deadline	March 05, 2019
5	Submission Deadline (2:30 P.M.)	March 05, 2019
6	Mail - Notice of Intent to Award	March 29, 2019*
7	Protest Deadline	April 05, 2019*
8	Appeals Deadline	April 19, 2019*
9	Proposer Transition / Final Inspection	April 19, 2019*– June 30, 2019*
10	Begin Contract Services	July 01, 2019

**Denotes tentative date*

2.2 Pre-Proposal Conference

A Pre-Proposal Conference for all potential proposers is scheduled at the time and date set forth below and in the preceding Section 2.1, Schedule of Events.

PRE-PROPOSAL CONFERENCE LOCATION	
Stanislaus County	County Center III
Date: February 22, 2019	Time: 9:30 A.M.
Address: 917 Oakdale Road	City: Modesto
Room: 2	

The purpose of the Pre-Proposal Conference is to discuss the work to be performed with the prospective Proposers and allow for questions concerning the RFP. Proposers are strongly encouraged to (a) read through this RFP document in its entirety prior to the scheduled Pre-Proposal Conference, and (b) bring the RFP document in printed format to the scheduled Pre-Proposal Conference. The Pre-Proposal Conference serves solely to clarify the contents of the RFP and is not intended to provide technical assistance to Proposers or to add information to this RFP. The purpose is to answer questions, respond to previously-submitted written questions, and clarify any ambiguities. Such clarification may aid potential proposers in deciding whether to submit proposals.

Oral responses to questions at the Pre-Proposal Conference are considered tentative and nonbinding on the County. To ensure accurate and consistent responses to all Proposers, the County's official responses to all questions shall be published by written Addendum after the Pre-Proposal Conference.

SECTION THREE—GENERAL REQUIREMENTS AND INFORMATION

3.1 Proposal Inquiries

Questions regarding this proposal shall be made in written form to:

RFP POINT OF CONTACT	
Stanislaus County	General Services Agency / Purchasing Division
1010 10 th St., Ste. 5400	Modesto, CA 95354-0859
Attention: Denelle Qualls	PH: (N/A – ALL QUESTIONS TO BE IN WRITING)
E-mail: GSA_Purchasing@StanCounty.com	FX: 209-525-7787

All inquiries shall be submitted before 5:00 P.M. Pacific Time on the date shown above in Section 2 – Schedule of Events. Responses by the County and any change in requirements will be done in the form of a written Addendum. The receipt of any resulting Addendum must be acknowledged in accordance with the directions on the Addendum. Oral explanations or instructions given before the award of the Contract will not be binding upon the County.

Proposers shall direct any questions or requests for clarification in writing to the RFP Point of Contact (or designee) named above. Proposers seeking information related to this RFP, including the scope of services described herein, obtained from sources other than the RFP Point of Contact (or designee) do so at their own risk. The County cannot be responsible for the completeness, accuracy, or timeliness of such information.

3.2 Proposal Format

Proposals must be submitted in the format identified in Section Five—Proposal Submittal Process. All items shall be completed and the signatures of all persons signing shall be written in longhand. The County may reject proposals not submitted in the specified format.

Proposals shall clearly identify the project name, RFP number, and RFP response date on the outside of the package, and be delivered in a sealed package no later than 2:30 P.M., to:

Stanislaus County
GSA Purchasing Division
1010 10th Street, Suite 5400
Modesto, CA 95354-0859

3.3 Proposals Received Late

Proposals received after the time specified will not be considered for evaluation, and will be returned unopened to the respective proposer.

3.4 Proposal Errors

Mistakes in a Proposer's submittal must be corrected and the correction inserted; the person signing the proposal must initial the correction in ink. The County reserves the right to waive any informalities or minor irregularities in connection with proposals received.

3.5 Default or Failure to Perform

The principal protection of the County's interests in the case of default or other failure to perform shall be by means of bonds. Below are descriptions of the types of bonds. No Bonds are required for this RFP unless an alternate option for financial reports is required.

3.6 Proposal Security

If required, proposal security shall take the form of a bond, a cashier check, or a certified check, representing the Proposer's firm commitment to stand behind the RFP price. The Proposer's bond shall be prepared and guaranteed by a California admitted corporate surety made payable to the "County of Stanislaus" or the certified check shall be issued and certified by a responsible bank or banker. As a general rule, the Proposer's security is in the amount of ten percent (10%).

3.7 Performance Bonds

A performance bond may be required to secure fulfillment of all of the Proposer's obligations under the contract. If required, the successful proposer shall file with the County a surety bond satisfactory to the County in the amounts noted prior to the execution of the contract or awarding of an RFP by the County. Bonds shall be duly executed by a responsible corporate surety authorized to issue such bonds in California and secured through an authorized agent with an office in California. Proposer shall pay all bond premiums, costs and incidentals.

3.8 Payment Bonds

If required to assure the proposer's full discharge of its obligations to sub-proposer, suppliers, and other labor used on the project, the successful proposer shall file with the County a surety bond issued by a California admitted surety in the amounts noted.

3.9 County Code

All provisions of the County Code are applicable to any proposal submitted or contract awarded pursuant thereto. Note: Stanislaus County enacted a Local Vendor Preference in 2008; however, federally-funded projects prohibit geographically-based preferences. Therefore, the County's Local Vendor Preference policy does not apply to this federally-funded procurement.

3.10 Cash Discounts

Cash discounts offered for payment in less than twenty (20) days will not be considered as a basis of award. Cash discounts offered for payment in twenty (20) or more days will be subtracted from the total Proposal price for the purposes of the Proposal evaluation. Any cash discount offered by the successful proposer will be accepted by the County, whether or not it was considered as a basis of award. All cash discounts, if taken, shall be computed from the date of delivery or completion and acceptance of material, or from date of receipt of invoice, whichever is latest.

3.11 Timing of Award

Within thirty (30) days after the proposal opening, a Contract may be awarded by the County to the Proposer whose proposal is determined in writing to be the best value to the County, taking into consideration price and adherence to the specifications set forth herein. The time for awarding a contract may be extended at the sole discretion of the County, if required to evaluate proposals or for such other purposes as the County may determine.

3.12 Right of Rejection

The County reserves the right to reject any and all proposals, as it may deem proper in its absolute discretion.

3.13 Form Contract/Exceptions and Alternatives

The Sample Contract attached to this RFP contains terms and conditions that will become binding upon the successful proposer upon execution of the agreement/contract. This Sample Contract is attached solely for the purpose of informing Proposers of the fixed, predetermined, standard contract provisions with which the successful Proposer will be required to comply.

If the Proposer suggests alternatives or states exceptions to any term or condition in the Contract, or to any provision or requirement of the RFP, such alternative or exception shall be clearly stated and identified in the submitted proposal. Any alternatives or stated exceptions proposed must satisfy all minimum qualifications specified in this RFP. The successful Proposer will otherwise be expected to sign the Contract upon award of the contract. The County expressly reserves the right, in its sole discretion, to (1) reject a proposal containing any exception or alternatives as non-conforming, or (2) accept any proposal alternative or exception and to award a contract based thereon if determined to be in the best interest of the County.

3.14 Failure to Comply

The County cannot accept any proposal that does not comply with all of the above-stated requirements.

3.15 Disqualification

Any of the following may be considered cause to disqualify a Proposer without further consideration:

1. Evidence of collusion among Proposers;
2. Any attempt to improperly influence any member of the Evaluation Committee;
3. A Proposer's default in any operation of a contract/agreement which resulted in termination of that contract/agreement; and/or
4. Existence of any lawsuit, unresolved contractual claim, or dispute between Proposer and the County.

3.16 Protest and Appeal Procedures

3.16.1 General

Potential bidders, proposers, and sub-proposers wishing to protest or appeal procurement or contracting decisions by the County of Stanislaus GSA-Purchasing Division must follow the procedures provided by this section. Protests or appeals that are not submitted in accordance with these procedures will not be reviewed.

Any complaint regarding this procurement must be handled through the administrative processes defined herein. Failure to adhere to, or attempting to circumvent or influence these administrative processes by contacting persons other than the Purchasing Agent or designee identified in Section 3.1 of this document, shall result in the protestor's immediate disqualification from consideration of award.

3.16.2 Definitions

For the purposes of this procedure:

1. "Bid" includes the term "offer" or "proposal" as used in the context of formal, informal, or negotiated procurements.
2. "Chief Executive Officer" means the Stanislaus County Chief Executive Officer.
3. "Days" means working days of the County of Stanislaus.
4. "Filing Date" or "Submission Date" means the date of receipt by Purchasing.
5. "Interested Party" means an actual or prospective Bidder or Proposer.
6. "Purchasing Agent" means the Stanislaus County Purchasing Agent.

3.16.3 Protest Procedure

1. Any Interested Party may file a written protest with the Purchasing Agent not later than five (5) days after date of mailing a Notice of Intended Award.
2. The protest shall be physically delivered or sent by registered mail to the Purchasing Agent. The County will not consider protests submitted electronically.
3. The protest must be physically received by the Purchasing Agent before 5:00 PM local time on the last day of the five (5) day protest period.
4. The protest filed with the Purchasing Agent shall:
 - a. Include the name, address, and business telephone number of the protestor;
 - b. Identify the project under protest by name, RFP/quotation/bid number, and RFP/quotation/bid date;
 - c. Contain a concise statement of the grounds for protest; provided, however, RFP or bid process and procedures, including evaluation criteria, shall not be proper grounds for protest. Concerns related to those issues must be raised and addressed, prior to the bid or proposal opening date to allow adjustments before evaluation of bids or proposals; and
 - d. Include all supporting documentation, if any. Documentation submitted after filing the protest will not be considered during review of the protest or during any appeal.

3.16.4 Protest Review

1. Upon receipt of a protest, the Purchasing Agent shall review all the submitted materials and shall create and retain a written record of the review. The Purchasing Agent shall respond in writing at least generally to each material issue raised in the protest not later than ten (10) days after receipt of the protest.
2. If the protested procurement involves federal funds, the Purchasing Agent shall give notice to the interested party that he or she has the right to appeal to the appropriate federal agency which shall be identified by name and address. An appeal hereunder shall be filed with the appropriate agency within five (5) working days of the dispatch of rejection notices to the interested parties.
3. Purchasing Agent decisions may be appealed in writing to the Chief Executive Officer or his/her designee(s), with a copy to the Purchasing Agent, not later than ten (10) days after date the Purchasing Agent's decision is mailed to the protesting party. However, RFP or bid process and procedures, including evaluation criteria, shall not be proper grounds for appeal. A bid appeal review committee comprised of the Chief

Executive Officer or designee, the Chairman and Vice Chairman of the Board shall review and decide the appeal based on the grounds and documentation set forth in the original protest to the Purchasing Agent. The County may share the protest and appeal materials with other proposers and may request them to comment on the protest and appeal. The appealing party may be represented by legal counsel if desired. Each party shall bear its own costs and expenses involved in the protest and appeal process, including any subsequent litigation. The decision of the bid appeal review committee shall be final.

4. If the protested procurement involves Federal funds, interested parties may have the right to appeal to the appropriate Federal agency. When applicable, the Purchasing Agent shall give notice to the interested party that he or she has the right to such an appeal and shall identify the Federal agency by name and address. When applicable, an appeal hereunder shall be filed with the appropriate agency within five (5) working days of the dispatch of rejection notices to the interested parties.

3.17 Contract Debarment

1. The regulations guiding Contractor Debarment are found in the Federal Acquisition Regulation (FAR), subpart 9.4 – Debarment, Suspension, and Ineligibility.
2. When a procurement or contract involves the use of Federal Funding, the Purchasing Agent (or designee) is required to determine if the contractor or subcontractor has been debarred, suspended, or proposed for debarment.
3. The Federal General Services Administration operates the web-based Excluded Parties List System (EPLS), which names all contractors debarred, suspended, proposed for debarment, declared ineligible, or excluded or disqualified under the non-procurement common rule (FAR 9.404 b 1).
4. Contractors debarred, suspended, or proposed for debarment are excluded from receiving contracts. Purchasing shall not solicit offers from, award contracts to, or consent to subcontracts with these contractors, unless the Purchasing Agent determines that there is a compelling reason for such action. Contractors debarred, suspended, or proposed for debarment are also excluded from conducting business with the County as agents or representatives of other contractors (FAR 9.405 a)
5. Contractors included in the EPLS as having been declared ineligible on the basis of statutory or other regulatory procedures are excluded from receiving contracts, and if applicable, subcontracts, under the conditions and for the period set forth in the statute or regulation. Purchasing shall not solicit offers from, award contracts to, or consent to subcontracts with these contractors under those conditions and for that time period (FAR 9.405 b).
6. Contractors debarred, suspended, or proposed for debarment are excluded from acting as individual sureties (FAR 9.405 c).
7. After the opening of bids or receipt of proposals, the Purchasing Agent (or designee) shall review the EPLS. Bids received from any listed contractor in response to an invitation for bid shall be rejected unless the Purchasing Agent determines there is a compelling reason to consider the bid. Proposals, quotations, or offers received from any listed contractor shall not be evaluated for award or included in the competitive range, nor shall discussions be conducted with a listed offeror during a period of ineligibility, unless the Purchasing Agent determines that there is a compelling reason to do so. If the period of ineligibility expires or is terminated prior to award, the Purchasing Agent may, but is not required to, consider such proposals, quotations, or

offers. Immediately prior to award, the Purchasing Agent (or designee) shall again review the EPLS to ensure that no award is made to a listed contractor (FAR 9.405 d 1-4).

3.18 Federal E-Verify Contracting Regulations

1. As of September 8, 2009, the U.S. Citizenship and Immigration Services' has required federal contractors and subcontractors to begin using the E-Verify system to verify their employees' eligibility to legally work in the United States. E-Verify is an internet based online system operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) that confirms the identify information provided on the applicant or employee's I-9 form.
2. The new regulation only affects federal contractors who are awarded a new contract after September 8, 2009 that includes the E-Verify Clause. Federal contractors agree, through language included in their federal contracts, to use E-Verify to check the eligibility of employees hired and current employees who perform contract services during the contract term. The same clause will also be required in subcontracts over \$3,000 for services and construction. Contracts that are exempt from this rule are those that are for less than \$100,000 and those that are for commercially available off-the-shelf items.
3. Vendors awarded a federal contract that includes the E-Verify clause will be required to enroll in E-Verify within thirty (30) days from the contract award date. This process will require vendor's Human Resource Department to use the E-Verify system to verify the employment eligibility of all new hires and any existing employees directly working on the federal contracts.
4. Failure to adhere to this new standard may jeopardize vendor's Federal contracting status. Further information and instructions are available at www.uscis.gov/e-verify.

SECTION FOUR—TERMS AND CONDITIONS

4.1 Cost of Preparation of Proposal

The County shall not pay costs incurred in the proposal preparation, printing, or demonstration process. All such costs shall be borne by the Proposer.

4.2 Rights to Pertinent Materials

All responses, inquiries, and correspondence relating to the RFP and all reports, charts, coverage maps, displays, schedules, exhibits, and other documentation produced by the Proposer that are submitted as part of the proposal shall become the property of the County after the proposal submission deadline.

Proposers shall be responsible for identifying information in their responses deemed to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information shall be held in confidence whenever possible. All other information shall be considered public after the award of the RFP.

4.3 Public Records Act

Stanislaus County is a local agency subject to the Public Records Act. As such, the County is required to disclose any Records related to the conduct of the public's business, unless there is a statutory exception. All proposals become public information no later than after the award of the RFP, with the exception of those portions of a proposal that are identified at the time of the submittal by the Proposer as "Confidential" or "Proprietary" and which are reasonably deemed by the County as not being public documents that must be disclosed under applicable sections of the California Public Records Act and other appropriate statutes and regulations.

Proposers who are not publicly owned must submit proof of financial profitability and stability with their proposal.

The County has taken the position that Financial Statements such as these are exempt from disclosure under the Public Records Act under California Public Contract Code section 10165 and 20101. As such, the County maintains the confidentiality of these documents, and does not release them to third parties unless court ordered to do so.

4.4 American with Disabilities Act of 1990, Title II

Stanislaus County is a local agency subject to Title II of the Americans with Disabilities Act. As such, the County is required to comply with the requirements of Title of the ADA. Title II requires State and local governments to make their programs and services accessible to persons with disabilities. While many individuals with disabilities are able to take part in various government programs and activities without any accommodations, for many others their disabilities combined with environmental obstacles impose significant barriers to an equal opportunity to participate. The ADA protests the civil rights of people with disabilities against discrimination on the basis of disability. Title II of the ADA outlines the ways in which environmental, communication, and policy barriers must be addressed by Stanislaus County and those who enter into contracts with the County.

4.5 Modification of Scope of Services

The Scope of Services may be amended to meet available funding or to best meet the needs of the County. In the event that any additional services are required as identified herein, the County reserves the right to add such services by amending the Contract.

4.6 Right of County to Reject Proposals

The County reserves the right to reject any and all proposals or any part of the proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the County may deem necessary.

All proposals received after the time specified in this Notice will not be considered and will be returned unopened.

4.7 Examination of Proposal Documents

Proposers shall carefully examine the specification and satisfy themselves as to their sufficiency, and shall not at any time after submission of the proposal, dispute or complain of such Specifications and the directions explaining or interpreting them. Any questions or concerns that arise shall be submitted in writing to the contact person identified in Section 3.1 prior to the question deadline.

Should a Proposer find discrepancies in, or omissions from, the specifications, or should the undersigned be in doubt as to their meaning, the undersigned shall at once notify GSA-Purchasing. Notification is to be in written form and must be submitted at least ten (10) days prior to the proposal closing date. Any interpretations by the County will be made in the form of a written Addendum. Any change in requirements will also be done in the form of a written Addendum. The receipt of any resulting Amendment must be acknowledged in accordance with the directions on the Amendment. **Oral explanations or instructions given before the award of the Contract will not be binding.**

4.8 Insurance Provisions

The "Insurance Provisions" contained in the attached EXHIBIT B are hereby made a part of this RFP and any resultant contract. The proposer shall acknowledge in their proposal responses their ability to meet these insurance requirements. All exceptions to the insurance requirements must be communicated in writing and included with the proposal response. The proposer awarded the Agreement shall provide the County with a Certificate of Insurance and endorsements meeting the requirements of the attached EXHIBIT B.

4.9 Sample Contract

A Sample Contract is attached for the purpose of informing the proposer of the County's standard contract provisions with which the successful proposer will be required to comply and, with the exception of the insurance requirements set forth therein and described in detail in section 4.7 above, do not constitute requirements of this RFP. These provisions are subject to revision by the County at any time prior to the signing of the Contract.

The submission of a proposal shall be considered an offer to contract and should the proposer be awarded a contract, shall signify the proposer's agreement to be bound by all the terms, conditions (including insurance requirements), and specifications set forth in this RFP and in the various proposal documents, unless specifically noted otherwise in the proposal, and subsequently agreed to in writing by the County.

SECTION FIVE—PROPOSAL SUBMITTAL PROCESS

5.1 Submittal Documents

Proposers shall complete and submit the following documents in response to this RFP:

1. Signed Proposal Cover Page;
2. Proposal Checklist;
3. Exceptions to the terms and conditions of this RFP, if any;
4. Exceptions to the Sample Contract, if any;
5. Signed Non-Collusion Affidavit;
6. Response Clarification Addendum;
7. W-9;
8. Financial Report;
9. Qualification Proposal; and
10. Unit of Service Budget.

5.2 Proposal Submittal

One (1) original hard-copy proposal shall be submitted to GSA-Purchasing at the place and time specified in this RFP.

All proposals (original hard-copy and electronic) shall contain all the elements set forth in Section 5.3 and shall be submitted in separately sealed envelopes/packages, each clearly identifying the project name, number and closing date. The envelopes/packages shall be marked as follows:

Part One – Financial Report
Part Two – Qualification Proposal
Part Three – Unit of Service Budget

5.3 Proposal Elements

Proposers shall address the proposal elements below:

5.3.1 Part One - Financial Report

The Financial Report submittal process is only required to be submitted with the original hard-copy proposal.

Prior to any contracts being issued a Proposer must demonstrate to the County's satisfaction that its company is financially sound. Proposers shall submit a Financial Report showing proof of financial profitability and stability, including their most recent audited financial statements. If a Proposer is not a public corporation, it too shall submit proof of financial profitability and stability with verifiable financial information of a nature comparable to audited financial statements. In some cases an alternate option may be made available upon the discretion of the Purchasing department. Contact Purchasing for more information prior to RFP proposal response date.

The Financial Report shall be submitted in its own separately-sealed envelope or binder, marked "FINANCIAL REPORT". Proposers may submit only one (1) copy of Financial Reports in the original response only, which includes detailed information about the proposer's financial condition, including:

1. Audited financial statements for the three (3) most-recent fiscal years for which the statements are available, and interim if available. The statements must include

balance sheet, income statement, and a statement of cash flows. Statements must be complete with opinion, notes, management letters, and conform to Generally Accepted Accounting Practices (GAAP). If no audited statements are available, explain why and submit unaudited financial statements. Statement of Income and Retained Earnings, for the three (3) most recent fiscal years, prepared by an independent auditing firm.

2. The percent of proposer's annual revenue this contract shall represent.

Note: Proposers may not submit income tax returns in lieu of the above requested items.

5.3.2 Part Two - Qualification Proposal

The Qualification submittal process is a two-step process. One (1) Qualification Proposal is required to be uploaded electronically via www.planetbids.com and one (1) Qualification Proposal is required to be received in office prior to the due date.

Mail/Hand Delivered:

One (1) original hard-copy Qualification Proposal is required, in a binder with tabbed dividers. Each part shall be preceded by an 8 ½" by 11" tab divider, with each part clearly labeled. The Qualification Proposal binder shall be marked "QUALIFICATION PROPOSAL", with each binder clearly identifying the project name, number, and closing date. The Qualification Proposal shall consist of items 1 – 10 listed above, and shall contain all the elements set forth below:

1. Evidence of Proposer's authority to conduct business within the State of California.
2. Proposer's Number of years in business providing the services requested by this RFP.
3. Proposer's primary contacts (and management hierarchy) that will be available for all aspects of services under this RFP:
 - 3.1 A list of all sub-consultants that will be providing services to the Proposer for the completion of the Scope of Work and describe the role they will perform. Include for each sub-consultant:
 - 3.2 The firm's name, name of the key representative, address, valid California Contractor business license number and telephone number; or
 - 3.3 If no sub-consultant(s) will be used, include a statement stating thus.
4. Identify whether, during the prior five (5) years, any of Proposer's principals have been involved in litigation or arbitration of any kind relating to services similar to those requested by this RFP. If yes, provide the name of the public agency and briefly detail the dispute.
5. Identify whether Proposer has had a service agreement terminated for convenience or default in the prior five years. If yes, provide details of contact information for each contract, including: names, addresses, telephone numbers and the reason for termination.
6. Identify whether Proposer's firm, owners, and/or any principal or manager involved in, or is Proposer aware of, any pending litigation regarding professional misconduct or bad faith, and provide details.

7. Identify whether Proposer's firm, owners, and/or any principals or managers are involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state, or federal agency, and provide details.
8. Provide a list of at least (3) references for projects completed in the past five (5) years for government agencies to whom Proposer provided services similar to those requested by this RFP, including:
 - 7.1 Client name, contact person, and current telephone number;
 - 7.2 Project description and location;
 - 7.3 Description of services provided;
 - 7.4 Budget performance;
 - 7.5 Schedule performance;
 - 7.6 Key personnel involved; and
 - 7.7 Sub-consultants employed.
9. Submit a technical proposal describing the detailed scope of work that will be completed to accomplish the Scope of Work outlined in this RFP. The technical proposal shall include a description of Proposer's understanding of the specific project goals and requirements with highlights of those goals and requirements that are particularly significant to the project and the delivery of services;

5.3.2.1 Program Detail (400 points)

1. Clear and concise about what services are to be offered to businesses and employees needing Rapid Response assistance.
2. Offers a comprehensive approach to develop and implement an effective plan for Rapid Response outreach.
3. Clear and concise about what tools will be used to identify needs of businesses and employees who have been impacted by layoffs.
4. Describes how the provider will engage in and maintain effective partnerships with local businesses.
5. Addresses monitoring and evaluating program operations, and tracking/capturing program outcomes.
6. Detail demonstrates a history of outreach and collaboration with other partner agencies.
7. Detail clearly identifies when and how often data will be shared with Workforce Development.

5.3.2.2 Qualifications (300 points)

1. Describe the organization's mission, history and accomplishments, and number of years in operation.

2. Describe how offering services in response to the RFP fits into the organization's mission or business plan. Included internal structure including management and supervisory staff positions used to operate the program in Stanislaus County.
3. Proposer's quality and quantity of staff is appropriate to meet the RFP goals and objectives, and to administer the program.
4. Proposer has experience in Workforce Innovation and Opportunity Act (WIOA) programs and/or similar Governmental programs which would help them to understand the program concepts.
5. Demonstrates sufficient knowledge, skills, ability, experience, and qualifications to administer the program.
6. Describe resources the organization brings to the workforce system that will assist in the coordination and delivery of services and how the organization as a whole will support the work of staff and the programs.

5.3.2.3 Understanding the Project (150 points)

1. Demonstrates a clear understanding of the goals and objectives outlined in the Scope of Services.
2. Demonstrates empathy as it relates to supporting those affected by layoffs.
3. Exhibits an understanding of serving at risk businesses and describes plans for implementation activities.
4. Proposal as a whole addresses the needs of Rapid Response activities as outlined in the RFP and respondent addresses all those needs.

5.3.2.4 Fiscal Capacity (150 points)

1. Demonstrates the sufficient knowledge, skills, ability, experience, and qualifications to manage funds and ensure compliance with all applicable WIOA and local policies and procedures.
2. Demonstrates the sufficient knowledge, skills, ability, experience, and qualifications to comply with Government Accounting Standards.
3. Describe the organization's financial and administrative experience in managing and accounting for multiple, federal, state and local funding sources in accordance with Generally Accepted Accounting Principles (GAAP).
4. Describe the Proposer's ability and method it would use to repay disallowed costs if such disallowances are identified in the monitoring or audit of the contract.
5. States how the agency will produce standard fiscal reports, and submit accurate and timely invoices.

Proposal documents not identified above shall be included in a section labeled "Other RFP documents."

5.3.3 Part Three— Unit of Service Budget

The Unit of Service Budget submittal process is a two-step process. One (1) Unit of Service Budget is required to be uploaded electronically via www.planetbids.com and one (1) original hard-copy Unit of Service Budget is required to be received in office prior to the due date.

The Unit of Service Budget shall be submitted in its own separately-sealed envelope, marked "UNIT OF SERVICE BUDGET". Proposers are required to submit one (1) in original response only, which shall include the following:

1. A separate sealed document that details the total cost in U.S. dollars to the County for the proposal being submitted.
2. Proposers shall provide the Unit of Service Budget within the time allotment for completing the scope of work outlined in the RFP. This shall form the basis for payments to the successful proposer, as well as for adjustments to the value of the Agreement in the event the scope of work varies from that proposed.
3. The proposer shall provide Unit of Service Budget to complete the project in the timeframe indicated in Section I, Item 1.3; Contract Duration. Should the County and the successful proposer mutually agree to renew the Agreement, the budget provided by the proposer in its RFP response for the subsequent years shall be utilized.
4. All costs incurred and billed to the County, including labor, materials, overhead and profit shall be included within the Unit of Service Budget.

SECTION SIX—EVALUATION CRITERIA AND PROPOSER SELECTION

6.1 Evaluation of Proposals

This section identifies the selection process, evaluation criteria, and steps that shall be used in evaluating Proposer responses. Award shall be made to the Proposer whose proposal is determined in writing to (a) best meet the criteria set forth herein and (b) provide the best value to the County. The following describes the evaluation process and associated components.

6.2 Selection Process

The County shall establish an Evaluation Committee (EC) composed of representatives from the County for the purpose of evaluating the proposals received in response to this RFP. The County may elect to include as part of the Committee qualified representatives from other agencies or entities.

The EC shall be responsible for performing the evaluations of each proposal, including an evaluation of the proposed cost. Each member of the EC shall rate the proposals separately unless the proposals are technical in nature. In such cases a subject matter expert may be called upon to score that section of the RFP for all proposals. The scores of each member of the EC shall then be averaged to provide a total score for each of the proposers.

Proposal documentation requirements set forth in this RFP are designed to provide guidance to the proposer concerning the type of information that shall be used by the EC. Proposers shall be prepared to respond to requests by the EC for oral presentations, facility surveys, and other items deemed necessary to assist in the detailed evaluation process. Proposers are advised that the County, at its option, may award this proposal on the basis of the initial proposals.

6.3 Evaluation Phases

It is anticipated that the following steps will be performed by the Evaluation Committee (EC) in evaluating proposals; however, a strict observance to the evaluation steps is not required. A description of each evaluation step is provided below:

6.3.1 Phase I: Evaluate Proposal Submission and Financials (Pass/Fail)

Phase I is a pass/fail evaluation of submission completeness (“responsiveness”) and the financial viability of the Proposer. GSA-Purchasing will conduct a pass/fail analysis of (a) each submitted proposal package for completeness and (b) the financial stability of each Proposer based upon the Financial Report submitted. During Phase I, the Pricing Proposals will remain unopened and be retained by Purchasing. Upon completion of its analysis, Purchasing will forward the qualification proposals submitted by Proposers who passed Phase I to the Evaluation Committee (EC). The Pricing Proposals will remain with Purchasing until the EC has completed the evaluation of the Qualification Proposals.

6.3.2 Phase II: Qualification Proposal Evaluation

In Phase II, the EC will review and evaluate the Qualification Proposals, and each Proposer will be given a score. During this phase, reference checks will be performed, and Proposers may be interviewed. Should the County exercise the option to interview, only those Proposers judged by the EC to be the most qualified to perform the work contemplated herein shall be placed on an "interview list." Those Proposers on the interview list shall be requested to make a formal presentation of their proposals to the County. On the basis of the oral presentation and the written proposal, the evaluators shall make a final ranking of potential Proposers.

In cases where the County has not already specified interviews as part of the Phase II evaluation process, and where Phase II scoring of any of the three top-rated proposers fall within 5% of one another, mandatory interviews of those three top-rated proposers shall be automatically triggered. The scoring for such interviews will be treated as bonus points, with the total possible points awarded to each of the three proposers limited to 5% of the published RFP points total. After such interviews, the scores for these top three proposers shall be recalculated and finalized separately from the other proposers who did not qualify for the interview process.

6.3.3 Phase III: Unit of Service Budget

In Phase III, Purchasing shall evaluate Unit of Service Budget using a weighted average, with the lowest price assigned 100% of the points possible.

In determining the amount proposed by each proposer, the County shall disregard the mathematical errors in addition, subtraction, multiplication and division that appear obvious on the face of the proposal. When an item price is required to be set forth in the proposal and the total for the item set forth separately does not agree with a figure which is derived by multiplying the item price times the County's estimate of the quantity of work to be performed for said item, the item price shall prevail over the sum set forth as the total for the item unless, in the sole discretion of the County, such a procedure would be inconsistent with the policy of the proposal procedure. The total paid for each such item of work shall be based upon the item price and not the total price.

Should the proposal contain only a total price for the item and the item price is omitted, the County shall determine the item price by estimated quantities of work to be performed as items of work. If the proposal contains neither the item price nor the total price for the item, then it shall be deemed incomplete and the proposal shall be disregarded.

6.3.4 Calculation of Final Score

Upon completion of all phases of the evaluation process, the scores shall be totaled. The proposals shall be evaluated on the following categories considering the maximum weight possible for each category as listed below:

EVALUATION CATEGORIES	MAXIMUM POINTS
PHASE I – Review and Evaluate Financials <i>Notify Proposers Not Proceeding onto Phase II</i>	PASS/FAIL
PHASE II	MAXIMUM POINTS
Program Detail <ul style="list-style-type: none"> • Section 5.3.2.1 (RFP page 19) 	400
Qualifications <ul style="list-style-type: none"> • Section 5.3.2.1 (RFP page 19) 	300
Understanding the Project <ul style="list-style-type: none"> • Section 5.3.2.1 (RFP page 20) 	150

Fiscal Capacity • Section 5.3.2.1 (RFP page 20)	150
Subtotal of Phase II:	1000
PHASE III	MAXIMUM POINTS
Phase III – Unit of Service Budget	100
TOTAL POSSIBLE POINTS:	1,100

6.4 Award

Award will be made to the Proposer whose proposal best meets the criteria set forth herein and provides the best value to the County, with price and all other factors considered.

SECTION SEVEN - STANDARD CONTRACT INFORMATION

7.1 Contract Approval

The RFP and the selection processes do not obligate the County and do not create rights, interests, or claims of entitlement in the apparent best evaluated Proposer. Contract award and County obligations pursuant thereto shall commence only after the contract is signed by the Proposer, the Purchasing Agent, and by all other County officials as required by County ordinances and regulations to establish a legally binding contract.

7.2 Contract Payments

Contract payments shall be made in accordance with the payment terms and conditions set forth in the final contract. No payment shall be made until the contract is fully executed and approved as required by County ordinances and regulations. Under no conditions shall the County be liable for payment of any type associated with the contract or responsible for any work done by the proposer regardless of whether work was done in good faith and upon verbal direction to proceed with the delivery of services, if such direction occurs before (a) the contract start date specified by the contract or (b) contract approval by County officials as required by applicable statutes and rules of the County of Stanislaus.

7.3 RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal shall be incorporated into the final contract.

7.4 Contract Monitoring

The County may employ all reasonable means to ensure that the services are progressing and being performed in compliance with the Contract. At reasonable times, the County may inspect those areas of the successful proposer's leased space that are related to the performance of the contract. If the County requires such an inspection, the successful proposer shall provide reasonable access and assistance.

7.5 Contract Amendment

During the course of this contract, the County may request the successful proposer to perform additional work for which the successful proposer would be compensated. Such work shall be within the general scope of this RFP. In such instances, the County shall provide a written description of the additional work, and the successful proposer shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates included in the successful proposer's response to this RFP. If the County and the successful proposer reach an agreement regarding the work and associated compensation, said Contract shall become effective by means of a Contract amendment. Any such amendment requiring additional work must be mutually agreed upon by the parties and signed by the successful proposer and the head of the procuring County agency and must be approved by other County officials as required by County laws and regulations. The successful proposer shall not commence additional work until the County has issued a written contract amendment and secured all required approvals.

7.6 Sample Contract:

SAMPLE
AGREEMENT
(ATTACHED EXHIBIT F)



**FEDERAL AWARDS PASS-THROUGH IDENTIFICATION REQUIREMENTS
(2 C.F.R. 200.331 2015)**

To be completed after RFP evaluation but before contract execution. The following information will be included in the final award for those determined to be "subrecipients." The form by which this information is included may vary.

Subrecipient name:
Subrecipient's unique entity identifier:
Federal Award Identification Number (FAIN):
Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency:
Subaward Period of Performance Start and End Date:
Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient:
Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation:
Total Amount of the Federal Award committed to the subrecipient by the pass-through entity:
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA):
Name of Federal awarding agency:
Name and contact information for pass-through entity:
CFDA Number and Name:
Research & Development (R & D): Yes ___ No ___
Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs):

Describe requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award:

Describe any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports:

Indirect cost rate:

Is this cost rate federally recognized: Yes___ No___

Is this cost rate negotiated: Yes___ No___

Subrecipient is required to permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements. Does subrecipient agree to allow this access: Yes___ No___

Describe the terms and conditions concerning closeout of the subaward:

SECTION EIGHT – SUBMITTAL DOCUMENTS

8.1 The following attached forms must be completed and included in the Proposal Submittal:

- Proposal Cover Page
- Proposal Submittal Checklist
- Response Clarification Addendum
- Non-Collusion Affidavit to be Executed by Proposer and Submitted
- Non-Collusion Affidavit Signature Page
- Federal Subrecipient Risk Assessment Questionnaire



PROPOSAL COVER PAGE

Please return this checklist with Request for Proposal submittal packet.

The undersigned certifies and declares that any and all statements and information in the attached proposal are true and correct.

RFP PROPOSERS INFORMATION		
Name of Proposing Agency:		
Primary Contact for Proposing Agency:		
Project Name: Rapid Response Services for Stanislaus County Workforce Development	RFP #: 19-04-DQ	RFP Closing Date: March 05, 2019
Business Address:		
City:	Zip Code:	State:
Phone:	Fax #:	
Taxpayer ID #:	Business License #:	
Email:	Other License # (CSLB, etc.):	
Date Signed:		
Print Name:		
Signature:	Initials:	
Title:		

**** SIGN & RETURN THIS PAGE ****



PROPOSAL SUBMITTAL CHECKLIST

Please return this checklist with Request for Proposal submittal packet.

SUBMITTAL CHECKLIST			
		YES	NO
1	Signed Proposal Cover Page	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed Proposal Checklist (this document)	<input type="checkbox"/>	<input type="checkbox"/>
3	Exceptions to the terms and conditions of this RFP, if any	<input type="checkbox"/>	<input type="checkbox"/>
4	Exceptions to the Sample Contract, if any	<input type="checkbox"/>	<input type="checkbox"/>
5	Response Clarification Addendum	<input type="checkbox"/>	<input type="checkbox"/>
6	Signed Non-Collusion Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
7	Fully Executed Federal Subrecipient Risk Assessment Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
8	W9 form Request for Taxpayer Identification Number and Certification	<input type="checkbox"/>	<input type="checkbox"/>
9	One (1) separately sealed envelope marked "FINANCIAL REPORTS" (original hard-copy submittal only)	<input type="checkbox"/>	<input type="checkbox"/>
10	One (1) original in a separately sealed package marked "QUALIFICATION PROPOSAL" (original hard-copy and electronic submittals)	<input type="checkbox"/>	<input type="checkbox"/>
11	One (1) original in a separately sealed envelope marked "UNIT OF SERVICE BUDGET " (original hard-copy and electronic submittals)	<input type="checkbox"/>	<input type="checkbox"/>

Date Signed:	
Print Name:	
Signature:	Initials:
Title:	

**** SIGN & RETURN THIS PAGE ****



RESPONSE CLARIFICATION ADDENDUM

RESPONSE CLARIFICATION ADDENDUM			
Addendum Number	Dated	Date Received	Initials
Print Proposers Name:			
Proposers Signature:			
Title:			

Signed addenda/addendum shall be included in the RFP response. If an addenda/addendum is issued, the Proposer shall complete the above form and return it with the RFP response.

****SIGN & RETURN THIS PAGE****



**NON-COLLUSION AFFIDAVIT
TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH RFP**

(Title 23 United States Code Section 112 and
Public Contract Code Section 7106)

To the County of Stanislaus, Stanislaus County Purchasing Division:

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106 the Proposer declares that the RFP is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived or agreed with any Proposer or anyone else to put in a sham proposal or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal, depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

DECLARATION UNDER PENALTY OF PERJURY

The undersigned Proposer declares and certifies under the penalty of perjury: that the only persons or parties interested in this RFP as principals are those named herein as Proposer, that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this proposal; that the undersigned has examined the "General Conditions and Instructions to Proposers" and the specifications; that the undersigned is informed of all the relevant facts surrounding the preparation and submission of this RFP, that the undersigned (if awarded a contract) will execute and fully perform the contract for which the proposals are called; that the undersigned will perform all the work and/or furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the undersigned will take in full payment therefore, the prices set forth in the pricing schedule of the contract; that the undersigned knows and represents and warrants to the County of Stanislaus that this proposal is prepared and submitted without collusion with any other person, business entity, or corporation with any interest in this proposal.

(Please sign on the following page)



**NON-COLLUSION AFFIDAVIT
TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH RFP**

I declare under penalty of perjury that the foregoing is true and correct.

RFP PROPOSER'S INFORMATION		
Name of Proposer:		
Primary Contact for Proposing Agency:		
Business Address:		
City:	Zip Code:	State:
Taxpayer ID #:	Business License #:	
Type of Business:		
<input type="checkbox"/> Individual doing business under own name	<input type="checkbox"/> Corporation	
<input type="checkbox"/> Individual doing business using a firm name	<input type="checkbox"/> Partnership	
<input type="checkbox"/> Joint Venture—attach agreement		
Date Signed:		
Print Name:		
Signature:	Initials:	
Title:		

To be signed by authorized corporate officer or partner or individual submitting the proposal.

The above Non-Collusion Affidavit is part of the RFP. Signing this RFP on the signature portion thereof shall also constitute signature of this Non-Collusion Affidavit. Proposers are cautioned that making a false certification may result in criminal prosecution.

****SIGN & RETURN THIS PAGE****



FEDERAL SUBRECIPIENT RISK ASSESSMENT QUESTIONNAIRE

*For Federally-Funded Contracts:
Execute and include completed Questionnaire with PRICING proposal submittal only.*

The Office of Management and Budget Uniform Administrative Requirements, Cost principles, and Audit Requirements for Federal Awards (2 CFR 200), specifically §200.331, requires County, acting in the capacity as a pass through entity, to ensure that every subaward is clearly identified to the subrecipient, that each subrecipient is evaluated for risk of noncompliance, and that subrecipient activities are monitored as necessary to ensure that the subaward is used for authorized purposes. When the County assigns responsibility to a subrecipient for conducting a substantive portion of the work under a subaward, the County remains responsible to the cognizant agency awarding the Federal funds for the management of funds and performance outcomes. County compliance with Federal guidelines is an integral part of the County's stewardship of Federal funds.

Stanislaus County performs pre-award risk assessments of all proposers who may be awarded federally-funded contracts. Proposers shall respond to all questions on this questionnaire, attach additional pages as needed to provide the requested information, sign, and include the fully completed documents with the proposal submittal. Failure to do so may result in rejection of the proposal submittal as non-responsive.

Organization name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Website (URL): _____

Incorporated in: _____ Date Incorp.: _____ Fiscal year (mo/yr): _____

Number of Employees: _____ Name of CEO: _____

Type of organization (check all that apply):

- US Government Entity
- US entity that did not expend \$750,000 or more in US federal funds in the latest fiscal year
- For profit organization
- Non-profit organization
- University
- Foundation



**FEDERAL SUBRECIPIENT
RISK ASSESSMENT QUESTIONNAIRE**

*For Federally-Funded Contracts:
Execute and include completed Questionnaire with PRICING proposal submittal only.*

	Yes	No	Details/ supporting documentation
Has the proposer completed an annual audit in accordance with Uniform Guidance Single Audit requirements?			Include copy of audit
Have the proposer's annual financial statements been audited by an independent audit firm?			Include copy of audit
Does proposer's organization have a financial management system that records the source and application of funds for award-supported activities?			
Are all cash disbursements within proposer's organization fully documented with evidence of receipt of goods or performance of services?			
Does proposer's organization have an effective system or procedure to control paid time charged to awarded funds?			
Does proposer's organization have an effective system or procedure for authorization and approval of:			
• Capital equipment expenditures?			
• Travel expenditures?			
• Vendor and subcontractor expenditures?			
Is Government property inventory maintained by proposer in a way that identifies purchase date, cost, vendor, description, serial number, location, and ultimate disposition data?			
Does proposer have written policies that address:			
• Pay Rates and Benefits?			
• Time and Attendance?			
• Leave?			
• Discrimination?			
• Privacy and confidentiality?			
• Conflicts of Interest?			
• Purchasing?			
• Record retention?			
• Petty Cash?			
• Accounts Payable?			
• Accounts Receivable?			
• IT?			
• Credit cards?			
Will proposer subcontract performance of duties if awarded a contract resulting from this RFP?			
Does proposer's organization have appropriate insurance documents (Refer to Exhibit B)?			Insurance certificates to be provided if awarded a contract.
Has there been a change in proposer's senior management team in the past year?			
Have any of proposer's key program staff started with proposer's organization in the past year?			
Has proposer's organization been placed on a corrective action plan within the past 12 months by any agency?			

(Please sign the following page)



**FEDERAL SUBRECIPIENT
RISK ASSESSMENT QUESTIONNAIRE**

*For Federally-Funded Contracts:
Execute and include completed Questionnaire with PRICING proposal submittal only.*

Print Name: _____ Date: _____

Signature: _____ Date: _____

Company Name: _____

****SIGN & RETURN THIS PAGE****

SECTION NINE – INFORMATIONAL ATTACHMENTS

9.1 The following attached informational documents are attached hereto and made a part of this RFP:

- Exhibit A – Scope of Work / Technical Specifications
- Exhibit B – Insurance Requirements
- Exhibit C – Assurances and Certification
- Exhibit D – Unit of Service Budget
- Exhibit E – Sample Agreement



GENERAL SERVICES AGENCY

Keith D. Boggs
 Assistant Executive Officer
 GSA Director/Purchasing Agent

1010 10th Street, Suite 5400, Modesto, CA 95354

Phone: (209) 525-6319
 Fax: (209) 525-7787

ADDENDUM NO. 1

BID 19-04-DQ

Rapid Response Services for Stanislaus County Workforce Development

To: All Prospective Proposers

February 25, 2019

Prospective Proposers for the **BID 19-04-DQ; Rapid Response Services for Stanislaus County Workforce Development** are hereby notified of the following questions/answers:

COMMENTS / QUESTIONS & ANSWERS:

1. Please delete schedule of events time line in section 2.1 and replace with the below revised timeline for this RFP:

SCHEDULE OF EVENTS		
1	County Issues Request for Proposal (RFP)	February 07, 2019
2	Pre-Proposal Conference (9:30 A.M.)	February 22, 2019
3	Question Deadline	March 01, 2019
4	Assistance to Proposers with a Disability Deadline	March 14, 2019
5	Submission Deadline (2:30 P.M.)	March 14, 2019
6	Mail - Notice of Intent to Award	April 10, 2019*
7	Protest Deadline	April 17, 2019*
8	Appeals Deadline	May 01, 2019*
9	Proposer Transition / Final Inspection	May 01, 2019* – June 30, 2019*
10	Begin Contract Services	July 01, 2019

Additional Comments:

- Delete the electronic upload requirement. *Proposers shall mail/hand deliver one (1) hard-copy original and four (4) copies in office prior to the RFP deadline.*
- Question/Answer deadline: March 01, 2019 no later than 5:00 P.M.
- Submission deadline: March 14, 2019 no later than 2:30 P.M.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

THIS ADDENDUM MUST BE SIGNED AND SUBMITTED WITH BID 19-04-DQ.

Please submit further requests for clarification to: quallsd@stancounty.com

Proposer

Denelle Qualls
Denelle Qualls, Buyer



GENERAL SERVICES AGENCY

Keith D. Boggs
Assistant Executive Officer
GSA Director/Purchasing Agent

1010 10th Street, Suite 5400, Modesto, CA 95354

Phone: (209) 525-6319
Fax: (209) 525-7787

ADDENDUM NO. 2

BID 19-04-DQ

Rapid Response Services for Stanislaus County Workforce Development

To: All Prospective Proposers

March 05, 2019

Prospective Proposers for the **BID 19-04-DQ; Rapid Response Services for Stanislaus County Workforce Development** are hereby notified of the following:

COMMENTS / CORRECTION:

1. The County may also utilize the awardee to serve the Adult and Dislocated Worker Participants with services listed under the Scope of Work in Exhibit A on an as needed basis.
2. The electronic upload requirement was deleted in Amendment 1. The amount of RFP copies is being increased to the following: *Proposers shall mail/hand deliver one (1) hard-copy original and four (6) copies in office prior to the RFP deadline.*

Additional Comments:

- Question/Answer deadline: March 01, 2019 no later than 5:00 P.M.
- Submission deadline: March 14, 2019 no later than 2:30 P.M.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

THIS ADDENDUM MUST BE SIGNED AND SUBMITTED WITH BID 19-04-DQ.

Please submit further requests for clarification to: quallsd@stancounty.com

Proposer

Denelle Qualls
Denelle Qualls, Buyer