



**COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
REQUEST FOR PROPOSALS (“RFP”)
ELDERLY NUTRITION PROGRAM (“ENP”) SERVICES**

AAA-ENP-1720 RFP

NOVEMBER 3, 2016

Mandatory Proposers’ Conference: Friday, November 18, 2016

Proposal Due Date: Friday, December 9, 2016

County of Los Angeles Community and Senior Services would like to acknowledge and thank Ms. Denise L. Ward, Human Services Administrator I, who was instrumental in developing the Elderly Nutrition Program Statement of Work for this solicitation. May she rest peacefully.

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APPENDICES:

- A 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.
- B 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.
- C Statement of Work Exhibits:** Attachments to the Statement of Work which form a part of the Statement of Work.
- D Required Forms and Documentation:** Forms that must be completed and included in the proposal.
- E Request for Proposals (RFP) Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent to County requesting a Solicitation Requirements Review.
- F County of Los Angeles Policy on Doing Business with Small Business:** County of Los Angeles policy.
- G Jury Service Ordinance:** Los Angeles County Code Chapter 2.203 (Contractor Employee Jury Service).
- H Listing of Contractors Debarred in Los Angeles County:** A list of contractors who are not allowed to contract with County of Los Angeles for a specific length of time.
- I Internal Revenue Service Notice 1015:** Provides an overview of the Federal Earned Income Credit.
- J Safely Surrendered Baby Law:** County of Los Angeles program.
- K Intentionally Omitted**
- L Determinations of Contractor Non-Responsibility and Contractor Debarment:** Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment).
- M Intentionally Omitted**
- N Background and Resources - California Charities Regulation:** An

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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:** Los Angeles County Code Chapter 2.206 (Defaulted Property Tax Reduction Program).
- P Cost Allocation and Indirect Cost Requirements:** Community and Senior Services directive.
- Q Service Delivery Data:** Statistical information that reflects County's estimated need for Program Services.
- R Instructions:** Instructions, guidelines and requirements for developing the Proposed Program Services and Budget documents which are submitted in the proposal.

{End of Appendices}

1.0 INTRODUCTION

1.1 County of Los Angeles Community and Senior Services

1.1.1 County of Los Angeles Community and Senior Services (“County” or “CSS”) is committed to providing services which have positive impacts on the lives of the citizens of Los Angeles County. CSS investigates claims of the abuse of senior and disabled populations and provides emergency shelter beds to these victims of abuse and neglect through CSS’ Adult Protective Services Program. CSS provides employment and training services to adults and youth and works with employers in times of hiring and downsizing through CSS’ Workforce Innovations and Opportunity Act Programs. CSS offers mediation services to avoid court filings through CSS’ Dispute Resolution Program. CSS provides supportive services for a wide range of issues and activities impacting people of American Indian ancestry through CSS’ Community Services American Indian Block Grant Program. CSS seeks to improve human relations by developing and strengthening delivery systems of technical assistance and resources Countywide through CSS’ Human Relations Commission. And, CSS provides nutrition, supportive and other life-enhancing services to seniors/older individuals through CSS’ Area Agency on Aging Programs.

1.2 County of Los Angeles Area Agency on Aging

1.2.1 The [Older Americans Act of 1965 \(“OAA”\)](#) authorizes the State of California through its Department of Aging, California Department of Aging (“CDA” or “State”), to divide the State of California into distinct planning and service areas in order to engage in the planning and provision of a broad range of supportive services, nutrition services, adult protective services and long-term care services within such planning and service areas. As such, the geographic boundaries of Los Angeles County (excluding the City of Los Angeles) have been designated by the State as Planning and Service Area 19 (“PSA 19”). The OAA also authorizes the State to designate local area agencies on aging to help carry out the objectives of the OAA within each PSA. As such, in 1975, CDA established County of Los Angeles through its department of Community and Senior Services as an Area Agency on Aging (“AAA”) for PSA 19.

1.2.2 CSS carries out its mission to provide services through our AAA Programs to serve residents within the geographical boundaries of Los Angeles County (excluding the City of Los Angeles) by identifying the unmet needs of older adults and functionally-impaired adults in PSA 19 as well as planning, coordinating and implementing programs that promote the health, dignity and well-being of this

population. The mission of County of Los Angeles 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.

1.3 Overview of Elderly Nutrition Program Services

1.3.1 As part of the AAA Programs, County uses funds designated for its Elderly Nutrition Program ("ENP") to provide quality meals and related services to older individuals residing in Los Angeles County (excluding the City of Los Angeles) who are in greatest need. ENP Services (where "Services" are defined in Appendix B (Statement of Work)) consist of two (2) primary Program Services: Congregate Meal Services ("Title III C-1 Program Services") and Home-Delivered Meal Services ("Title III C-2 Program Services").

1.3.2 Title III C-1 Program Services

1.3.2.1 Title III C-1 Program Services include the procurement, preparation, transportation and serving of nutritious meals to older individuals who are sixty (60) years of age or older, in a group setting at strategically located Congregate Meal sites throughout Los Angeles County (excluding the City of Los Angeles). These Services are intended to: reduce hunger and food insecurity; maintain and/or improve the physical and social well-being of these older individuals; and, promote the health and well-being of these older individuals by assisting them to gain access to nutrition, disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

1.3.2.2 Title III C-1 Program Services include the following Service Categories:

1.3.2.2.1 American Meals

1.3.2.2.2 Ethnic Meals

1.3.3 Title III C-2 Program Services

1.3.3.1 Title III C-2 Program Services include the procurement, preparation, serving and delivery of nutritious meals in home environments/settings to older individuals, who are sixty (60) years of age or older and are homebound by reason of illness, disability or isolation. These Services

are intended to: reduce hunger and food insecurity; maintain and/or improve the physical and social well-being of homebound older individuals; and, provide referrals for nutrition education, nutrition counseling and other nutrition services, as appropriate, based on the needs of Clients (where Clients are defined in Appendix B (Statement of Work), Subsection 1.4 (Client Eligibility)). Title III C-2 Program Services also include Telephone Reassurance Services.

1.3.3.2 Title III C-2 Program Services include the following Service Categories:

1.3.3.2.1 Hot Meals

1.3.3.2.2 Frozen Meals

1.3.3.2.3 Emergency Meals

1.3.3.3 Title III C-2 Program Services also include a component for Telephone Reassurance Services (“Title III B Program Services”). Title III B Program Services provide regular telephone contact and safety checks to reassure and support Title III C-2 Program Services Clients and any other older individuals who are on a waiting list to receive Title III C-2 Program Services. Title III B Program Services include the following Service Category:

1.3.3.3.1 Telephone Calls

1.3.3.4 In some instances within this document, specific references are made to Title III B Program Services to highlight these Services. However, in all cases, when a reference is made solely to Title III C-2 Program Services it shall mean those Title III C-2 Program Services which include Hot Meals, Frozen Meals, Emergency Meals **and** Title III B Program Services which include Telephone Calls.

1.4 Los Angeles County Regions

1.4.1 For purposes of tracking Service delivery, County has established geographical boundaries within PSA 19 which are based on zip codes (“Los Angeles County Region(s)” or “Region(s)”). These Regions are as follows:

1.4.1.1 Antelope Valley Region

- 1.4.1.2 East Gateway Cities Region
- 1.4.1.3 Mid Gateway Cities Region
- 1.4.1.4 San Gabriel Valley Region (including San Fernando Valley Region)
- 1.4.1.5 Santa Clarita Valley Region
- 1.4.1.6 South Bay Region
- 1.4.1.7 West Gateway Cities Region (including Central Los Angeles Region)
- 1.4.1.8 Westside Cities Region

1.4.2 A map reflecting the geographical boundaries of each Region is provided in Appendix Q (Service Delivery Data), Exhibit 1 (County of Los Angeles Regions).

1.5 Request for Proposals for ENP Services

1.5.1 County seeks to partner with qualified organizations to provide the ENP Services (which include Title III C-1 Program Services, Title III C-2 Program Services and Title III B Program Services) throughout Los Angeles County, excluding the City of Los Angeles. As such, County is issuing this Request for Proposals (“RFP”) to solicit responses (“proposals”) from qualified organizations that can provide these ENP Services in accordance with all applicable Federal, State and local [laws, regulations and guidance](#).

1.5.2 Provide ENP Services for a Full Region

1.5.2.1 Proposer must demonstrate its ability to provide ENP Services for a full Region.

1.5.3 Serve Clients at Existing Sites and Routes

1.5.3.1 Proposer must demonstrate its ability to serve (at a minimum) the same level of Title III C-1 Program Clients at the existing Congregate meal sites as indicated in Appendix Q (Service Delivery Data), Exhibit 2 (FY 2017-18 Projected Title III C-1 Program Services).

1.5.3.2 Proposer must demonstrate its ability to serve (at a minimum) the same level of Title III C-2 Program Clients on the existing Home-Delivered meal routes as indicated

in Appendix Q (Service Delivery Data), Exhibit 3 (FY 2017-18 Projected Title III C-2 Program Services).

1.5.3.3 Proposer must demonstrate its ability to serve (at a minimum) the same level of Title III B Program Clients (which may include Clients who are on a waiting list) as indicated in Appendix Q (Service Delivery Data), Exhibit 4 (FY 2017-18 Projected Title III B Program Services)

1.5.3.4 Due to the limited amount of available funding, proposals shall only be submitted to provide Program Services for current/existing Congregate Meal sites and for Home-Delivered Meal Clients on a current/existing route. As such, funding is not available for Proposers who are interested in providing Program Services to a new Congregate Meal site and/or provide Program Services to a new Home-Delivered Meal route. Additionally, County reserves the right to add or remove Congregate Meal sites and/or Home-Delivered Meal routes from the list of sites and routes provided in Appendix Q (Service Delivery Data), Exhibit 2 (FY 2017-18 Projected Title III C-1 Program Services) and Appendix Q (Service Delivery Data), Exhibit 3 (FY 2017-18 Projected Title III C-2 Program Services), respectively.

1.5.4 Anticipated Subaward Term/Period of Performance

1.5.4.1 The term of the resulting Subaward is anticipated to be three (3) years, commencing on July 1, 2017 and continuing through June 30, 2020 following County of Los Angeles Board of Supervisors' ("Board of Supervisors") approval. As such, County is seeking responses from qualified Proposers who can demonstrate their ability to continually provide ENP Services for a full Region beginning July 1, 2017 and ending June 30, 2020.

1.5.5 Determination of Proposed Unit Rates

1.5.5.1 Proposer shall submit a proposed unit rate for each Program Service Category to be provided for a full Region for each year of the anticipated Subaward term. The Program Service Categories include:

1.5.5.1.1 Title III C-1 Program Services: American Meals and Ethnic Meals

1.5.5.1.2 Title III C-2 Program Services: Hot Meals, Frozen Meals and Emergency Meals

1.5.5.1.3 Title III B Program Services: Telephone Calls

1.5.5.2 Proposer shall factor in all cost elements when determining its proposed unit rate. Some of these elements may include, but are not limited to the following: personnel, equipment, space, catered food, raw food, etc.

1.5.5.3 Each proposed annual unit rate may reflect an increase due to operational costs, minimum wage increases, etc.

1.5.5.4 Proposer shall factor in all sources of funding when determining its unit rate. The final unit rate that will be reflected in the Subaward will include monies which are funded by OAA Title III A (Nutrition Services Incentive Program), OAA Title III B (Supportive Services and Senior Centers Program Authorized), OAA Title III C (Nutrition Services) and/or other local resources.

1.5.6 Granting of Subaward(s)

1.5.6.1 County anticipates granting a Subaward to one (1) successful Proposer for each Region for the agreed-upon Services.

1.5.7 Collaboration Efforts with Lower Tier Subrecipient(s)

1.5.7.1 In order to ensure continuity in Service delivery and provide ENP Services to Clients in a full Region, Proposer may enter into a lower-tier subaward(s) with other business partners, agencies, consortiums, etc. (see Appendix A (Sample Subaward), Subparagraph 8.40 (Lower Tier Subaward)).

1.5.7.2 Information about Proposer's lower tier subaward efforts shall be reflected in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 21 (Proposed List of Lower Tier Subawards).

1.6 Overview of the Proposal Process

1.6.1 Preparation of the Proposal

1.6.1.1 As further described in [Paragraph 7.0 \(Proposal Submission Requirements\)](#), Proposer shall prepare its proposal using the requirements outlined in this RFP document.

- 1.6.1.2 The proposal shall be submitted for the Region that Proposer desires to serve. If Proposer desires to serve more than one (1) Region then Proposer shall submit a proposal for each desired Region (by following the requirements outlined in this RFP document for the preparation and submission of the proposal).
- 1.6.1.3 Proposer shall ensure that it addresses all of the elements that are required to be included in its proposal and submits its proposal by the due date and time.

1.6.2 Evaluation of the Proposal

- 1.6.2.1 As further described in [Paragraph 8.0 \(Selection Process and Evaluation Criteria\)](#), the proposal will be reviewed and evaluated in three (3) phases: Minimum Mandatory Qualifications Review; Business Proposal Evaluation; and, Cost Proposal Evaluation.
- 1.6.2.2 Proposals will be evaluated based on the Regions to be served. For example, all proposals submitted for the Antelope Valley Region will be evaluated in relation to County's need for Program Services in the Antelope Valley Region.

1.6.3 Selection of Successful Proposal and Subaward Protocols

- 1.6.3.1 As further described in [Paragraph 8.0 \(Selection Process and Evaluation Criteria\)](#), through this RFP process, County intends to grant Subawards to successful Proposers who can demonstrate that they meet the qualifications, standards and capacity requirements outlined in this solicitation document and can provide Services to Clients pursuant to the requirements outlined in Appendix B (Statement of Work). County anticipates granting a Subaward to one (1) successful Proposer for each Region for the agreed-upon Services.

1.7 Definition of Key Terms

- 1.7.1 Key terms that are used throughout this document (including its Appendices) have been defined in Appendix A (Sample Subaward), Exhibit P (Definitions), unless otherwise stated.
- 1.7.2 Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and shall not be deemed or construed to define, limit,

extend or otherwise describe the scope or any provision of this solicitation.

1.7.3 For purposes of this RFP, the term Proposer is used to identify any person, entity or organization which submits a proposal in response to this solicitation. As such, while the information provided in this RFP is intended primarily for Proposer, potential Proposers are highly encouraged to review this solicitation document as well.

1.7.4 For purposes of this RFP, the term Client is used to identify an individual who meets the eligibility requirements outlined in Appendix B (Statement of Work), Subsection 1.4 (Client Eligibility Criteria), receives Program Services and is counted only once (unduplicated) when determining the total number of unduplicated Clients.

1.7.5 For purposes of this RFP, the term Subrecipient shall refer to Proposer who submits a proposal in response to this solicitation, successfully passes County's evaluation process, is selected by County to receive a Subaward (contingent upon approval by the Board of Supervisors) and is expected to ultimately sign/execute the resulting Subaward.

1.7.6 Usage of Specific Terms Pursuant to Federal and County Regulations

1.7.6.1 In order to comply with the requirements of Title 45 Code of Federal Regulations Part 75 et al., throughout the entirety of this RFP, specific terms are used to refer to the resulting agreement which is identified as the "Subaward" (i.e., Appendix A (Sample Subaward)), the party to that agreement who is identified as "Subrecipient", a third-party agreement which is identified as the "Lower Tier Subaward" and a third-party who is identified as a "Lower Tier Subrecipient".

1.7.6.2 In order to comply with County of Los Angeles codes/statutes and Board policies/mandates, throughout the entirety of this RFP, specific terms are used to refer to the resulting agreement which is identified as the "Contract" (i.e., Appendix A (Sample Subaward)), the party to that agreement who is identified as "Contractor", a third-party agreement which is identified as the "Subcontract" and a third-party who is identified as a "Subcontractor".

1.7.6.3 In all cases, when the terms Subaward, Subrecipient, Lower Tier Subaward, Lower Tier Subrecipient, Contract, Contractor, Subcontract and Subcontractor are used then

these shall have the meanings provided herein and as noted in Appendix A (Sample Subaward), Exhibit P (Definitions).

2.0 PURPOSE: SUBAWARD FOR ELDERLY NUTRITION PROGRAM SERVICES

2.1 Sample Subaward: County Terms and Conditions

2.1.1 Subrecipient shall be expected to implement the requirements outlined in Appendix A (Sample Subaward). The proposal submitted in response to this solicitation shall be made a part of the resulting Subaward when Proposer is selected and recommended to receive a Subaward.

2.1.2 Summary of Program Statutes and Guidelines

2.1.2.1 Proposer's proposal and any Subaward which may result from this solicitation will be required to adhere to all of the following Program statutes and guidelines: [Older Americans Act](#) (Title 42 United States Code Sections 3001 et seq.); [Title 45 Code of Federal Regulations Part 1321 et seq.](#); [Older Californians Act](#) (Welfare and Institutions Code Section 955, Division 8.5); [Title 22 California Code of Regulations Section 7000 et seq.](#); current and future releases of [CDA Program Memoranda](#); and, [CSS Program memoranda/directives](#).

2.1.3 Anticipated Subaward Term

2.1.3.1 The Subaward term is anticipated to be for a period of three (3) years and it is expected to commence on July 1, 2017 and continue through June 30, 2020 following Board of Supervisors' approval.

2.1.4 Subaward Rates

2.1.4.1 Subrecipient's rates shall remain firm and fixed for the term of the Subaward and such term shall include any extensions exercised by County.

2.1.5 Days of Operation

2.1.5.1 Subrecipient's office shall be open for business a minimum of five (5) days a week and eight (8) hours each day, Monday through Friday between the hours of 8:00 a.m. through 5:00 p.m. Subrecipient's staff shall be available during these hours of operation.

2.1.5.2 Subrecipient shall be required to provide ENP Services a minimum of five (5) days per week. Subrecipient is not required to provide Services on County-recognized holidays. County's Contract Manager will provide a list of County holidays to Subrecipient at the time the Subaward is approved, and thereafter when updates are made to this list.

2.1.6 Indemnification and Insurance

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

2.1.7 SPARTA Program

2.1.7.1 A County program known as the Service Providers, Artisan and Trade Activities Program ("SPARTA") may be able to assist Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by County's insurance broker, Merriwether & Williams. For additional information, Proposers may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at www.2sparta.com.

2.1.8 Health Insurance Portability and Accountability Act of 1996

2.1.8.1 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. For further information, refer to Appendix A (Sample Subaward), Exhibit N (Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")).

2.2 Statement of Work

2.2.1 Proposer shall implement the requirements outlined in Appendix B (Statement of Work) and Appendix C (Statement of Work Exhibits) if selected to receive a Subaward.

2.2.2 ENP Service Delivery

2.2.2.1 Estimated Funding and Availability of ENP Monies

2.2.2.1.1 County estimates that the total annual funding for ENP Services is approximately \$12,000,000. Funding for the Program Services is made available from the OAA Title III A (Nutrition Services Incentive Program), OAA Title III B (Supportive Services and Senior Centers Program Authorized), OAA Title III C (Nutrition Services) and may also include additional funding from local resources.

2.2.2.1.2 Such monies are contingent upon the availability of Federal, State and local funds, and Subawards may be granted for amounts that are more or less than the amounts proposed by Proposers.

2.2.2.2 Estimated Annual Need for Program Service Units

2.2.2.2.1 County estimates that there is a total annual need to provide ENP Services in the amount of 1,800,000 meals for approximately 33,000 Clients for all Regions. Additionally, County requires Proposer to provide specific categories of Program Services for these Clients within each Region. The need for Program Services shall be based on serving the estimated number of Clients as indicated below:

2.2.2.2.1.1 Title III C-1 Program Services estimated number of Clients and meals: 28,000 Clients and 990,000 meals (for a distribution of these estimated Clients and the specific Service Categories of Program Services by Region, refer to Appendix Q (Service Delivery Data), Exhibit 2 (FY 2017-18 Projected Title III C-1 Program Services)).

2.2.2.2.1.2 Title III C-2 Program Services estimated number of Clients: 5,000 Clients and 800,000 meals (for a distribution of these estimated Clients and the specific categories of Program Services by Region, refer to Appendix Q (Service Delivery Data), Exhibit 3 (FY 2017-18 Projected Title III C-2 Program Services).

2.2.2.2.1.3 Title III B Program Services estimated number of Clients: 5,000 Clients and 50,000 telephone calls (the same Title III C-2 Clients will be served under Title III B Program Services; this number may increase due to Clients who are on a waiting list as described in Appendix B (Statement of Work)).

2.2.2.2.2 This Client data is provided as an estimate of County's need for Program Services and the final number of Clients as well as Service units will be negotiated when the Subaward is granted (subject to the availability of funding).

3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS

3.1 Information for Interested and Qualified Proposers

3.1.1 Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Appendix B (Statement of Work) are invited to submit a proposal for Title III C-1 Program Services and Title III C-2 Program Services for a full Region provided that Proposers can meet all of the Minimum Mandatory Qualifications outlined herein.

3.2 Minimum Mandatory Qualifications

3.2.1 Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information

3.2.1.1 Proposer shall have the completed and signed Appendix D (Required Forms and Documentation), Part I (Required

Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information), acknowledging and certifying that it has met and will comply with all of the Minimum Mandatory Qualifications listed herein for Title III C-1 Program Services, Title III C-2 Program Services and Title III B Program Services.

- 3.2.1.2 Proposer's organization must be classified as one of the following: public/government entity, nonprofit organization or joint powers authority.

3.2.2 Proposer's Background and Experience

- 3.2.2.1 Proposer shall have a minimum of five (5) consecutive years of experience, which shall include experience obtained within the past ten (10) years, providing Title III C-1 Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Paragraph 10.0 (Specific Work Requirements)).
- 3.2.2.2 Proposer shall have a minimum of five (5) consecutive years of experience, which shall include experience obtained within the past ten (10) years, providing Title III C-2 Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Paragraph 10.0 (Specific Work Requirements)).
- 3.2.2.3 Proposer shall have a minimum of five (5) consecutive years of experience, which shall include experience obtained within the past ten (10) years, providing Title III B Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Paragraph 10.0 (Specific Work Requirements)).

3.2.3 Proposer's Financial Capability

- 3.2.3.1 Proposer shall provide audited financial statements, single audits or U.S. Securities and Exchange Commission filings (if the filings contain all necessary information) which reflect Proposer's most recent three (3) full Fiscal Years of financial activities. These financial documents shall reflect activities for Fiscal Year 2012-2013 and thereafter (e.g., financial documents reflecting activities for

Fiscal Years 2008-2009, 2009-2010, 2010-2011 and 2011-2012 are not acceptable to meet this Minimum Mandatory Qualification). These financial documents must provide an accurate representation of Proposer's entire financial position.

3.2.4 Proposer's Cost Allocation Plan

3.2.4.1 Proposer shall provide a cost allocation plan narrative which adheres to the requirements outlined in the following: Office of Management and Budget Uniform Administrative Requirements for Federal grants; Appendix A (Sample Contract), Exhibit Q (Accounting, Administration and Reporting Requirements); and, Appendix P (Cost Allocation and Indirect Cost Requirements).

3.2.5 Match Contributions

3.2.5.1 Proposer shall demonstrate its ability to provide a minimum match contribution of at least fifteen percent (15%) of the Proposed Subaward Sums (excluding any anticipated OAA Title III A (Nutrition Services Incentive Program) funds), which shall be used toward the cost of providing Title III C-1 Program Services (where such match is calculated by multiplying the Proposed Subaward Sums (excluding any anticipated OAA Title III A (Nutrition Services Incentive Program) funds) by fifteen percent (15%)).

3.2.5.2 Proposer shall demonstrate its ability to provide a minimum match contribution of at least fifteen percent (15%) of the Proposed Subaward Sums (excluding any anticipated OAA Title III A (Nutrition Services Incentive Program) funds), which shall be used toward the cost of providing Title III C-2 Program Services (where such match is calculated by multiplying the Proposed Subaward Sums (excluding any anticipated OAA Title III A (Nutrition Services Incentive Program) funds) by fifteen percent (15%)).

3.2.5.3 Proposer shall demonstrate its ability to provide a minimum match contribution of at least fifteen percent (15%) of the Proposed Subaward Sums, which shall be used toward the cost of providing Title III B Program Services (where such match is calculated by multiplying the Proposed Subaward Sums by fifteen percent (15%)).

3.2.6 Commencement of Program Services

- 3.2.6.1 Proposer must be able to provide Title III C-1 Program Services for the full Region beginning July 1, 2017 through June 30, 2020.
- 3.2.6.2 Proposer must be able to provide Title III C-2 Program Services for the full Region beginning July 1, 2017 through June 30, 2020.
- 3.2.6.3 Proposer must be able to provide Title III B Program Services for the full Region beginning July 1, 2017 through June 30, 2020.

3.2.7 Proposer's Staffing

- 3.2.7.1 By the start date of the Subaward, Proposer must have the following mandatory staff who meet all the requirements listed in Appendix B (Statement of Work) for Title III C-1 Program Services: Project Manager, Food Service Manager (mandatory when Proposer plans to operate a central kitchen to provide Client meals) and Site Manager.
- 3.2.7.2 By the start date of the Subaward, Proposer must have the following mandatory staff who meet all the requirements listed in Appendix B (Statement of Work) for Title III C-2 Program Services: Project Manager, Food Service Manager (mandatory when Proposer plans to operate a central kitchen to provide Client meals), Home-Delivered Meal Case Worker, Home-Delivered Meal Coordinator and Home-Delivered Meal Driver(s).

3.2.8 Required Forms and Documentation

- 3.2.8.1 Proposer shall have the completed forms and documentation identified in [Subparagraph 7.9.1.11 \(Section H \(Required Forms and Documentation\)\)](#).

3.3 County's Review of Minimum Mandatory Qualifications

- 3.3.1 In order to determine whether Proposer meets the Minimum Mandatory Qualifications, County will review the information and documentation that Proposer submits to evidence that it meets all of the Minimum Mandatory Qualifications listed herein. County will conduct this review in order to determine whether or not the proposal will be evaluated for scoring. If County determines that Proposer has failed to meet all of the Minimum Mandatory Qualifications listed herein 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 and Proposer will 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).

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Subaward Execution

4.1.1 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 by the Board of Supervisors

4.2.1 Notwithstanding a recommendation of County, 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 of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

4.3 County's 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. 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. County shall not be liable for any costs incurred by Proposer in connection with the preparation and submission of any proposal. County reserves the right to waive inconsequential disparities or any informalities in a proposal if the sum and substance of the proposal is present.

4.4 County's Right to Amend Request for Proposals

4.4.1 County has the unlimited right to amend this RFP by written addendum at any time before the required submission date. County is responsible only for that which is expressly stated in this 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 County. 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 Contractor's staff may be required at the discretion of County as a condition of beginning and continuing work under the Subaward. The cost of background checks is the responsibility of Subrecipient.

4.6 County's Quality Assurance Plan

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

4.7 Subaward Requirements for Payment and Performance Guaranties

4.7.1 Throughout the entire term of the Subaward, including the original term and any renewals or extensions thereto, County, at its sole discretion, reserves the right to require Subrecipient to provide a Payment Guaranty, a Performance Guaranty or both in the amount and form as directed by County.

4.7.1.1 Payment Guaranty: Subrecipient's surety/guarantee to County that Subrecipient shall meet its obligations to faithfully pay its Lower Tier(s) in a manner that is timely, satisfactory and acceptable to County, as determined by County at its sole discretion.

4.7.1.2 Performance Guaranty: Subrecipient's surety/guarantee to County that Subrecipient shall meet its obligations to perform the terms and conditions of the Subaward.

- 4.7.2 County may require Subrecipient to provide a Payment Guaranty, a Performance Guaranty or both when Subrecipient's performance under the Subaward reveals a potential liability to County in an aggregate amount of \$25,000 or more as a result of any of the following actions (this is not an exhaustive list): disallowed costs, unsubstantiated costs, non-payments of vendors, etc.
- 4.7.3 The costs to implement and maintain the Guaranty(ies) may be allowable under the terms of the Subaward; however, no additional funding will be added to the Subaward Sums to pay for those costs.
- 4.7.4 Refer to Appendix A (Sample Subaward), Subparagraph 9.22 (Payment and Performance Guaranties) for additional information on the requirements for these Guaranties.

5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS

5.1 Standard County Provisions

- 5.1.1 The provisions contained herein specify requirements that Proposer shall adhere to during the solicitation process and certifications that Subrecipient will be required to comply with upon commencement of the Subaward.

5.2 Notice to Proposers Concerning the Public Records Act

- 5.2.1 Responses to this solicitation shall become the exclusive property of County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when the following occur: 1) Subaward negotiations are complete; 2) CSS receives a letter from the recommended Proposer's Authorized Representative that the negotiated Subaward is the firm offer of the recommended Proposer; and 3) CSS 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).
- 5.2.2 Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when County's recommended Proposer appears on the Board of Supervisors' agenda.
- 5.2.3 Exceptions to disclosure are those parts or portions of the proposal that are justifiably defined as business or trade secrets, and plainly marked by Proposer as "Trade Secret", "Confidential" or "Proprietary".

- 5.2.4 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. Proposers must specifically label only those provisions of their respective proposal which are "Trade Secret", "Confidential" or "Proprietary" in nature.
- 5.2.5 In the event that 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 "Trade Secret", "Confidential", 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.

5.3 Contact with County Personnel

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

Mail

County of Los Angeles
Community and Senior Services
Contracts Management Division
Attention: Ms. Tsotso Odamtten
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

E-mail

aaarfp@css.lacounty.gov

- 5.3.2 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 Proposer's proposal from further consideration.

5.4 Mandatory Requirement to Register on County's WebVen

- 5.4.1 Proposer must register on County's WebVen. The WebVen contains the vendor's business profile and identifies the goods/services the vendor provides. Proposer can register on-line at <http://camisvr.co.la.ca.us/webven/>.

5.5 Protest Policy Review Process

5.5.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), prospective Proposer may request a review of the requirements under a solicitation for a Board of Supervisors-approved services contract, as described in [Subparagraph 5.5.3 \(Grounds for Review\)](#). Additionally, any actual Proposer may request a review of a disqualification or of a proposed Subaward under such a solicitation, as described respectively in [Subparagraph 5.5.3 \(Grounds for Review\)](#). It is the responsibility of Proposer challenging the decision of CSS to demonstrate that CSS committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Subaward.

5.5.2 Throughout the review process, County has no obligation to delay or otherwise postpone granting of the 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.

5.5.3 Grounds for Review

5.5.3.1 Unless State or Federal statutes or regulations provide otherwise, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

5.5.3.1.1 Review of the solicitation requirements (reference [Subparagraph 7.4 \(Solicitation Requirements Review\)](#))

5.5.3.1.2 Review of a disqualified proposal (reference [Subparagraph 8.3 \(Disqualification Review\)](#))

5.5.3.1.3 Review of proposed Contractor selection (reference Subparagraphs [8.6.2 \(Proposed Contractor Selection Review\)](#) and [8.6.3 \(County Independent Review\)](#))

5.6 Injury and Illness Prevention Program

5.6.1 Subrecipient shall be required to comply with the State of California's Cal OSHA 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.

5.7 Confidentiality and Independent Contractor Status

5.7.1 As appropriate, Subrecipient shall comply with the confidentiality and the independent contractor status provisions contained in Appendix A (Sample Subaward), Subparagraphs 7.5 (Confidentiality) and 8.22 (Independent Contractor Status), respectively.

5.8 Conflict of Interest

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

5.9 Determination of Proposer Responsibility

5.9.1 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 County's policy to conduct business only with responsible Proposers who are successful in the evaluation process and are granted the Subaward.

5.9.2 Proposers are hereby notified that, in accordance with Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment), County may determine whether Proposer is responsible based on a review of 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 Proposer against public entities. Labor law violations which are the fault of Subcontractors and of which Proposer had no knowledge shall not be the basis of a determination that Proposer is not responsible.

5.9.3 County may declare Proposer to be non-responsible for purposes of this solicitation if the Board of Supervisors, in its discretion, finds that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by 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 County or any other public entity.

5.9.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, CSS shall notify Proposer in writing of the evidence relating to Proposer's responsibility, and its intention to recommend to the Board of Supervisors that Proposer be found not responsible. CSS shall provide Proposer and/or Proposer's authorized representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for CSS' recommendation.

5.9.5 If Proposer presents evidence in rebuttal to CSS, CSS shall evaluate the merits of such evidence, and based on that evaluation, CSS shall make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of Proposer shall reside with the Board of Supervisors.

5.9.6 These terms shall also apply to proposed Subcontractors of Proposers on County contracts.

5.10 Proposer Debarment

5.10.1 Proposer is hereby notified that, in accordance with Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment), County may debar 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 County may terminate any or all of Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by 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 County or any other public entity.

5.10.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, CSS shall notify Proposer in writing of the evidence which is the basis for the proposed debarment, and shall

advise Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.

5.10.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. Proposer and/or Proposer's authorized 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 Proposer should be debarred, and, if so, the appropriate length of time of the debarment. Proposer and CSS shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

5.10.4 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.

5.10.5 If Proposer has been debarred for a period longer than five (5) years, 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. County may, in its discretion, reduce the period of debarment or terminate the debarment if County finds that 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 County.

5.10.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where: 1) 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. The Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. The request for review of a debarment determination shall be decided by the Contractor Hearing Board pursuant to the same procedures used for a debarment hearing.

5.10.7 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.

5.10.8 These terms shall also apply to proposed Subcontractors of Proposers on County contracts.

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

5.11 Adherence to County's Child Support Compliance Program

5.11.1 Proposer shall fully comply with all: 1) applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain such compliance during the term of any Subaward that may be granted pursuant to this solicitation. Failure to comply may be cause for termination of Subaward or initiation of debarment proceedings against the non-compliant Subrecipient (Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment)).

5.12 Gratuities

5.12.1 Attempt to Secure Favorable Treatment

5.12.1.1 It is improper for any County officer, employee or agent to solicit consideration, in any form, from Proposer with the implication, suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the granting of the Subaward or that Proposer's failure to provide such consideration may negatively affect County's consideration of Proposer's proposal. 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 granting of the Subaward.

5.12.2 Proposer Notification to County

5.12.2.1 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 County manager charged with the supervision of the employee or to County of Los Angeles Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such improper consideration may result in Proposer's submission being eliminated from consideration.

5.12.3 Form of Improper Consideration

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

5.13 Notice to Proposers Regarding the County Lobbyist Ordinance

5.13.1 The Board of Supervisors 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 Los Angeles County Code Chapter 2.160 (County Lobbyists). 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 Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, Proposer must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by Proposer is in full compliance with Los Angeles County Code and each such County Lobbyist is not on County of Los Angeles Executive Office's List of Terminated Registered Lobbyists by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 6 (Familiarity with County's Lobbyist Ordinance Certification) and submitting it as part of the proposal.

5.14 Federal Earned Income Credit

5.14.1 Upon granting of the Subaward, Subrecipient shall notify its employees, and shall require each Lower Tier Subrecipient 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 (Internal Revenue Service Notice 1015).

5.15 Consideration of GAIN and GROW Participants for Employment

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

5.15.2 Proposer who is unable to meet this requirement shall not be considered for Subaward. Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 9 (Attestation of Willingness to Consider GAIN and GROW Participants) and submit it as part of the proposal.

5.16 Recycled Bond Paper

5.16.1 Proposer shall be required to comply with County's policy on recycled bond paper as specified in Appendix A (Sample Subaward), Subparagraph 8.39 (Recycled Bond Paper).

5.17 Safely Surrendered Baby Law

5.17.1 Upon granting of Subaward, Subrecipient shall notify and provide to its employees, and shall require each Lower Tier Subrecipient to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J (Safely Surrendered Baby Law) and it is also available on the Internet at www.babysafela.org for printing purposes.

5.18 Jury Service Program

5.18.1 The resulting Subaward is subject to the requirements of County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code Chapter 2.203 (Contractor Employee Jury Service)). Proposer shall carefully read the Jury Service Ordinance in Appendix G (Jury Service Ordinance) and the pertinent jury service provisions of Appendix A (Sample Subaward), Subparagraph 8.8 (Compliance with County's Jury Service Program), both of which are incorporated by reference into and made

a part of this RFP. The Jury Service Program applies to both Subrecipient and its Lower Tier Subrecipient(s).

5.18.2 When the proposal fails to comply with the requirements of the Jury Service Program, it will be considered non-responsive and excluded from further consideration.

5.18.3 The Jury Service Program requires Subrecipient and its Lower Tier Subrecipient(s) to have and adhere to a written policy that provides that its employees shall receive from Subrecipient, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with Subrecipient or that Subrecipient deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of Subrecipient and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Subrecipient has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of Contractor's full-time California employees, even those not working specifically on the Subaward project. Full-time employees providing short term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.

5.18.4 There are two (2) ways in which Subrecipient might not be subject to the Jury Service Program. The first is if Subrecipient does not fall within the Jury Service Program's definition of "contractor". The Jury Service Program defines "contractor" to mean a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. The second is if Subrecipient meets one of the two exceptions to the Jury Service Program. The first exception involves small businesses and applies to Subrecipient: 1) having ten (10) or fewer employees; 2) earning annual gross revenues in the preceding twelve (12) months which, if added to the Maximum Annual Subaward Sum of the Subaward is less than five hundred thousand dollars (\$500,000); and, 3) when it is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Subrecipient that possesses a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. Subrecipient is subject to any provision of the Jury

Service Program not expressly superseded by the collective bargaining agreement.

5.18.5 If Proposer does not fall within the Jury Service Program's definition of "contractor" or if it meets any of the exceptions to the Jury Service Program then Proposer must so indicate when completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 10 (County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception) and shall submit the completed form along with all necessary documentation to support the claim (such as tax returns or a collective bargaining agreement, if applicable) with its proposal. Upon reviewing Proposer's application, County will determine, in its sole discretion, whether Proposer falls within the Jury Service Program's definition of "contractor" or meets any of the exceptions to the Jury Service Program. County's decision will be final.

5.19 Intentionally Omitted

5.20 Notification to County of Pending Acquisitions/Mergers by Proposer

5.20.1 Proposer shall notify County of any pending acquisitions/mergers of its company. This information shall be provided by Proposer on Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information). Failure of 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 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information) prior to the granting of the Subaward by providing a revised Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information) to County upon the occurrence of any event giving rise to a change in its previously-reported information.

5.21 Proposer's Charitable Contributions Compliance

5.21.1 California's Supervision of Trustees and Fundraisers for Charitable Purposes Act ("Charitable Purposes Act") regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act are subject to its registration and reporting requirements. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act

requirements. Proposer shall 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, fundraising practices and documentation. Charities with over two million dollars (\$2,000,000) in revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

5.21.2 Proposer must determine if it receives or raises charitable contributions which subject it to the Charitable Purposes Act and shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 19 (Charitable Contributions Certification). A completed Appendix A (Sample Subaward), Exhibit O (Charitable Contributions Certification) is a required part of the Subaward.

5.21.3 In Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 19 (Charitable Contributions Certification), Proposer shall certify either that:

5.21.3.1 It has determined that it does not now receive or raise charitable contributions regulated under the Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if it becomes subject to coverage of those laws during the term of the Subaward, or

5.21.3.2 It is currently complying with its obligations under the Charitable Purposes Act, attaching a copy of its most recent filing with the Registry of Charitable Trusts.

5.21.4 Proposer that does not complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 19 (Charitable Contributions Certification) and submit it along with its proposal may be disqualified from consideration for a Subaward at County's sole discretion. Subrecipient that fails to comply with its obligations under the Charitable Purposes Act is subject to Subaward termination, debarment proceedings or both. (Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment)).

5.22 Defaulted Property Tax Reduction Program

5.22.1 The prospective contract (that is "Subaward") is subject to the requirements of County's Defaulted Property Tax Reduction

Program (“Defaulted Tax Program”) (Los Angeles County Code Chapter 2.206 (Defaulted Property Tax Reduction Program)). Proposer shall carefully read Appendix O (Defaulted Property Tax Reduction Program), and the pertinent provisions of Appendix A (Sample Subaward), Subparagraphs 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 Property Tax Reduction Program), both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Subrecipient and its Lower Tier Subrecipients.

5.22.2 Proposer shall either certify that it is in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of the Subaward that may be granted pursuant to this solicitation or shall certify that it is exempt from the Defaulted Tax Program by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 20 (Certification of Compliance with County’s Defaulted Property Tax Reduction Program). Failure to maintain compliance, or to timely cure defects, may be cause for termination of Subaward or initiation of debarment proceedings against non-compliant Subrecipient (Los Angeles County Code Chapter 2.202 (Determinations of Contractor Non-Responsibility and Contractor Debarment)).

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

5.23 Time Off for Voting

5.23.1 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, Subrecipient and its Subcontractors 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 Elections Code Section 14000.

5.24 Minimum Wage Requirements

5.24.1 Pursuant to Los Angeles County Code Chapter 8.100 (Minimum Wage), County of Los Angeles has established the Los Angeles County Minimum Wage Ordinance (“Minimum Wage”). All employers (meaning any person, as defined in the California Labor Code, General Provisions, Section 18, including such person,

association, organization, partnership, business trust, limited liability company, corporation, corporate officer or executive, who directly, indirectly or through an agent or any other person, including through the services of a temporary service or staffing agency or similar entity, employs or exercises control over the wages, hours or working conditions of any employee) shall pay their employees no less than the hourly rates set forth below:

5.24.1.1 Employers with twenty-six (26) or more employees shall pay employees a wage of no less than the following hourly rates:

5.24.1.1.1 On July 1, 2016, the hourly wage shall be \$10.50.

5.24.1.1.2 On July 1, 2017, the hourly wage shall be \$12.00.

5.24.1.1.3 On July 1, 2018, the hourly wage shall be \$13.25.

5.24.1.1.4 On July 1, 2019, the hourly wage shall be \$14.25.

5.24.1.1.5 On July 1, 2020, the hourly wage shall be \$15.00.

5.24.1.2 Employers with twenty-five (25) or fewer employees shall pay employees a wage of no less than the following hourly rates:

5.24.1.2.1 On July 1, 2017, the hourly wage shall be \$10.50.

5.24.1.2.2 On July 1, 2018, the hourly wage shall be \$12.00.

5.24.1.2.3 On July 1, 2019, the hourly wage shall be \$13.25.

5.24.1.2.4 On July 1, 2020, the hourly wage shall be \$14.25.

5.24.1.2.5 On July 1, 2021, the hourly wage shall be \$15.00.

5.24.1.3 Beginning on July 1, 2022, the minimum wage will increase annually based on the Consumer Price Index for

Urban Wage Earners and Clerical Workers (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics. Beginning in 2022, and continuing each year thereafter, on January 1 the County of Los Angeles Chief Executive Officer shall determine the adjusted rates which shall take effect on July 1 of that year and publish a bulletin announcing the adjusted rates.

5.24.1.4 For purposes of this Subparagraph, the number of employees employed by an employer shall be determined by calculating the average number of employees employed during the previous calendar year.

5.24.1.5 All employers who provide Program Services in Los Angeles County (including the unincorporated areas and any city) shall adhere to County's minimum wage requirements. As such, Proposer shall adhere to County's minimum wage requirements when Proposer is selected for a Subaward.

5.24.2 Entities who are exempt from the Los Angeles County Minimum Wage Ordinance include:

5.24.2.1 Any person not subject to, or exempt from, the State minimum wage, as provided under California Labor Code Section 1197 and wage orders published by the California Industrial Welfare Commission.

5.24.2.2 Public entities (including Federal, State, County and city entities (including school districts)).

5.25 **Non-Discrimination and Affirmative Action**

5.25.1 Proposer shall certify and agree that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

5.25.2 To this end, Proposer shall acknowledge its certification to, and comply with, the provisions of Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 8 (Proposer's Equal Employment Opportunity Certification).

5.26 Protection of County Information Assets – Data Encryption Standards

5.26.1 The prospective Subaward is subject to the encryption requirements that are minimally set forth herein and those which are set forth in Appendix A (Sample Subaward), Subparagraph 9.19 (Information Technology, Security and Privacy Requirements). Proposer shall become familiar with these encryption requirements and those outlined in Appendix A (Sample Contract) both of which are incorporated by reference into and made a part of this solicitation.

5.26.2 Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 22 (Compliance with Data Encryption Requirements) by providing information about its encryption practices and certifying that it will be in compliance with the encryption requirements at the commencement of the prospective Subaward and shall maintain such compliance during the term of the prospective Subaward. Proposer's failure to comply with the certification requirements of this provision will render the proposal to be considered non-responsive and subject proposal to rejection/exclusion from further consideration.

5.26.3 Proposer's use of remote servers (e.g., cloud storage, Software-as-a-Service (SaaS)) for storage of County Information Assets (defined in Appendix A (Sample Subaward), Exhibit P (Definitions)) shall be disclosed by Proposer in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 22 (Compliance with Data Encryption Requirements). In the event that Proposer is granted a Subaward, use of remote servers for storage of County Information Assets must be pre-approved in writing by County. Any use of remove servers may subject Proposer to additional encryption requirements for such remote servers.

5.26.4 Encryption Standards for Stored Data

5.26.4.1 Proposer's and its lower tier subrecipient's workstations and portable devices (e.g., wearables, tablets, thumb drives, external hard drives, etc.) require encryption (i.e., software and/or hardware) in accordance with:

5.26.4.1.1 Federal Information Processing Standard Publication (FIPS) 140-2

5.26.4.1.2 National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3)

- 5.26.4.1.3 NIST Special Publication 800-57 Recommendation for Key Management – Part 2: Best Practices for Key Management Organization
- 5.26.4.1.4 NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices
- 5.26.4.1.5 Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.

5.26.5 Encryption Standards for Transmitted Data

- 5.26.5.1 All transmitted (e.g., network) County Information Assets require encryption in accordance with:
 - 5.26.5.1.1 NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations
 - 5.26.5.1.2 NIST Special Publication 800-57 Recommendation for Key Management – Part 3: Application-Specific Key Management Guidance

5.27 Payment and Performance Guaranties

- 5.27.1 Throughout the entire term of the resulting Subaward, including the original term and any renewals or extensions thereto, County, at its sole discretion, reserves the right to require Subrecipient to provide a Payment Guaranty, Performance Guaranty or both in the amount and form as directed by County. County will determine whether Subrecipient will be required to obtain a Guaranty(ies) when Subrecipient's performance under the Subaward reveals potential liability to County in an aggregate amount of \$25,000 or more resulting from, but not limited to, the following incidents: disallowed costs, unsubstantiated costs, non-payment of vendors, etc.
- 5.27.2 The Payment Guaranty is Subrecipient's surety/guarantee to County that Subrecipient shall meet its obligations to faithfully pay its Lower Tier Subrecipient(s) in a manner that is timely, satisfactory and acceptable to County, as determined by County at its sole discretion. The purpose of the Payment Guaranty is to provide all Lower Tier Subrecipients who supply labor, materials, services, etc. to Subrecipient a recourse if they do not get paid by Subrecipient. In such case, the Payment Guaranty allows Lower Tier Subrecipient to

file a claim with the surety company that issued the Guaranty in the event that Subrecipient does not reimburse the Lower Tier Subrecipient for goods and/or services provided by Lower Tier Subrecipient.

5.27.3 The Performance Guaranty is Subrecipient's surety/guarantee to County that Subrecipient shall meet its obligations to perform the terms and conditions of the resulting Subaward. The purpose of the Performance Guaranty is to provide County a recourse to recover monies reimbursed to Subrecipient which would otherwise be lost due to Subrecipient's actions.

5.27.4 The costs to implement and maintain the Payment and Performance Guaranties are potentially allowable/reimbursable costs, however, there will be no additional funding added to the Subaward Sums to pay for such costs.

5.28 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Human Trafficking Policy

5.28.1 On October 4, 2016, the Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy. This policy prohibits Proposers and member of Proposer's staff who are engaged in human trafficking from receiving subawards or performing services under such subawards.

5.28.2 Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 31 (Compliance with County's Zero Tolerance Human Trafficking Policy) to certify that it is in full compliance with County's Zero Tolerance Human Trafficking Policy as defined in Appendix A (Sample Subaward), Subparagraph 8.55 (Compliance with County's Zero Tolerance Human Trafficking Policy). Further, if granted a Subaward pursuant to this solicitation, Proposer shall comply with the requirements under said provision for the term of the resulting Subaward.

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

6.1.1 The Board of Supervisors encourages business participation in the County of Los Angeles' contracting process by continually streamlining and simplifying the selection process and expanding opportunities for these businesses to compete for these opportunities. In accordance with this approach, County has established the following three (3) preference programs: the Local Small Business Enterprise Preference Program, Social Enterprise

Preference Program and Disabled Veterans Business Enterprise Preference Program (collectively “Preference Programs”). The Preference Programs allow Proposer to receive a fifteen percent (15%) reduction from its proposed cost and such Preference shall not exceed \$150,000.

6.1.2 County reserves the right to modify and/or cancel any of the Preference Programs at County’s sole discretion and Proposer shall comply with County’s final decision.

6.1.3 The Preference Programs require that Proposer must complete a certification process prior to requesting a preference in the solicitation. Additional information about these Preference Programs and how to obtain certification for each are further explained in [Subparagraph 6.3 \(Local Small Business Enterprise Preference Program\)](#), [6.4 \(Social Enterprise Preference Program\)](#) and [6.5 \(Disabled Veteran Business Enterprise Preference Program\)](#) of this solicitation.

6.1.4 The Preference Programs’ price or scoring preference shall not be combined with any other County preference program to exceed fifteen percent (15%) for any proposal submitted in response to this solicitation.

6.1.5 Sanctions and financial penalties may apply to Proposer that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a Local Small Business Enterprise vendor, Social Enterprise vendor and/or Disabled Veterans Business Enterprise vendor when Proposer is not qualified for such certification.

6.2 **Contracting with Small Businesses**

6.2.1 County also has a policy on doing business with small business that is provided in Appendix F (County of Los Angeles Policy on Doing Business with Small Business).

6.3 **Local Small Business Enterprise Preference Program**

6.3.1 County will give Local Small Business Enterprise (“LSBE”) Preference during this solicitation process to Proposers that meet the definition of a LSBE, consistent with Los Angeles County Code Chapter 2.204.030C.2.

6.3.2 Proposer may request the LSBE Preference in this solicitation when Proposer meets the following conditions: 1) Proposer shall meet at least one (1) of the criteria outlined in Subparagraph 6.3.2.1 – Subparagraph 6.6.2.2; and, 2) Proposer shall meet the criteria outlined in Subparagraph 6.3.2.3.

- 6.3.2.1 Proposer meets the Federal small business criteria for the number of employees and/or revenue as defined by U.S. Small Business Administration (“SBA”).
- 6.3.2.2 Proposer maintains an active registration as a small business on the Federal System for Award Management (“SAM”) database (for additional information refer to the following SAM website: <https://www.sam.gov>).
- 6.3.2.3 Proposer is certified as an LSBE vendor by the County of Los Angeles Department of Consumer and Business Affairs (“DCBA”). For additional information, please contact DCBA by phone or email as follows: (855) 230-6430 or sbs@dcba.lacounty.gov, respectively. You may also visit DCBA’s website by using the following link: <http://dcba.lacounty.gov>.

6.3.3 To request the LSBE preference on the solicitation, Proposer shall:

- 6.3.3.1 Obtain LSBE certification from the County of Los Angeles Department of Consumer and Business Affairs (“DCBA”). For additional information, please contact DCBA by phone or email as follows: (855) 230-6430 or sbs@dcba.lacounty.gov, respectively. You may also visit DCBA’s website by using the following link: <http://dcba.lacounty.gov>.
- 6.3.3.2 Upon receipt of a letter of certification and affirmation from DCBA, Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration) and the certification letter from DCBA with its proposal (i.e., LSBE vendors may only request the LSBE Preference after the certification process has been completed and certification is affirmed by DCBA).

6.4 **Local Small Business Enterprise Prompt Payment Program**

- 6.4.1 It is the intent of County that certified LSBEs receive prompt payment for services provided to County. Prompt payment shall mean that County will process an undisputed invoice within fifteen (15) calendar days after receipt of such invoice.

6.5 Social Enterprise Preference Program

6.5.1 County will give Social Enterprise (“SE”) Preference during this solicitation process to Proposers that meet the definition of a SE vendor, consistent with Los Angeles County Code Chapter 2.205 (Transitional Job Opportunities Preference Program).

6.5.2 Proposer may request the SE Preference in this solicitation when Proposer meets all of the following conditions:

6.5.2.1 Proposer has been in operation for at least one (1) year providing transitional or permanent employment to a Transitional Workforce (defined as those under-employed or hard-to-employ persons that may be homeless or formerly incarcerated, and/or, those who either have not worked for an extended period of time or face significant barriers to employment) or providing social, environmental and/or human justice services.

6.5.2.2 Proposer is certified as an SE vendor by DCBA. For additional information, please contact DCBA by phone or email as follows: (855) 230-6430 or sbs@dcba.lacounty.gov, respectively. You may also visit DCBA’s website by using the following link: <http://dcba.lacounty.gov>.

6.5.3 To request the SE preference on the solicitation, Proposer shall:

6.5.3.1 Obtain SE certification from DCBA.

6.5.3.2 Upon receipt of a letter of certification and affirmation from DCBA, Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration) and the certification letter from DCBA with its proposal (i.e., SE vendors may only request the SE Preference after the certification process has been completed and certification is affirmed by DCBA).

6.6 Disabled Veteran Business Enterprise Preference Program

6.6.1 County will give Disabled Veteran Business Enterprise (“DVBE”) Preference during this solicitation process to Proposers that meet the definition of a DVBE vendor, consistent with Los Angeles County Code Chapter 2.211 (Disabled Veteran Business Enterprise Preference Program).

- 6.6.2 Proposer may request the DVBE Preference in this solicitation when Proposer meets the following conditions: 1) Proposer shall meet at least one (1) of the criteria outlined in Subparagraph 6.6.2.1 – Subparagraph 6.6.2.3; and, 2) Proposer shall meet the criteria outlined in Subparagraph 6.6.2.4.
- 6.6.2.1 Proposer is certified by the State of California Department of General Services (“DGS”), Procurement Division (“PD”), Office of Small Business and DVBE Services (“OSDS”) as a DVBE vendor.
 - 6.6.2.2 Proposer is certified as a service-disabled veteran-owned small business by U.S. Department of Veterans Affairs.
 - 6.6.2.3 Proposer is certified as a DVBE vendor by other certifying agencies pursuant to DCBA’s inclusion policy that meets the criteria set forth by the agencies in Subparagraph 6.6.2.1 and Subparagraph 6.6.2.2.
 - 6.6.2.4 Proposer is certified as a DVBE vendor by DCBA. For additional information, please contact DCBA by phone or email as follows: (855) 230-6430 or sbs@dcba.lacounty.gov, respectively. You may also visit DCBA’s website by using the following link: <http://dcba.lacounty.gov>.
- 6.6.3 To request the DVBE preference on the solicitation, Proposer shall:
- 6.6.3.1 Obtain DVBE certification from DCBA.
 - 6.6.3.2 Upon receipt of a letter of certification and affirmation from DCBA, Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration) and the certification letter from DCBA with its proposal (i.e., DVBE vendors may only request the DVBE Preference after the certification process has been completed and certification is affirmed by DCBA).
- 6.6.4 Information for the State's DVBE certification regulations is found in Title 2 California Code of Regulations Subchapter 8, Section 1896 et seq., and is also available on the State of California DGS PD OSDS website (<http://www.pd.dgs.ca.gov/>).

6.6.5 Information for the Department of Veteran Affairs' SDVOSB certification regulations is found in Title 38 Code of Federal Regulations Part 74 and is also available on the Department of Veterans Affairs website (<http://www.vetbiz.gov/>).

7.0 PROPOSAL SUBMISSION REQUIREMENTS

7.1 Key Solicitation Information

7.1.1 This Paragraph contains key solicitation information such as dates and activities as well as instructions to Proposer on how to prepare and submit its proposal.

7.1.2 The RFP will only be available online and may be accessed on County's website as follows: <http://css.lacounty.gov> (please select the option for [Business Opportunities with CSS/Doing Business with CSS](#)).

7.1.3 Proposer shall submit a proposal to provide ENP Services for a full Region.

7.1.4 Proposer is not limited to submitting a proposal to provide Services only in the Region that Proposer is located.

7.1.5 Proposers may access regulations, policies and procedures applicable to this RFP as follows:

7.1.5.1 Authorizing statutes (Federal and State regulations): [Older Americans Act of 1965](#) and [Older Californians Act](#)

7.1.5.2 Office of Management and Budget Administrative and Cost Policy circulars (Title 45 Code of Federal Regulations Part 75 et al.): <http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5>

7.1.5.3 County requirements:

7.1.5.3.1 Policy manuals and memoranda: <http://css.lacounty.gov/programs/program-directives/>

7.1.5.3.2 Reporting requirements and procedures: Appendix A (Sample Subaward)

7.1.5.3.3 Assessment/evaluation criteria: [Paragraph 8.0 \(Selection Process and Evaluation Criteria\)](#)

7.1.5.3.4 Appeal procedures: [Solicitation Requirements Review](#) and [Post Evaluation Appeals Process](#)

7.2 Truth and Accuracy of Representations

7.2.1 False, misleading, incomplete, or deceptively unresponsive statements made in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at County's sole judgment and this 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

Activity	Date
Release of RFP	11/03/2016
Request for a Solicitation Requirements Review Due	11/17/2016
Mandatory Proposers' Conference	11/18/2016
Proposers' Written Questions Due	11/18/2016
Final Questions and Answers Released	11/30/2016
Proposal Due Date and Time (Pacific Standard Time ("PST"))	12/09/2016 (12:00 p.m. PST)
Completion of Evaluation	01/09/2017
Notification of Proposed Subaward (tentative)	02/09/2017
Receive Letter of Intent from Prospective Subrecipient (tentative)	02/22/2017
Effective Date to Commence Subaward Services	07/01/2017

7.4 Solicitation Requirements Review

7.4.1 Any person or entity may seek a Solicitation Requirements Review when that person or entity can demonstrate that it would have submitted a proposal in response to this solicitation except that a requirement or a provision in the solicitation document created an unfair disadvantage to that person or entity. To request this Review, complete Appendix E (Request for Proposals (RFP) Transmittal to Request a Solicitation Requirements Review) and submit it to CSS as described in this Subparagraph. A request for a Solicitation Requirements Review may be denied, at CSS' sole discretion, if the request does not satisfy all of the following criteria:

- 7.4.2 The request for a Solicitation Requirements Review shall be submitted within ten (10) business days of the issuance of the solicitation;
- 7.4.3 The request for a Solicitation Requirements Review shall include documentation which demonstrates the underlying ability of the person or entity to submit a proposal;
- 7.4.4 The request for a Solicitation Requirements Review shall itemize, in appropriate detail, each matter contested and factual reasons for the requested review; and
- 7.4.5 The request for a Solicitation Requirements Review shall assert either that:
 - 7.4.5.1 Application of the Minimum Mandatory Qualifications, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - 7.4.5.2 Due to unclear instructions, the process may result in County not receiving the best possible responses from Proposers.
- 7.4.6 The Solicitation Requirements Review shall be conducted by CSS and CSS' 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 the individual identified in [Subparagraph 7.5.3](#). All questions must be received no later than Friday, November 18, 2016 by 5:00 p.m. (PST) on and must be in writing. Without identifying the submitting company, all questions along with their corresponding answers will be compiled into a question and answer document ("Q & A"). The Q & A document will be posted on County's website at <http://css.lacounty.gov> (select 'Business Opportunities with CSS').
- 7.5.2 When submitting questions, please specify the document name/title (i.e., solicitation document, Appendix A (Sample Subaward), Appendix B (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 in question can be quickly identified in this RFP. County reserves the right to group similar questions when providing answers on the Q & A document.

- 7.5.3 Questions may address Proposer's concerns about the RFP document, process or requirements. All questions should be submitted to County by either mail or e-mail as follows (please use only one (1) of these methods to send questions):

Mail

County of Los Angeles
Community and Senior Services
Contracts Management Division
Attention: Ms. Tsotso Odamtten
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

E-mail

aaarfp@css.lacounty.gov

7.6 Intentionally Omitted

7.7 Mandatory Proposers' Conference

- 7.7.1 A Mandatory Proposer's Conference ("Conference") will be held to discuss this RFP. All potential Proposers must attend this conference in order to submit a proposal otherwise their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. During this Conference, County staff will respond to questions from prospective Proposers. The Conference is scheduled as follows:

Date and Time

Friday, November 18, 2016 at 10:00 a.m. (PST)

Location

County of Los Angeles
Community and Senior Services
3175 West 6th Street
Board Room 105
Los Angeles, CA 90020-1708

- 7.7.2 The Conference will begin promptly at 10:00 a.m. (PST) and will conclude at either 12:00 p.m. (PST) 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, late arrivals will not be allowed.
- 7.7.3 To ensure that sufficient space is available at the Conference, prospective Proposers shall confirm their attendance by sending an e-mail to County no later than Monday, November 14, 2016 by 5:00

p.m. (PST) using the following e-mail address: aaarfp@css.lacounty.gov. Include the following statement in the subject line of the email: Attendance for Mandatory ENP Proposers' Conference. Please note that due to space restrictions, only two (2) individuals from each organization will be allowed to attend this Conference. In the event 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 structure located at 523 Shatto Place, Los Angeles, CA 90020. To park in the structure, please send a written request by e-mail no later than Wednesday, November 16, 2016 by 5:00 p.m. (PST) to the following address: aaarfp@css.lacounty.gov. Please include the following information in the subject line of the e-mail: "Parking for ENP Mandatory Proposers' Conference". Also note that metered parking is available within walking distance in the surrounding areas.

7.7.5 Copies of the RFP will not be distributed at the Conference. As such, prospective Proposers are encouraged to bring a copy of the RFP to the Conference. The RFP will only be available online and may be accessed on County's website as follows: <http://css.lacounty.gov> (please select the option for [Business Opportunities with CSS/Doing Business with CSS](#)).

7.8 Proposal Format

7.8.1 Proposals for ENP Services

7.8.1.1 In order to apply for ENP Services, Proposer shall submit a complete proposal to provide ENP Services for each Region that Proposer intends to serve.

7.8.1.2 The complete proposal shall include the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal for a Region as described below.

7.8.1.2.1 The Minimum Mandatory Qualifications include those items described in [Paragraph 3.0 \(Proposer's Minimum Mandatory Qualifications\)](#) and [Subparagraph 7.9.1 \(Minimum Mandatory Qualifications Format\)](#).

7.8.1.2.2 The Business Proposal includes both required forms and narratives detailing Proposer's

qualifications and approach to providing the Program Services as described in [Subparagraph 7.9.2 \(Business Proposal Format\)](#).

7.8.1.2.3 The Cost Proposal includes both required forms and narratives detailing the proposed unit rate/Service units and items of cost as described in [Subparagraph 7.9.3 \(Cost Proposal Format\)](#).

7.8.2 The proposal (i.e., Minimum Mandatory Qualifications, Business Proposal and Cost Proposal) shall be bound together in one (1) 3-ring binder and submitted in the prescribed format. As specified in [Subparagraph 7.11 \(Proposal Submission\)](#), Proposer shall submit one (1) original hardcopy proposal in a binder and four (4) duplicate hardcopies of the proposal in four (4) binders for a total of five (5) hardcopy proposals in five (5) binders. The original hardcopy proposal shall be clearly identified on the front of the binder using the words "Original Proposal". Proposer shall also store a clearly legible copy of the proposal on either a thumb drive or flash drive and shall submit two (2) electronic versions of the proposal (i.e., Proposer shall submit two (2) thumb drives containing the proposal). The electronic version of the proposal shall be in the form of a PDF/scanned document; Word or Excel versions of the proposal are **not** acceptable. Any proposal that deviates from this prescribed format may be deemed as non-responsive and may be rejected without further review at County's sole discretion.

7.8.3 Proposals shall be typed using 12 point Arial font and 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.

7.8.4 Proposer shall use references to identify every response in the proposal by using one of the following methods:

7.8.4.1 Method 1 (for Sections only): Section; Section letter; and, Section title (e.g., Section D (Proposer's Quality Control Plan)).

7.8.4.2 Method 2 (for Sections with Subsections): Section; Section letter; Section title; Subsection; Subsection letter; and Subsection title (e.g., Section H (Required Forms and

Documentation) Subsection H-2 (Required Documentation)).

- 7.8.5 Each Section of the proposal shall be tabbed and clearly identified in the table of contents and shall follow the order specified in [Subparagraph 7.9 \(Preparing the Proposal in Response to the RFP\)](#). All attachments must be inserted immediately after the Section/Subsection to which Proposer is responding. Each attachment shall be clearly labeled/identified.
- 7.8.6 For the Minimum Mandatory Qualifications, the limit for all narrative responses combined is a total of fifteen (15) single-sided pages (i.e., Proposer's narrative responses to the Minimum Mandatory Qualifications shall not exceed fifteen (15) single-sided pages). This page limit does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 15-page limit).
- 7.8.7 For the Business Proposal, the limit for all narrative responses combined is a total of twenty (20) single-sided pages (i.e., Proposer's narrative responses to the Business Proposal shall not exceed twenty (20) single-sided pages). This page limit does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 20-page limit).
- 7.8.8 For the Cost Proposal, the limit for all narrative responses combined is a total of ten (10) single-sided pages (i.e., Proposer's narrative responses to the Cost Proposal shall not exceed ten (10) single-sided pages). This page limitation does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 10-page limit).
- 7.8.9 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 documents on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document).

7.9 Preparing the Proposal in Response to the RFP

7.9.1 Minimum Mandatory Qualifications Format

- 7.9.1.1 When preparing the proposal, the first part shall start with the Minimum Mandatory Qualifications. Follow the format described herein. The content and sequence of the Minimum Mandatory Qualifications must be as follows:

7.9.1.1.1 Cover Page

- 7.9.1.1.2 Table of Contents
- 7.9.1.1.3 Section A (Proposer's Organization)
- 7.9.1.1.4 Section B (Proposer's Background and Experience)
- 7.9.1.1.5 Section C (Proposer's Financial Capability)
- 7.9.1.1.6 Section D (Proposer's Cost Allocation Plan)
- 7.9.1.1.7 Section E (Match Contributions)
- 7.9.1.1.8 Section F (Commencement of Program Services)
- 7.9.1.1.9 Section G (Proposer's Staffing)
- 7.9.1.1.10 Section H (Required Forms and Documentation)

7.9.1.2 Cover Page

- 7.9.1.2.1 Identify this part of the proposal as the Minimum Mandatory Qualifications and include the RFP title, RFP number and Proposer's name.

7.9.1.3 Table of Contents

- 7.9.1.3.1 Sequentially list all material included in the Minimum Mandatory Qualifications. Proposer shall use references to identify every response in the proposal by using one of the following methods:

- 7.9.1.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Quality Control Plan) Page 12).

- 7.9.1.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title) Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section H (Required Forms and

7.9.1.4 Section A (Proposer's Organization)

7.9.1.4.1 Subsection A-1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information)

7.9.1.4.1.1 Proposer shall complete the entirety of Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information) and Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 12 (Certification of Independent Price Determination and Acknowledgement of Request for Proposal Restrictions) by providing responses to each item on these forms and such responses shall address the information being requested. Proposer shall submit these completed forms as part of Section A (Proposer's Organization), Subsection A-1 (Proposer's Organization Questionnaire, Affidavit and Community Business Enterprise Information) of the proposal.

7.9.1.4.1.2 Proposer's organization must be classified as one of the following: public/government entity, nonprofit organization or joint powers authority.

7.9.1.4.1.3 Proposer's authorized representative shall sign and date these forms. The person

signing these forms must be authorized to sign legally binding documents on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document (see [Subparagraph 7.9.1.4.3 \(Board of Directors' Authorization Warranty\)](#)).

7.9.1.4.2 Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Partnerships)

7.9.1.4.2.1 Taking into account the structure of Proposer's organization, Proposer shall determine which of the supporting documents listed in Subparagraphs [7.9.1.4.2.4 \(Corporations and Limited Liability Companies Support Documents\)](#) and [7.9.1.4.2.5 \(Partnership Support Documents\)](#) that County requires. Proposer shall submit the appropriate documentation as part of Section A (Proposer's Organization), Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Partnerships) of the proposal. Proposer shall clearly label/identify each document.

7.9.1.4.2.2 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 Subawards.

7.9.1.4.2.3 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 Section A (Proposer's Organization), Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Partnerships) of the proposal.

7.9.1.4.2.4 **Corporations and Limited Liability Companies Support Documents**

7.9.1.4.2.4.1 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)

7.9.1.4.2.4.2 Statement of Information (a

conformed copy of the most recent filing with the California Secretary of State, listing corporate officers or members and managers)

7.9.1.4.2.5 **Partnership Documents** **Support**

7.9.1.4.2.5.1 Certificate of Limited Partnership (conformed copy)

7.9.1.4.2.5.2 Application for Registration of Foreign Limited Partnership (as filed with the California Secretary of State, and any amendments thereto)

7.9.1.4.3 **Board of Directors' Authorization Warranty**

7.9.1.4.3.1 Proposer represents and warrants that the person signing this proposal on behalf of Proposer is an authorized agent who has actual authority to bind Proposer to each and every term, condition, and obligation of this RFP and that all requirements have been fulfilled to provide such actual authority.

7.9.1.4.3.2 To support this warranty, Proposer shall provide its Board of Directors' Authorization

Warranty which shall include (at a minimum) the following elements:

7.9.1.4.3.2.1 Warranty may take the form of a resolution, order, motion or letter (on Proposer organization's official letterhead) from Proposer's governing body (e.g., Board of Directors, City Council, etc.).

7.9.1.4.3.2.2 At a minimum, the warranty shall include a reference to this RFP; authorize submission of the proposal on behalf of Proposer's organization in response to this RFP; indicate the person(s) who is authorized to sign this proposal, bind Proposer to Subaward (and any amendments or addendums thereto), and approve and accept Subaward funds on behalf of

7.9.1.5 Section B (Proposer's Background and Experience)

7.9.1.5.1 Proposer shall provide a written summary of relevant background information to demonstrate that Proposer has a minimum of five (5) consecutive years of experience, which shall include experience obtained within the past ten (10) years, providing Title III C-1 Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Paragraph 10.0 (Specific Work Requirements)). Proposer shall submit this written summary as part of Section B (Proposer's Background and Experience) of the proposal.

7.9.1.5.2 Proposer shall provide a written summary of relevant background information to demonstrate that Proposer has a minimum of five (5) consecutive years of experience, which shall include experience obtained within the past ten (10) years, providing Title III C-2 Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Paragraph 10.0 (Specific Work Requirements)). Proposer shall submit this written summary as part of Section B (Proposer's Background and Experience) of the proposal.

7.9.1.5.3 Proposer shall provide a written summary of relevant background information to demonstrate that Proposer has a minimum of five (5) consecutive years of experience, which shall include experience obtained within the past ten (10) years, providing Title III B Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Paragraph 10.0 (Specific Work Requirements)). Proposer shall submit this written summary as

part of Section B (Proposer's Background and Experience) of the proposal.

7.9.1.6 **Section C (Proposer's Financial Capability)**

7.9.1.6.1 Proposer shall submit audited financial statements, single audits or U.S. Securities and Exchange Commission filings (if the filings contain all necessary information) as part of Section C (Proposer's Financial Capability) of the proposal. These financial documents must provide an accurate, verifiable representation of Proposer's entire financial position and will be used to determine Proposer's financial viability. These financial documents shall be prepared by a Certified Public Accountant and shall reflect Proposer's **most recent** three (3) full Fiscal Years of financial activities. These financial documents shall reflect activities for Fiscal Year 2012-2013 and thereafter (e.g., financial documents reflecting activities for Fiscal Years 2008-2009, 2009-2010, 2010-2011 and 2011-2012 are not acceptable to meet this Minimum Mandatory Qualification).

7.9.1.6.2 At a minimum, these audited financial statements, single audits or U.S. Securities and Exchange Commission filings shall include the following:

7.9.1.6.2.1 Balance Sheet (or Statement of Financial Position) including all supporting schedules (i.e., Current Assets, Current Liabilities, Detailed Aged Payables, Aged Receivables, Notes Payable, etc.)

7.9.1.6.2.2 Income Statement (or Profit and Loss Statement)

7.9.1.6.2.3 Statement of Cash Flow

7.9.1.6.2.4 Retained Earnings

7.9.1.6.2.5 Any footnotes to the Statements

- 7.9.1.6.3 If Proposer is a subsidiary of another company then Proposer shall also provide audited financial statements, single audits or U.S. Securities and Exchange Commission filings (if the filings contain all necessary information) for the ultimate parent company as well as for Proposer. Provision of the parent company's financial information does not by itself satisfy the requirement for the provision of Proposer's financial information. In addition, the financial capability of the parent company cannot be substituted for Proposer's financial capability unless Proposer provides evidence that its parent company agrees to sign a parental guarantee; Proposer shall submit this evidence with its proposal.
- 7.9.1.6.4 County may require additional financial information as part of this financial assessment.

7.9.1.7 **Section D (Proposer's Cost Allocation Plan)**

- 7.9.1.7.1 Proposer shall provide a cost allocation plan narrative which describes Proposer's method for allocating shared costs where such method adheres to the requirements outlined in the following: Office of Management and Budget Uniform Administrative Requirements for Federal grants; Appendix A (Sample Contract), Exhibit Q (Accounting, Administration and Reporting Requirements); and, Appendix P (Cost Allocation and Indirect Cost Requirements). This narrative must demonstrate Proposer's ability to allocate costs if followed. Proposer shall submit the cost allocation plan as part of Section D (Proposer's Cost Allocation Plan) of the proposal.
- 7.9.1.7.2 If Proposer is granted a Subaward, Proposer's cost allocation plan narrative which is submitted in response to this solicitation shall be used as the basis for developing and implementing the final cost allocation plan as required under the Subaward.

7.9.1.8 **Section E (Match Contributions)**

7.9.1.8.1 Proposer shall demonstrate its ability to provide a minimum match contribution of at least fifteen percent (15%) of the Proposed Subaward Sums (excluding any anticipated OAA Title III A (Nutrition Services Incentive Program) funds), which shall be used toward the cost of providing Title III C-1 Program Services (where such match is calculated by multiplying the Proposed Subaward Sums (excluding any anticipated OAA Title III A (Nutrition Services Incentive Program) funds) by fifteen percent (15%)). Proposer shall provide a narrative description of how it will meet the match contribution requirement and such description shall include the following: type of match (i.e., cash or in-kind); source of the match (e.g., name of organization providing the match); budget cost category (i.e., volunteers); and, the match amount. This information shall be consistent with the match contribution reflected on the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services). Proposer shall submit this description as part of Section E (Match Contributions) of the proposal.

7.9.1.8.2 Proposer shall demonstrate its ability to provide a minimum match contribution of at least fifteen percent (15%) of the Proposed Subaward Sums (excluding any anticipated OAA Title III A (Nutrition Services Incentive Program) funds), which shall be used toward the cost of providing Title III C-2 Program Services (where such match is calculated by multiplying the Proposed Subaward Sums (excluding any anticipated OAA Title III A (Nutrition Services Incentive Program) funds) by fifteen percent (15%)). Proposer shall provide a narrative description of how it will meet the match contribution requirement and such description shall include the following: type of match (i.e., cash or in-kind); source of the match (e.g., name of organization

providing the match); budget cost category (i.e., volunteers); and, the match amount. This information shall be consistent with the match contribution reflected on the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services). Proposer shall submit this description as part of Section E (Match Contributions) of the proposal.

7.9.1.8.3 Proposer shall demonstrate its ability to provide a minimum match contribution of at least fifteen percent (15%) of the Proposed Subaward Sums, which shall be used toward the cost of providing Title III B Program Services (where such match is calculated by multiplying the Proposed Subaward Sums by fifteen percent (15%)). Proposer shall provide a narrative description of how it will meet the match contribution requirement and such description shall include the following: type of match (i.e., cash or in-kind); source of the match (e.g., name of organization providing the match); budget cost category (i.e., volunteers); and, the match amount. This information shall be consistent with the match contribution reflected on the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services). Proposer shall submit this description as part of Section E (Match Contributions) of the proposal.

7.9.1.9 **Section F (Commencement of Program Services)**

7.9.1.9.1 Proposer shall provide a narrative statement indicating whether or not it will be able to provide Title III C-1 Program Services for the full Region beginning July 1, 2017 through June 30, 2020. When Proposer asserts that it will be able to provide Title III C-1 Program Services, Proposer is certifying that it shall provide these Services to all the Congregate Meal sites identified in Appendix Q (Service

Delivery Data), Exhibit 2 (FY 2017-18 Projected Title III C-1 Program Services).

7.9.1.9.2 Proposer shall provide a narrative statement indicating whether or not it will be able to provide Title III C-2 Program Services for the full Region beginning July 1, 2017 through June 30, 2020. When Proposer asserts that it will be able to provide Title III C-2 Program Services, Proposer is certifying that it shall provide these Services for all the Home-Delivered Meal routes identified in Appendix Q (Service Delivery Data), Exhibit 3 (FY 2017-18 Projected Title III C-2 Program Services).

7.9.1.9.3 Proposer shall provide a narrative statement indicating whether or not it will be able to provide Title III B Program Services for the full Region beginning July 1, 2017 through June 30, 2020. When Proposer asserts that it will be able to provide Title III B Program Services, Proposer is certifying that it shall provide these Services to all Clients (which may include those who are on the Home-Delivered Meal waiting list) identified in Appendix Q (Service Delivery Data), Exhibit 4 (FY 2017-18 Projected Title III B Program Services).

7.9.1.9.4 Proposer shall submit these three (3) statements for Title III C-1 Program Services, Title III C-2 Program Services and Title III B Program Services (in that order) as part of Section F (Commencement of Program Services) of the proposal.

7.9.1.10 Section G (Proposer's Staffing)

7.9.1.10.1 Subsection G-1 (Mandatory Staffing for Title III C-1 Program Services)

7.9.1.10.1.1 Proposer must provide a clear statement indicating whether it currently has all, some or none of the following mandatory staff who meet all the requirements listed in Appendix B (Statement of Work) in order to carry out

Title III C-1 Program Services: Project Manager, Food Service Manager (mandatory when Proposer plans to operate a central kitchen to provide Client meals; if Proposer does not plan to operate a central kitchen, Proposer shall provide a statement to that effect) and Site Manager. When Proposer has some of the mandatory staff, Proposer shall indicate which staff are currently in place and which staff will be in place by the start date of the Subaward. When Proposer does not currently have any of the mandatory staff but will have all of them in place by the start date of the Subaward, Proposer shall include this information in its statement.

7.9.1.10.1.2 Proposer shall describe the education, experience and qualifications of each mandatory staff identified in Subparagraph 7.9.1.10.1.1 who is currently in place. For each staff position that is not currently filled, Proposer shall describe the education, experience and qualifications that Proposer will use to recruit a candidate(s) for the vacant position(s).

7.9.1.10.1.3 Proposer shall provide copies of all required certifications, licenses, diplomas, resumes and job specifications for each mandatory staff identified in Subparagraph 7.9.1.10.1.1 who is currently in place (identified by staff position). For each staff position that is not currently filled, Proposer shall provide a description of all required

certifications, licenses, diplomas and job specifications.

7.9.1.10.1.4 Proposer shall submit the narrative descriptions and supporting documentation in the order listed above as part of Section G (Proposer's Staffing) Subsection G-1 (Mandatory Staffing for Title III C-1 Program Services) of the proposal.

7.9.1.10.2 Subsection G-2 (Mandatory Staffing for Title III C-2 Program Services)

7.9.1.10.2.1 Proposer must provide a clear statement indicating whether it currently has all, some or none of the following mandatory staff who meet all the requirements listed in Appendix B (Statement of Work) in order to carry out Title III C-2 Program Services: Project Manager, Food Service Manager (mandatory when Proposer plans to operate a central kitchen to provide Client meals; if Proposer does not plan to operate a central kitchen, Proposer shall provide a statement to that effect), Home-Delivered Meal Case Worker, Home-Delivered Meal Coordinator and Home-Delivered Meal Driver(s). When Proposer has some of the mandatory staff, Proposer shall indicate which staff are currently in place and which staff will be in place by the start date of the Subaward. When Proposer does not currently have any of the mandatory staff but will have all of them in place by the start date of the Subaward, Proposer shall include this information in its statement.

7.9.1.10.2.2 Proposer shall describe the education, experience and qualifications of each mandatory staff identified in Subparagraph 7.9.1.10.2.1 who is currently in place. For each staff position that is not currently filled, Proposer shall describe the education, experience and qualifications that Proposer will use to recruit a candidate(s) for the vacant position(s).

7.9.1.10.2.3 Proposer shall provide copies of all required certifications, licenses, diplomas, resumes and job specifications for each mandatory staff identified in Subparagraph 7.9.1.10.2.1 who is currently in place (identified by staff position). For each staff position that is not currently filled, Proposer shall provide a description of all required certifications, licenses, diplomas and job specifications.

7.9.1.10.2.4 Proposer shall submit the narrative descriptions and supporting documentation in the order listed above as part of Section G (Proposer's Staffing) Subsection G-2 (Mandatory Staffing for Title III C-2 Program Services) of the proposal.

7.9.1.11 Section H (Required Forms and Documentation)

7.9.1.11.1 Subsection H-1 (Required Forms)

7.9.1.11.1.1 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.

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

7.9.1.11.1.2.1 Exhibit 5
(Certification of No Conflict of Interest)

7.9.1.11.1.2.2 Exhibit 6
(Familiarity with County Lobbyist Ordinance Certification)

7.9.1.11.1.2.3 Exhibit 8
(Proposer's Equal Employment Opportunity Certification)

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

7.9.1.11.1.2.5 Exhibit 10
(County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception)

7.9.1.11.1.2.6	Exhibit (Charitable Contributions Certification)	19
7.9.1.11.1.2.7	Exhibit (Certification of Compliance with County's Defaulted Property Tax Reduction Program)	20
7.9.1.11.1.2.8	Exhibit (Proposed List of Lower Tier Subawards)	21
7.9.1.11.1.2.9	Exhibit (Compliance with Data Encryption Requirements)	22
7.9.1.11.1.2.10	Exhibit (Proposed Site Summary for Title III C-1 Program Services)	29
7.9.1.11.1.2.11	Exhibit (Proposed Route Summary for Title III C-2 Program Services)	30

7.9.1.11.2 Subsection H-2 (Required Documentation)

7.9.1.11.2.1 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 date of the proposal submission. For each document, place a tabbed sheet in front of it to identify the document. Proposer shall submit these documents as part of Section H (Required Forms and Documentation) Subsection H-2 (Required Documentation) of the proposal in the same order that the forms are listed in Appendix D (Required Forms and Documentation), Part II (Required Documentation).

7.9.2 Business Proposal Format

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

7.9.2.1.1 Cover Page

7.9.2.1.2 Table of Contents

7.9.2.1.3 Section A (Proposer’s Qualifications)

7.9.2.1.4 Section B (Proposer’s Approach to Providing Required Services)

7.9.2.1.5 Section C (Proposer’s Quality Control Plan)

7.9.2.1.6 Section D (Proposer’s Green Initiatives)

7.9.2.1.7 Section E (Acceptance of or Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements)

7.9.2.2 Cover Page

7.9.2.2.1 Identify this part of the proposal as the Business Proposal and include the RFP title, RFP number and Proposer’s name.

7.9.2.3 Table of Contents

7.9.2.3.1 Sequentially list all material included in the Business Proposal. Proposer shall use references to identify every response in the proposal by using one of the following methods:

7.9.2.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Quality Control Plan) Page 12).

7.9.2.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title) Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section H (Required Forms and Documentation) Subsection H-2 (Required Documentation) Page 30).

7.9.2.4 **Section A (Proposer's Qualifications)**

7.9.2.4.1 Proposer shall provide references to substantiate its qualifications. It is Proposer's sole responsibility to ensure that the reference's name, and point of contact's name, title, phone number and e-mail address are accurate. The same references may be listed on Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 2 (Proposer's References) and Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 3 (Proposer's List of Contracts with Public Entities) if the reference falls within both categories.

7.9.2.4.2 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 normal business hours, Monday – Friday (8:00 a.m. to 5:00 p.m. (PST)).

7.9.2.4.3 County may disqualify Proposer as non-responsive and/or non-responsible if any of the following occur:

7.9.2.4.3.1 References fail to substantiate Proposer's description of the services it provided.

7.9.2.4.3.2 References fail to support that Proposer has a continuing pattern of utilizing capable, productive and skilled personnel.

7.9.2.4.3.3 County is unable to reach the point of contact with reasonable effort. It is Proposer's responsibility to inform the point of contact of the normal working hours during which time County will conduct reference checks. 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.

7.9.2.4.4 **Subsection A-1 (Proposer's References)**

7.9.2.4.4.1 Proposer shall complete the following forms and include them as part of Section A (Proposer's Qualifications) Subsection A-1 (Proposer's References) of the proposal in the same order listed below:

7.9.2.4.4.1.1 Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 2

(Proposer's
References)

7.9.2.4.4.1.2 Appendix D
(Required Forms
and
Documentation),
Part I (Required
Forms), Exhibit 3
(Proposer's List
of Contracts with
Public Entities)

7.9.2.4.5 **Subsection A-2 (Proposer's List of Expired
and Terminated Contracts)**

7.9.2.4.5.1 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 responses to each
item on this form and such
responses shall address the
information being requested.
Proposer shall submit this form
as part of Section A (Proposer's
Qualifications) Subsection A-2
(Proposer's List of Expired and
Terminated Contracts) of the
proposal.

7.9.2.4.6 **Subsection A-3 (Proposer's Pending or
Threatening Litigation)**

7.9.2.4.6.1 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.

7.9.2.4.6.2 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.

7.9.2.4.6.3 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.

7.9.2.4.6.4 Proposer shall include these statements and information as part of Section A (Proposer’s Qualifications) Subsection A-3 (Proposer’s Pending or Threatening Litigation) of the proposal.

7.9.2.4.7 **Subsection A-4 (Proposer’s Judgment Action(s))**

7.9.2.4.7.1 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.

7.9.2.4.7.2 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.

7.9.2.4.7.3 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.

7.9.2.4.7.4 Proposer shall include these statements and information as part of Section A (Proposer’s Qualifications) Subsection A-4 (Proposer’s Judgment Action(s)) of the proposal.

7.9.2.5 Section B (Proposer’s Approach to Providing Required Services)

7.9.2.5.1 Subsection B-1 (Proposer’s Objectives Compared to RFP Objectives – Title III C-1 Program Services)

7.9.2.5.1.1 Proposer shall describe its plan to sustain the level of Program Services needed by County as identified in Appendix Q (Service Delivery Data), Exhibit 2 (FY 2017-18 Projected Title III C-1 Program Services) for a full Region during the term of the Subaward (which includes Fiscal Year 2017-2018, Fiscal 2018-2019 and Fiscal Year 2019-2020).

7.9.2.5.1.2 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-1 (Proposer's Objectives Compared to RFP Objectives – Title III C-1 Program Services) of the proposal.

7.9.2.5.2 Subsection B-2 (Proposer's Objectives Compared to RFP Objectives – Title III C-2 Program Services)

7.9.2.5.2.1 Proposer shall describe its plan to sustain the level of Program Services needed by County as identified in Appendix Q (Service Delivery Data), Exhibit 3 (FY 2017-18 Projected Title III C-2 Program Services) for a full Region during the term of the Subaward (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020).

7.9.2.5.2.2 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-2 (Proposer's Objectives Compared to RFP Objectives – Title III C-2 Program Services) of the proposal.

7.9.2.5.3 Subsection B-3 (Proposer's Target Population)

7.9.2.5.3.1 Describe the demographics of Proposer's target population who will benefit from receiving Title III C-1 Program Services. This description shall include narrative information and statistical data on the

population's income level, ethnic composition, functional impairment of any older individuals, and, if applicable, information on those living in rural areas within the Region. Describe how Proposer's implementation of Title III C-1 Program Services will include outreach and address the needs of special populations including: low-income; minority; functionally impaired; homeless; veterans; lesbian-gay-bisexual-transgender older individuals; and, those living in rural areas.

7.9.2.5.3.2 Describe the demographics of Proposer's target population who will benefit from receiving Title III C-2 Program Services. This description shall include narrative information and statistical data on the population's income level, ethnic composition, functional impairment of any older individuals, and, if applicable, information on those living in rural areas within the Region. Describe how Proposer's implementation of Title III C-2 Program Services will include outreach and address the needs of special populations including: low-income; minority; functionally impaired; homeless; veterans; lesbian-gay-bisexual-transgender older individuals; and, those living in rural areas.

7.9.2.5.3.3 Proposer shall include the narrative descriptions for Title III C-1 Program Services and Title III C-2 Program Services (in that order) as part of Section B (Proposer's Approach to

Providing Required Services), Subsection B-3 (Proposer's Target Population) of the proposal.

7.9.2.5.4 Subsection B-4 (Congregate Meal Services)

7.9.2.5.4.1 Describe the type of meals to be provided (i.e., American Meals and/or Ethnic Meals), the method of Service delivery and Proposer's plan to provide meal Services that adhere to all of the following criteria:

7.9.2.5.4.1.1 Provide a minimum of one-third (1/3) of the current Dietary Reference Intakes, comply with the most recent Dietary Guidelines for Americans and comply with applicable provisions of State and/or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service and delivery of meals to Clients and are of good quality.

7.9.2.5.4.1.2 Promote the physical and social well-being

of mobile older individuals in a group setting.

7.9.2.5.4.1.3 Promote nutrition, disease prevention and health services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

7.9.2.5.4.1.4 Ensure that Congregate Meal Sites comply with the Americans with Disabilities Act of 1990.

7.9.2.5.4.2 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-4 (Congregate Meal Services) of the proposal.

7.9.2.5.5 **Subsection B-5 (Client Assessment for Congregate Meal Services)**

7.9.2.5.5.1 Reference Appendix B (Statement of Work), Subsection 10.7 (Client Assessment for Congregate Meal Services).

7.9.2.5.5.2 Describe Proposer's plan to provide assessments for Clients receiving Congregate Meals, which shall include:

7.9.2.5.5.2.1 Use of the Universal Intake

Form (refer to Appendix C (Statement of Work Exhibits), Attachment B (Los Angeles County Area Agency on Aging Universal Intake Form)).

7.9.2.5.5.2.2 Making referrals to Dietary Administrative Support Services Program Subrecipient.

7.9.2.5.5.2.3 How Proposer will assist Clients in taking advantage of benefits from other supportive services programs.

7.9.2.5.5.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-5 (Client Assessment for Congregate Meal Services) of the proposal.

7.9.2.5.6 **Subsection B-6 (Home-Delivered Meal (HDM) Services)**

7.9.2.5.6.1 Describe the type of meals to be provided (i.e., Hot Meals, Frozen Meals and/or Emergency Meals), the method of Service delivery and Proposer's plan to provide meal Services that adhere to all of the following criteria:

- 7.9.2.5.6.1.1 Provide a minimum of one-third (1/3) of the current Dietary Reference Intakes, comply with the most recent Dietary Guidelines for Americans and comply with applicable provisions of State and/or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service and delivery of meals to Clients and are of good quality.
- 7.9.2.5.6.1.2 Reduce hunger and food insecurity.
- 7.9.2.5.6.1.3 Maintain and/or improve the physical and social well-being of homebound older individuals.
- 7.9.2.5.6.1.4 Make referrals for nutrition education, nutrition counseling and other nutrition services as appropriate

based on the needs of Clients.

7.9.2.5.6.2 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-6 (Home-Delivered Meal (HDM) Services) of the proposal.

7.9.2.5.7 **Subsection B-7 (Client Assessment for Home-Delivered Meal Services)**

7.9.2.5.7.1 Reference Appendix B (Statement of Work), Subsection 10.8 (Client Assessment for Home-Delivered Meal Services)

7.9.2.5.7.2 Describe Proposer's plan to provide assessments for Clients receiving Home-Delivered Meals, which shall include:

7.9.2.5.7.2.1 Use of the Universal Intake Form (refer to Appendix C (Statement of Work Exhibits), Attachment B (Los Angeles County Area Agency on Aging Universal Intake Form)).

7.9.2.5.7.2.2 Assessment of Clients for nutrition-related supportive services.

7.9.2.5.7.2.3 Assessment of the level of need for each Client.

7.9.2.5.7.2.4 Reassessment schedule.

7.9.2.5.7.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-7 (Client Assessment for Home-Delivered Meal Services) of the proposal.

7.9.2.5.8 Subsection B-8 (Emergency Meal Services)

7.9.2.5.8.1 Reference Appendix B (Statement of Work), Subsection 10.5 (Emergency Meal Services Requirements for Home-Delivered Meal Clients)

7.9.2.5.8.2 Describe Proposer's plan to provide Emergency Meals which are shelf-stable meals that provide a minimum of one-third (1/3) of the current Dietary Reference Intakes, comply with the most recent Dietary Guidelines for Americans and are safe and of good quality for Clients in the event of an emergency or natural disaster. Describe the type of emergency meals to be delivered, the method of Service delivery and the method of documenting Service delivery.

7.9.2.5.8.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-8 (Emergency Meal Services) of the proposal.

7.9.2.5.9 Subsection B-9 (Telephone Reassurance Services)

- 7.9.2.5.9.1 Reference Appendix B (Statement of Work), Subsection 10.6 (Telephone Reassurance Services Requirements)
- 7.9.2.5.9.2 Describe Proposer's plan to provide regular contact and safety checks to reassure and support Clients or those individuals who are on a waiting list to receive Home-Delivered Meal Services.
- 7.9.2.5.9.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-9 (Telephone Reassurance Services) of the proposal.
- 7.9.2.5.10 **Subsection B-10 (Home-Delivered Meals Waiting List)**
 - 7.9.2.5.10.1 Reference Appendix B (Statement of Work), Subsection 10.8.3 (Home-Delivered Meal Waiting List Requirements)
 - 7.9.2.5.10.2 Describe Proposer's plan to establish and maintain a monthly waiting list when Proposer is unable to provide Home-Delivered Meal Services for all Clients.
 - 7.9.2.5.10.3 Describe how Proposer will prioritize Client's position on the waiting list.
 - 7.9.2.5.10.4 Describe how Proposer will meet the criteria for serving those with the greatest economic/social need and/or those who are at risk for institutional placement if meals are not provided.

7.9.2.5.10.5 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-10 (Home-Delivered Meals Waiting List) of the proposal.

7.9.2.5.11 Subsection B-11 (Nutrition Services Incentive Program (NSIP))

7.9.2.5.11.1 Reference Appendix B (Statement of Work), Subsection 10.9 (Nutrition Services Incentive Program (NSIP)).

7.9.2.5.11.2 Describe Proposer's plan to use the NSIP portion of the Proposed Subaward Sums on Title III C-1 Program meals which:

7.9.2.5.11.2.1 Provide a minimum of one-third (1/3) of the current Dietary Reference Intakes, comply with the most recent Dietary Guidelines for Americans as specified in the OAA Section 339 (Title 42 United States Code Section 3030g-21) and meet the General ENP Meal Requirements outlined in Appendix B (Statement of Work), Subsection 10.2

(General ENP Meal Requirements).

7.9.2.5.11.2.2 Are served to Clients, as specified in Appendix B (Statement of Work), Subsection 1.4.2 (Eligibility for Congregate Meal Services) and to volunteers of any age, as specified in Appendix B (Statement of Work), Subsection 1.4.4 (Eligibility for Volunteer Meals).

7.9.2.5.11.2.3 Follow the provisions of "Offer Versus Serve" (where Clients may be permitted to decline items due to preference or medical reasons), as specified in Appendix B (Statement of Work), Subsection 10.9.1.5.

7.9.2.5.11.3 Describe Proposer's plan to use the NSIP portion of the Proposed Subaward Sums on

Title III C-2 Program meals which:

7.9.2.5.11.3.1 Provide a minimum of one-third (1/3) of the current Dietary Reference Intakes, comply with the most recent Dietary Guidelines for Americans as specified in the OAA Section 339 (Title 42 United States Code Section 3030g-21) and meet the General ENP Meal Requirements outlined in Appendix B (Statement of Work), Subsection 10.2 (General ENP Meal Requirements).

7.9.2.5.11.3.2 Are served to Clients, as specified in Appendix B (Statement of Work), Subsection 1.4.3 (Eligibility for Home-Delivered Meal Services) and to volunteers of any age, as specified in Appendix B (Statement of

Work),
Subsection 1.4.4
(Eligibility for
Volunteer
Meals).

7.9.2.5.11.3.3 Follow the provisions of “Offer Versus Serve” (where Clients may be permitted to decline items due to preference or medical reasons), as specified in Appendix B (Statement of Work), Subsection 10.9.1.5.

7.9.2.5.11.4 Proposer shall include the narrative descriptions for Title III C-1 Program Services and Title III C-2 Program Services (in that order) as part of Section B (Proposer’s Approach to Providing Required Services), Subsection B-11 (Nutrition Services Incentive Program (NSIP)) of the proposal.

7.9.2.5.12 Subsection B-12 (Mandatory Coordination with Dietary Administrative Support Services (DASS) Program Subrecipient)

7.9.2.5.12.1 Reference Appendix B (Statement of Work), Subsection 10.10 (Mandatory Coordination with Dietary Administrative Support Services (DASS) Program Subrecipient).

7.9.2.5.12.2 Describe Proposer's plan to adhere to the following when working with DASS Program Subrecipient as part of providing Title III C-1 Program Services:

7.9.2.5.12.2.1 Receive oversight from DASS Program Subrecipient's Registered Dietitians.

7.9.2.5.12.2.2 Develop menus.

7.9.2.5.12.2.3 Provide nutrition education to Clients.

7.9.2.5.12.2.4 Refer Clients with high Nutrition Risk Scores to nutrition counseling services.

7.9.2.5.12.2.5 Participate in quality assurance reviews conducted by DASS Program Subrecipient.

7.9.2.5.12.2.6 Correct any issues noted in DASS Program Contractor's monitoring reports.

7.9.2.5.12.2.7 Receive In-Service training for Proposer's food service staff and volunteers.

- 7.9.2.5.12.2.8 Receive technical assistance and incorporate DASS Program Subrecipient's feedback in areas such as menu development, caterer selection, purchasing and problem-solving.
- 7.9.2.5.12.3 Describe Proposer's plan to adhere to the following when working with DASS Program Subrecipient as part of providing Title III C-2 Program Services:
 - 7.9.2.5.12.3.1 Receive oversight from DASS Program Subrecipient's Registered Dietitians.
 - 7.9.2.5.12.3.2 Develop menus.
 - 7.9.2.5.12.3.3 Provide nutrition education to Clients.
 - 7.9.2.5.12.3.4 Refer Clients with high Nutrition Risk Scores to nutrition counseling services.
 - 7.9.2.5.12.3.5 Participate in quality assurance reviews conducted by

DASS Program
Subrecipient.

7.9.2.5.12.3.6 Correct any issues noted in DASS Program Subrecipient's monitoring reports.

7.9.2.5.12.3.7 Receive In-Service training for Proposer's food service staff and volunteers.

7.9.2.5.12.3.8 Receive technical assistance and incorporate DASS Program Subrecipient's feedback in areas such as menu development, caterer selection, purchasing and problem-solving.

7.9.2.5.12.4 Proposer shall include the narrative descriptions for Title III C-1 Program Services and Title III C-2 Program Services (in that order) as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-12 (Mandatory Coordination with Dietary Administrative Support Services (DASS) Program Subrecipient) of the proposal.

7.9.2.5.13 **Subsection B-13 (Mandatory Coordination with Title III D Disease Prevention and Health Promotion Program Subrecipient)**

- 7.9.2.5.13.1 Reference Appendix B (Statement of Work), Subsection 10.11 (Mandatory Coordination with Disease Prevention and Health Promotion (Title III D) Program Subrecipient).
- 7.9.2.5.13.2 Describe Proposer's plan to make referrals to Title III D Disease Prevention and Health Promotion Program Subrecipient for Clients who would benefit from disease prevention and health promotion services.
- 7.9.2.5.13.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-13 (Mandatory Coordination with Title III D Disease Prevention and Health Promotion Program Subrecipient) of the proposal.

7.9.2.5.14 Subsection B-14 (Central Kitchen/Caterer)

- 7.9.2.5.14.1 Reference Appendix B (Statement of Work), Subsection 10.12 (Central Kitchen/Caterer).
- 7.9.2.5.14.2 Describe Proposer's plan to implement the following guidelines when Proposer will utilize a central kitchen or caterer for the preparation of meals:
 - 7.9.2.5.14.2.1 Employ a Project Manager, Food Service Manager or Caterer, and Site Manager who are certified by the County of Los Angeles

Department of
Public Health as
Food Protection
Managers.

7.9.2.5.14.2.2 Ensure that caterer's staff who prepare and/or serve food possess a Food Handler Certification Card issued by the State of California.

7.9.2.5.14.2.3 Ensure that Hazard Analysis and Critical Control Points (HACCP) requirements and quality assurance programs are enforced at all kitchens and Congregate Meal sites, and that caterers maintain and utilize operational HACCP and quality assurance programs.

7.9.2.5.14.2.4 Policies and procedures adhere to the requirements outlined in Title 22 California Code of Regulations Sections 7630-

7638.13 and the Area Agency on Aging Food Service Standard Operating Procedures Manual including any amendments or revisions thereto.

7.9.2.5.14.2.5 Ensure that an integrated pest management program which includes procedures to prevent and to get rid of pests shall be implemented and maintained continuously throughout the Subaward term.

7.9.2.5.14.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-14 (Central Kitchen/Caterer) of the proposal.

7.9.2.5.15 Subsection B-15 (Contributions and Fees for Cost of Meals)

7.9.2.5.15.1 Reference Appendix B (Statement of Work), Subsection 10.16 (Contributions and Fees for Cost of Meals).

7.9.2.5.15.2 Describe Proposer's plan to develop and implement a process for Title III C-1 Program Services that:

- 7.9.2.5.15.2.1 Enables Clients to voluntarily contribute to the cost of the Title III C-1 Program Services.
- 7.9.2.5.15.2.2 Ensures that Clients are not required to contribute to Title III C-1 Program Services when they request Service(s).
- 7.9.2.5.15.2.3 Clearly informs Clients that contributions are strictly voluntary without pressuring Clients to contribute to the cost of their meals.
- 7.9.2.5.15.2.4 Provides a suggested contribution amount with input from Proposer's Quality Assurance Committee.
- 7.9.2.5.15.2.5 Provides for appropriate signage/flyers.
- 7.9.2.5.15.2.6 Trains volunteers and/or staff who work at the sign-in table on the

donation policy with an emphasis on the confidential nature of the contributions.

7.9.2.5.15.2.7 Establishes procedures for soliciting donations that provide Clients with a confidential method for making such donations.

7.9.2.5.15.3 Describe Proposer's plan to develop and implement a process for Title III C-2 Program Services that:

7.9.2.5.15.3.1 Enables Clients to voluntarily contribute to the cost of the Title III C-2 Program Services.

7.9.2.5.15.3.2 Ensures that Clients are not required to contribute to Title III C-2 Program Services when they request Service(s).

7.9.2.5.15.3.3 Clearly informs Clients that contributions are strictly voluntary without pressuring Clients to

contribute to the cost of their meals.

7.9.2.5.15.3.4 Provides a suggested contribution amount with input from Proposer's Quality Assurance Committee.

7.9.2.5.15.3.5 Provides for appropriate signage/flyers.

7.9.2.5.15.3.6 Trains volunteers and/or staff who deliver meals on the donation policy with an emphasis on the confidential nature of the contributions.

7.9.2.5.15.3.7 Establishes procedures for soliciting donations that provide Clients with a confidential method for making such donations.

7.9.2.5.15.4 Proposer shall include the narrative descriptions for Title III C-1 Program Services and Title III C-2 Program Services (in that order) as part of Section B (Proposer's Approach to Providing Required Services)

Subsection B-15 (Mandatory Coordination with Dietary Administrative Support Services (DASS) Program Subrecipient) of the proposal.

7.9.2.5.16 Subsection B-16 (Proposer's Emergency Disaster Preparedness)

7.9.2.5.16.1 Describe Proposer's Emergency Plan where such description includes Proposer's business continuity plan, communication plan, and emergency and disaster preparedness policies and procedures for Title III C-1 Program Services.

7.9.2.5.16.2 Describe Proposer's Emergency Plan where such description includes Proposer's business continuity plan, communication plan, and emergency and disaster preparedness policies and procedures for Title III C-2 Program Services.

7.9.2.5.16.3 Proposer shall include the narrative descriptions for Title III C-1 Program Services and Title III C-2 Program Services (in that order) as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-16 (Proposer's Emergency Disaster Preparedness) of the proposal.

7.9.2.5.17 Subsection B-17 (Facilities, Equipment and Material Resources)

7.9.2.5.17.1 Describe Proposer's facilities, equipment and material resources (e.g., computers, handouts, flyers, etc.) which Proposer plans to utilize to provide Title III C-1 Program

Services. Additionally, describe how the facilities, equipment and material resources assist Proposer in meeting Title III C-1 Program Services.

7.9.2.5.17.2 Describe Proposer's facilities, equipment and material resources (e.g., computers, handouts, flyers, etc.) which Proposer plans to utilize to provide Title III C-2 Program Services. Additionally, describe how the facilities, equipment and material resources assist Proposer in meeting Title III C-2 Program Services.

7.9.2.5.17.3 Proposer shall include the narrative descriptions for Title III C-1 Program Services and Title III C-2 Program Services (in that order) as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-17 (Facilities, Equipment and Material Resources) of the proposal.

7.9.2.6 Section C (Proposer's Quality Control Plan)

7.9.2.6.1 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 Title III C-1 Program Services and Title III C-2 Program Services are met, including those requirements specified in Appendix A (Sample Subaward).

7.9.2.6.2 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.

7.9.2.6.3 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:

7.9.2.6.3.1 Activities to be monitored to ensure compliance with those requirements listed in Appendix C (Statement of Work Exhibits), Attachment G (Performance Requirements Summary Chart).

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

7.9.2.6.3.3 Ensuring that Congregate Meal Sites comply with the Americans with Disabilities Act of 1990.

7.9.2.6.3.4 Samples of forms to be used in monitoring.

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

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

7.9.2.7 Section D (Proposer's Green Initiatives)

7.9.2.7.1 Describe Proposer's plan to comply with the green requirements described in Appendix B (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 submit these narrative descriptions as part of Section D (Proposer's Green Initiatives) of the proposal.

7.9.2.8 **Section E (Acceptance of or Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements)**

7.9.2.8.1 Proposer shall thoroughly review Appendix A (Sample Subaward) and Appendix B (Statement of Work) to ensure that Proposer shall comply with all the terms, conditions and requirements included therein. It is County's expectation that in submitting a proposal, Proposer will accept, as stated, County's terms and conditions in Appendix A (Sample Subaward) and the requirements in Appendix B (Statement of Work). However, Proposer has the opportunity to take exception(s) to County's requirements and/or terms and conditions.

7.9.2.8.2 Proposer shall provide written statements for the following:

7.9.2.8.2.1 A statement indicating Proposer's acceptance of all the terms and conditions listed in Appendix A (Sample Subaward).

7.9.2.8.2.2 A statement indicating Proposer's acceptance of all requirements listed in Appendix B (Statement of Work).

7.9.2.8.3 When Proposer takes exception to any term and condition in Appendix A (Sample Subaward) and/or Proposer takes exception to any requirement in Appendix B (Statement of Work), for each exception, Proposer shall provide:

7.9.2.8.3.1 The name or title of the document in question (i.e., Appendix A (Sample Subaward) or Appendix B (Statement of Work)).

7.9.2.8.3.2 An explanation of the reason(s) for the exception.

- 7.9.2.8.3.3 The proposed alternative.
- 7.9.2.8.3.4 A description of the impact, if any, to Proposer's price.
- 7.9.2.8.3.5 A 'red-lined' version of the language in question. County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred from later making such exceptions at County's sole discretion.
- 7.9.2.8.4 Proposer shall submit the statements provided in Subparagraph 7.9.2.8.2, the information provided in Subparagraph 7.9.2.8.3 or a combination of both as part of Section E (Acceptance of or Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements) of the proposal.
- 7.9.2.8.5 N.B.: In response to any exception(s) made by Proposer, County reserves the right to deduct points or disqualify the proposal in its entirety, deem it non-responsive, not subject it to further evaluation and reject it as outlined in [Subparagraph 8.4.5 \(Subsection E \(Acceptance of or Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements\)\)](#).
- 7.9.2.8.6 County reserves the right to make changes to Appendix A (Sample Subaward) and its Exhibits at County's sole discretion.

7.9.3 Cost Proposal Format

- 7.9.3.1 The content and sequence of the Cost Proposal must be as follows:
 - 7.9.3.1.1 Cover Page
 - 7.9.3.1.2 Table of Contents
 - 7.9.3.1.3 Section A (Proposed Program Services for Title III C-1 Program)

- 7.9.3.1.4 Section B (Proposed Program Services for Title III C-2 Program)
- 7.9.3.1.5 Section C (Proposed Program Services for Title III B Program)
- 7.9.3.1.6 Section D (Proposed Budget for Title III C-1 Program Services)
- 7.9.3.1.7 Section E (Proposed Budget for Title III C-2 Program Services)
- 7.9.3.1.8 Section F (Proposed Budget for Title III B Program Services)
- 7.9.3.1.9 Section G (Determination of Unit Rate for Title III C-1 Program Services)
- 7.9.3.1.10 Section H (Determination of Unit Rate for Title III C-2 Program Services)
- 7.9.3.1.11 Section I (Determination of Unit Rate for Title III B Program Services)
- 7.9.3.1.12 Section J (Preference Programs)

7.9.3.2 Cover Page

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

7.9.3.3 Table of Contents

- 7.9.3.3.1 Sequentially list all material included in the Cost Proposal. Proposer shall use references to identify every response in the proposal by using one of the following methods:
 - 7.9.3.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Quality Control Plan) Page 12).
 - 7.9.3.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title) Subsection

[Subsection letter] (Subsection title) Page [number] (e.g., Section H (Required Forms and Documentation) Subsection H-2 (Required Documentation) Page 30).

7.9.3.4 **Section A (Proposed Program Services for Title III C-1 Program)**

7.9.3.4.1 Proposer shall specify its proposed unit rate(s) by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program). The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide the designated Service Units to the designated Clients for the specified Region as reflected on the form. Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 1 (Guidelines for Developing Proposed Program Services for Title III C-1 Program) when completing this form.

7.9.3.4.2 Proposer shall provide the requested information for Title III C-1 Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020).

7.9.3.4.3 Altogether, Proposer shall submit three (3) Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program) documents where each such document represents the estimated number of Clients who will receive Title III C-1 Program Services for a Region and the proposed unit rates for these Services for each Fiscal Year of the Subaward term. These forms shall be submitted as part of Section A (Proposed Program Services for Title III C-1 Program) of the proposal.

7.9.3.5 **Section B (Proposed Program Services for Title III C-2 Program)**

7.9.3.5.1 Proposer shall specify its proposed unit rate(s) by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 27 (Proposed Program Services for Title III C-2 Program). The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide the designated Service Units to the designated Clients for the specified Region as reflected on the form. Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 2 (Guidelines for Developing Proposed Program Services for Title III C-2 Program) when completing this form.

7.9.3.5.2 Proposer shall provide the requested information for Title III C-2 Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020).

7.9.3.5.3 Altogether, Proposer shall submit three (3) Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 27 (Proposed Program Services for Title III C-2 Program) documents where each such document represents the estimated number of Clients who will receive Title III C-2 Program Services for a Region and the proposed unit rates for these Services for each Fiscal Year of the Subaward term. These forms shall be submitted as part of Section B (Proposed Program Services for Title III C-2 Program) of the proposal.

7.9.3.6 **Section C (Proposed Program Services for Title III B Program)**

7.9.3.6.1 Proposer shall specify its proposed unit rate(s) by completing Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Proposed Program Services for Title III B Program). The proposed rate(s) shall reflect Proposer's anticipated operating costs to provide the designated Service Units to the designated Clients for the specified Region as reflected on the form. Proposer

shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 3 (Guidelines for Developing Proposed Program Services for Title III B Program) when completing this form.

7.9.3.6.2 Proposer shall provide the requested information for Title III B Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020).

7.9.3.6.3 Altogether, Proposer shall submit three (3) Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Proposed Program Services for Title III B Program) documents where each such document represents the estimated number of Clients who will receive Title III B Program Services for a Region and the proposed unit rates for these Services for each Fiscal Year of the Subaward term. These forms shall be submitted as part of Section C (Proposed Program Services for Title III B Program) of the proposal.

7.9.3.7 **Section D (Proposed Budget for Title III C-1 Program Services)**

7.9.3.7.1 Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide Title III C-1 Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). As such, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) in accordance with the requirements outlined in Appendix R (Instructions), Exhibit 4 (Guidelines for Developing Proposed Budget for Title III C-1 Program Services).

7.9.3.7.2 Altogether, Proposer shall submit three (3) Appendix D (Required Forms and

Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) documents where each such document represents the budgeted items for each Fiscal Year of the Subaward term. These forms shall be submitted as part of Section D (Proposed Budget for Title III C-1 Program Services) of the proposal.

7.9.3.8 Section E (Proposed Budget for Title III C-2 Program Services)

7.9.3.8.1 Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide Title III C-2 Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). As such, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) in accordance with the requirements outlined in Appendix R (Instructions), Exhibit 5 (Guidelines for Developing Proposed Budget for Title III C-2 Program Services).

7.9.3.8.2 Altogether, Proposer shall submit three (3) Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) documents where each such document represents the budgeted items for each Fiscal Year of the Subaward term. These forms shall be submitted as part of Section E (Proposed Budget for Title III C-2 Program Services) of the proposal.

7.9.3.9 Section F (Proposed Budget for Title III B Program Services)

7.9.3.9.1 Proposer shall prepare and submit a budget which outlines Proposer's anticipated costs and funding needed to provide Title III B Program Services for each Fiscal Year of the Subaward term (which includes Fiscal Year

2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). As such, Proposer shall complete Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) in accordance with the requirements outlined in Appendix R (Instructions), Exhibit 6 (Guidelines for Developing Proposed Budget for Title III B Program Services).

7.9.3.9.2 Altogether, Proposer shall submit three (3) Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) documents where each such document represents the budgeted items for each Fiscal Year of the Subaward term. These forms shall be submitted as part of Section F (Proposed Budget for Title III B Program Services) of the proposal.

7.9.3.10 **Section G (Determination of Unit Rate for Title III C-1 Program Services)**

7.9.3.10.1 Provide a detailed description that is sufficient to explain the reasonableness and necessity of each item of cost that is included in the proposed unit rate as reflected in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) for each Fiscal Year. Altogether, Proposer shall provide a justification for its proposed costs for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). Proposer shall include this narrative description as part of Section G (Determination of Unit Rate for Title III C-1 Program Services) of the proposal.

7.9.3.11 **Section H (Determination of Unit Rate for Title III C-2 Program Services)**

7.9.3.11.1 Provide a detailed description that is sufficient to explain the reasonableness and necessity

of each item of cost that is included in the proposed unit rate as reflected in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) for each Fiscal Year. Altogether, Proposer shall provide a justification for its proposed costs for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). Proposer shall include this narrative description as part of Section H (Determination of Unit Rate for Title III C-2 Program Services) of the proposal.

7.9.3.12 Section I (Determination of Unit Rate for Title III B Program Services)

7.9.3.12.1 Provide a detailed description that is sufficient to explain the reasonableness and necessity of each item of cost that is included in the proposed unit rate as reflected in Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) for each Fiscal Year. Altogether, Proposer shall provide a justification for its proposed costs for each Fiscal Year of the Subaward term (which includes Fiscal Year 2017-2018, Fiscal Year 2018-2019 and Fiscal Year 2019-2020). Proposer shall include this narrative description as part of Section I (Determination of Unit Rate for Title III B Program Services) of the proposal.

7.9.3.13 Section J (Preference Programs)

7.9.3.13.1 To apply for any of the Preference Programs, upon receipt of a letter of certification and affirmation from DCBA substantiating Proposer's status as a LSBE, SE and/or DVBE vendor, Proposer shall complete Appendix D (Required Forms and Documentation), Exhibit 7 (Request for Preference Program Consideration). Proposer shall submit the completed Appendix D (Required Forms and Documentation), Exhibit 7 (Request for

Preference Program Consideration) and the certification letter from DCBA as part of Section J (Preference Programs) of the proposal.

7.9.3.13.2 Proposer may request certification for multiple Preference Programs with DCBA but only one (1) preference will be applied if Proposer is determined to be eligible for more than one (1) Preference Program.

7.10 Firm Offer/Withdrawal of Proposal

7.10.1 Until the proposal submission deadline, Proposer may correct errors in its proposal by submitting another set of proposals (one (1) original hardcopy, four (4) duplicate hardcopies and two (2) electronic versions) with the mistakes corrected. Proposer shall provide a written request indicating its intent to withdraw its original proposal and re-submit a 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.

7.10.2 The proposal shall be a firm offer and may not be withdrawn for a period of 270 days following the proposal due date and time which are indicated in [Subparagraph 7.3 \(RFP Timetable\)](#).

7.11 Proposal Submission

7.11.1 A complete proposal is one that includes the original hardcopy proposal, four (4) duplicate hardcopies of the proposal and two (2) electronic versions of the proposal (stored on thumb drives/flash drives). No facsimile (fax) or electronic mail (e-mail) copies will be accepted. This 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:

**Proposal for Elderly Nutrition Program Services
Title III C-1 Program Services
Title III C-2 Program Services
ENP RFP Number AAA-ENP-1620 RFP
Include name of Region**

7.11.2 To submit the proposal, it shall be submitted by mail or hand-delivered to:

**County of Los Angeles
Community and Senior Services**

**Contracts Management Division
Attention: Ms. Tsotso Odamtten
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708**

- 7.11.3 It is the sole responsibility of Proposer to ensure that its proposal is received before the 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 proposal due date and time, which are indicated in [Subparagraph 7.3 \(RFP Timetable\)](#), will not be accepted and will be returned to Proposer unopened.
- 7.11.4 When Proposer or Proposer's agent delivers the proposal in a sealed envelope or box, County will receive the proposal in the condition in which it is delivered (i.e., County will not open the sealed envelope/box until after the proposal due date and time has passed). County will provide Proposer or Proposer's agent a receipt as evidence that the proposal is received by the proposal due date and time. In the event that Proposer elects to re-submit its proposal pursuant to the requirements outlined in Subparagraph [7.10 \(Firm Offer/Withdrawal of Proposal\)](#), County shall issue a new receipt for the resubmitted proposal.
- 7.11.5 If Proposer does not submit the required number of proposals (both hardcopies and electronic files) as stated in this Subparagraph then County (at its sole discretion) may deem Proposer's submission as non-responsive which may disqualify proposal from further consideration/review (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 the contents of the proposals submitted pursuant to this RFP and to review, evaluate and determine the score of the proposals. County reserves the right to waive inconsequential disparities or any informalities in a proposal if the sum and substance of the proposal is present. The evaluation and selection process will begin with receipt of the proposals which are due no later than Friday, December 9, 2016 by 12:00 p.m. (PST).
- 8.1.2 **Adherence to the Minimum Mandatory Qualifications (Pass/Fail Review)**
- 8.1.2.1 Upon receipt of the proposal, County will conduct a Pass/Fail Review of 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. If County determines that Proposer has failed to meet 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 and Proposer will 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).

8.1.3 Evaluation Committee Review of the Proposal

8.1.3.1 If County has determined that Proposer has met and passed the Minimum Mandatory Qualifications process (i.e., Pass/Fail Review), evaluation of the passing proposals 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.

8.1.3.2 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.

8.1.4 Clarification of Proposed Elements

8.1.4.1 County may, at its option, contact all Proposers being evaluated for clarification or validation of submitted information.

8.1.5 Proposal Score

8.1.5.1 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.

8.1.5.2 Proposals will be evaluated based on the Regions to be served. For example, all proposals submitted for the Antelope Valley Region will be evaluated in relation to County's need for Program Services in the Antelope Valley Region. As such, the maximum score that a proposal can receive when it is submitted for any Region is 10,000 points.

8.1.5.3 In order to be considered for a Subaward, Proposer must receive an overall minimum passing score of 7,000 points after its proposal has been evaluated. To receive this overall passing score, Proposer must receive a minimum score of 4,200 points for the Business Proposal and a minimum of 2,800 points for the Cost Proposal for a total overall minimum passing score of 7,000 points.

8.1.5.4 In the event that no proposal receives a minimum passing score of 7,000 points, County reserves the right to select proposals for Subaward based on a curve rating. For example, the highest scoring proposal that doesn't receive 7,000 points will be rated at 100% and any other proposals will be rated proportionately.

8.1.6 Missing Forms and Documentation

8.1.6.1 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 may deduct 25 points for each missing form or document. The total points will be deducted from the final score of the overall proposal score. 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.

8.1.7 Additional Considerations for Selection of Successful Proposer

8.1.7.1 On-Site Monitoring Visit

8.1.7.1.1 County reserves the right to conduct on-site monitoring visits as part of the evaluation and

selection process for each Proposer's Service site/facility. County may use the information collected during this on-site visit as part of the final selection process. County will complete the MMQ review, evaluation and scoring of the Business and Cost Proposals and for all Proposers who receive a passing score, County may use the on-site monitoring as an additional element when making the final decision to grant a Subaward.

8.1.7.2 Client Attestations

8.1.7.2.1 County reserves the right to contact each Proposer's Clients to attest to Proposer's service delivery. County will notify each Proposer if county elects to exercise this right. County will complete the MMQ review, evaluation and scoring of the Business and Cost Proposals and for all Proposers who receive a passing score, County may use Client attestations as an additional element when making the final decision to grant a Subaward.

Prospective Subrecipient(s)

8.1.7.3 After evaluation of the proposals has been completed, County will select prospective Subrecipient to receive a Subaward. County retains the right to select prospective Subrecipient 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 selecting Proposer that receives the highest number of points.

8.1.7.4 Once prospective Subrecipient is selected, County will begin negotiating a Subaward with prospective Subrecipient. Such negotiation may include, but is not limited to, negotiation of the unit rates, units of Services, Congregate Meal sites, Home-Delivered Meal routes, etc. to 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.

- 8.1.7.5 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.
- 8.1.7.6 CSS' recommendation to grant a Subaward will not bind the Board of Supervisors to grant such Subaward to prospective Subrecipient.
- 8.1.7.7 County reserves the right to award multiple Subawards to multiple Proposers within one (1) Region when it is determined by County to best meet the needs of County.
- 8.1.7.8 County reserves the right, at any time and at its sole discretion, to exclude Program Services for any city within a Region from the Subaward and instead contract those Program Services directly to that city.

8.2 Intentionally Omitted

8.3 Disqualification Review

- 8.3.1 A proposal may be disqualified from consideration because County determined that it was non-responsive at any time during the review/evaluation process. A proposal may also be disqualified due to a determination of Proposer's non-responsibility (see [Subparagraph 5.9 \(Determination of Proposer Responsibility\)](#)). When County determines that a proposal is disqualified due to non-responsiveness, County shall notify Proposer in writing ("written determination of non-responsiveness"). In this written determination of non-responsiveness, County will provide Proposer an opportunity to request a Disqualification Review within a specified timeframe.
- 8.3.2 Upon receipt of the written determination of non-responsiveness, Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination of non-responsiveness.
- 8.3.3 A request for a Disqualification Review shall satisfy all of the following criteria:
 - 8.3.3.1 The person or entity requesting a Disqualification Review is Proposer.

8.3.3.2 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination of non-responsiveness).

8.3.3.3 The request for a Disqualification Review asserts that County'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 At County's sole discretion, the request for a Disqualification Review may be denied if the request does not meet all of the criteria listed in [Subparagraph 8.3.3](#). The Disqualification Review shall be completed by County and a written determination shall be provided to disqualified Proposer prior to the conclusion of the evaluation process. The results of the Disqualification Review are final and no further appeals will be allowed.

8.4 **Business Proposal Evaluation Criteria (6,000 points)**

8.4.1 **Section A (Proposer's Qualifications) (1,200 maximum points)**

8.4.1.1 **Subsection A-1 (Proposer's References) – (1,200 maximum points)**

8.4.1.1.1 The proposal will be evaluated based on the verification of references provided in response to [Subparagraph 7.9.2.4.4 \(Subsection A-1 \(Proposer's References\)\)](#).

8.4.1.1.2 In addition to the references 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 reviews of County's database(s) may result in point deductions up to one hundred percent (100%) of the total points awarded in this evaluation category (i.e., **the maximum number of points that may be deducted is 1,200 points**). If the maximum number of points is deducted as a result of the reviews 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.

8.4.1.2 Subsection A-2 (Proposer's List of Expired and Terminated Contracts) – (100 maximum possible point deductions)

8.4.1.2.1 The proposal will be evaluated based on a review of the information provided in response to [Subparagraph 7.9.2.4.5 \(Subsection A-2 \(Proposer's List of Expired and Terminated Contracts\)\)](#). Such review will be conducted to determine the significance of the termination of any contracts. This review may result in point deductions of up to 100 points.

8.4.1.3 Subsection A-3 (Proposer's Pending or Threatening Litigation) (100 maximum possible point deductions)

8.4.1.3.1 The proposal will be evaluated based on a review of the information provided in response to [Subparagraph 7.9.2.4.6 \(Subsection A-3 \(Proposer's Pending or Threatening Litigation\)\)](#). Such review will be conducted to determine the significance of any litigation which may be pending against Proposer. This review may result in point deductions of up to 100 points.

8.4.1.4 Subsection A-4 (Proposer's Judgment Action(s)) (100 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 [Subparagraph 7.9.2.4.7 \(Subsection A-4 \(Proposer's Judgment Action\(s\)\)\)](#). Such review will be conducted to determine the significance of any judgment action(s) which may be pending against Proposer. This review may result in point deductions of up to 100 points.

8.4.2 Section B (Proposer's Approach to Providing Required Services) – (4,300 maximum points)

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 [Subparagraph 7.9.2.5 \(Section B \(Proposer's Approach to Providing Required Services\)\)](#).

8.4.2.1.1 **Subsection B-1 (Proposer's Objectives Compared to RFP Objectives – Title III C-1 Program Services) – (600 maximum points):** Overall evaluation will determine the reasonableness of Proposer's plan to sustain these Program Services throughout the Subaward term as outlined in [Subparagraph 7.9.2.5.1 \(Subsection B-1 \(Proposer's Objectives Compared to RFP Objectives – Title III C-1 Program Services\)\)](#).

8.4.2.1.2 **Subsection B-2 (Proposer's Objectives Compared to RFP Objectives – Title III C-2 Program Services) – (600 maximum points):** Overall evaluation will determine the reasonableness of Proposer's plan to sustain these Program Services throughout the Subaward term as outlined in [Subparagraph 7.9.2.5.2 \(Subsection B-2 \(Proposer's Objectives Compared to RFP Objectives – Title III C-2 Program Services\)\)](#).

8.4.2.1.3 **Subsection B-3 (Proposer's Target Population) – (200 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.3 \(Subsection B-3 \(Proposer's Target Population\)\)](#).

8.4.2.1.4 **Subsection B-4 (Congregate Meal Services) – (500 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.4 \(Subsection B-4 \(Congregate Meal Services\)\)](#).

8.4.2.1.5 **Subsection B-5 (Client Assessment for Congregate Meal Services) – (75 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph](#)

[7.9.2.5.5 \(Subsection B-5 \(Client Assessment for Congregate Meal Services\)\)](#).

- 8.4.2.1.6 **Subsection B-6 (Home-Delivered Meal (HDM) Services) – (500 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.6 \(Subsection B-6 \(Home-Delivered Meal \(HDM\) Services\)\)](#).
- 8.4.2.1.7 **Subsection B-7 (Client Assessment for Home-Delivered Meal Services) – (100 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.7 \(Subsection B-7 \(Client Assessment for Home-Delivered Meal Services\)\)](#).
- 8.4.2.1.8 **Subsection B-8 (Emergency Meal Services) – (300 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.8 \(Subsection B-8 \(Emergency Meal Services\)\)](#).
- 8.4.2.1.9 **Subsection B-9 (Telephone Reassurance Services) – (175 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.9 \(Subsection B-9 \(Telephone Reassurance Services\)\)](#).
- 8.4.2.1.10 **Subsection B-10 (Home-Delivered Meals Waiting List) – (150 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.10 \(Subsection B-10 \(Home-Delivered Meals Waiting List\)\)](#).
- 8.4.2.1.11 **Subsection B-11 (Nutrition Services Incentive Program (NSIP)) – (300 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the

requirements outlined in [Subparagraph 7.9.2.5.11 \(Subsection B-11 \(Nutrition Services Incentive Program \(NSIP\)\)\)](#).

- 8.4.2.1.12 **Subsection B-12 (Mandatory Coordination with Dietary Administrative Support Services (DASS) Program Subrecipient) – (160 maximum points):** Proposal will be evaluated based on Proposer’s ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.12 \(Subsection B-12 \(Mandatory Coordination with Dietary Administrative Support Services \(DASS\) Program Subrecipient\)\)](#).
- 8.4.2.1.13 **Subsection B-13 (Mandatory Coordination with Title III D Disease Prevention and Health Promotion Program Subrecipient) – (100 maximum points):** Proposal will be evaluated based on Proposer’s ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.13 \(Subsection B-13 \(Mandatory Coordination with Title III D Disease Prevention and Health Promotion Program Subrecipient\)\)](#).
- 8.4.2.1.14 **Subsection B-14 (Central Kitchen/Caterer) – (200 maximum points):** Proposal will be evaluated based on Proposer’s ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.14 \(Subsection B-14 \(Central Kitchen/Caterer\)\)](#).
- 8.4.2.1.15 **Subsection B-15 (Contributions and Fees for Cost of Meals) – (140 maximum points):** Proposal will be evaluated based on Proposer’s ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.15 \(Subsection B-15 \(Contributions and Fees for Cost of Meals\)\)](#).
- 8.4.2.1.16 **Subsection B-16 (Proposer’s Emergency Disaster Preparedness) – (100 maximum points):** Proposal will be evaluated based on Proposer’s ability to meet and adhere to the requirements outlined in [Subparagraph](#)

[7.9.2.5.16 \(Subsection B-16 \(Proposer's Emergency Disaster Preparedness\)\)](#).

8.4.2.1.17 **Subsection B-17 (Facilities, Equipment and Material Resources) – (100 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.17 \(Subsection B-17 \(Facilities, Equipment and Material Resources\)\)](#).

8.4.3 **Section C (Proposer's Quality Control Plan) – (250 maximum points)**

8.4.3.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.6 \(Section C \(Proposer's Quality Control Plan\)\)](#).

8.4.4 **Subsection D (Proposer's Green Initiatives) – (250 maximum points)**

8.4.4.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.7 \(Section D \(Proposer's Green Initiatives\)\)](#).

8.4.5 **Subsection E (Acceptance of or Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements) (750 maximum possible point deductions)**

8.4.5.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements stated in [Subparagraph 7.9.2.8 \(Section E \(Acceptance of or Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements\)\)](#) and the following areas will be evaluated:

8.4.5.1.1 Proposer's willingness to accept all the terms and conditions of Appendix A (Sample Subaward) and/or the requirements of Appendix B (Statement of Work).

8.4.5.1.2 Proposer's exception(s) to the terms and conditions of Appendix A (Sample Subaward) and/or the requirements of Appendix B (Statement of Work).

8.4.5.1.3 Proposer's adherence to the requirements outlined in [Subparagraph 7.9.2.8.3](#) when Proposer makes an exception(s) to Appendix A (Sample Subaward) and/or Appendix B (Statement of Work).

8.4.5.2 In response to any exception(s) made by Proposer, County reserves the right to deduct points or disqualify the proposal in its entirety, deem it non-responsive, not subject it to further evaluation and reject it. County may, in its sole determination, disqualify any Proposer with whom County cannot satisfactorily negotiate a Subaward.

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

8.5.1 Section A (Proposed Program Services for Title III C-1 Program) – (900 maximum points)

8.5.1.1 Distribution of Points

8.5.1.1.1 Proposer shall submit three (3) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program) forms as indicated in [Subparagraph 7.9.3.4 \(Section A \(Proposed Program Services for Title III C-1 Program\)\)](#). Each form will be evaluated and scored individually and the maximum possible points available for each form is 300 points. Therefore the total maximum points for this Section A (Proposed Program Services for Title III C-1 Program) is worth 900 points.

8.5.1.1.2 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program) for Fiscal Year 2017-2018 Program Services is 300 points.

8.5.1.1.3 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program) for Fiscal Year 2018-2019 Program Services is 300 points.

8.5.1.1.4 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program) for Fiscal Year 2019-2020 Program Services is 300 points.

8.5.1.2 Determination of the Lowest Cost Proposal

8.5.1.2.1 The Total Proposed Subaward Sums reflected in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 26 (Proposed Program Services for Title III C-1 Program) documents will be reviewed and evaluated for each of the three (3) Fiscal Years by Region. The maximum number of possible points for each form will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest Total Proposed Subaward Sums indicated in Column F (Proposed Funding Amount) of the form. This review will take into account any Preference Program which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

8.5.1.3 Application of the Preference Program

8.5.1.3.1 The Preference Program allows Proposer to receive a fifteen percent (15%) reduction from its proposed cost (i.e., Total Proposed Subaward Sums) and such Preference shall not exceed \$150,000. Should one 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 for each of the three (3) Fiscal Years will be adjusted by applying this Preference to the Total Proposed Subaward Sums as follows:

8.5.1.3.1.1 For each Fiscal Year, County will determine which proposal reflects the lowest Total Proposed Subaward Sums that is submitted by Proposer who

meets the minimum mandatory qualifications.

8.5.1.3.1.2 Fifteen percent (15%) of the lowest Total Proposed Subaward Sums will be calculated and that Preference amount will be deducted from the Total Proposed Subaward Sums submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.1.3.2 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 all of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to Proposer's cost for this criteria).

8.5.2 Section B (Proposed Program Services for Title III C-2 Program) – (900 maximum points)

8.5.2.1 Distribution of Points

8.5.2.1.1 Proposer shall submit three (3) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 27 (Proposed Program Services for Title III C-2 Program) forms as indicated in [Subparagraph 7.9.3.5 \(Section B \(Proposed Program Services for Title III C-2 Program\)\)](#). Each form will be evaluated and scored individually and the maximum possible points available for each form is 300 points. Therefore the total maximum points for this Section B (Proposed Program Services for Title III C-2 Program) is worth 900 points.

8.5.2.1.2 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 27 (Proposed Program Services for Title III C-2 Program) for Fiscal Year 2017-2018 Program Services is 300 points.

8.5.2.1.3 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 27 (Proposed Program Services for Title III C-2 Program) for Fiscal Year 2018-2019 Program Services is 300 points.

8.5.2.1.4 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 27 (Proposed Program Services for Title III C-2 Program) for Fiscal Year 2019-2020 Program Services is 300 points.

8.5.2.2 **Determination of the Lowest Cost Proposal**

8.5.2.2.1 The Total Proposed Subaward Sums reflected in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 27 (Proposed Program Services for Title III C-2 Program) documents will be reviewed and evaluated for each of the three (3) Fiscal Years by Region. The maximum number of possible points for each form will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest Total Proposed Subaward Sums indicated in Column F (Proposed Funding Amount) of the form. This review will take into account any Preference Program which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

8.5.2.3 **Application of the Preference Program**

8.5.2.3.1 The Preference Program allows Proposer to receive a fifteen percent (15%) reduction from its proposed cost (i.e., Total Proposed Subaward Sums) and such Preference shall not exceed \$150,000. Should one 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 for each of the three (3) Fiscal Years will be

adjusted by applying this Preference to the Total Proposed Subaward Sums as follows:

8.5.2.3.1.1 For each Fiscal Year, County will determine which proposal reflects the lowest Total Proposed Subaward Sums that is submitted by Proposer who meets the minimum mandatory qualifications.

8.5.2.3.1.2 Fifteen percent (15%) of the lowest Total Proposed Subaward Sums will be calculated and that Preference amount will be deducted from the Total Proposed Subaward Sums submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.2.3.2 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 all of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to Proposer's cost for this criteria).

8.5.3 Section C (Proposed Program Services for Title III B Program) – (265 maximum points)

8.5.3.1 Distribution of Points

8.5.3.1.1 Proposer shall submit three (3) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Proposed Program Services for Title III B Program) forms as indicated in [Subparagraph 7.9.3.6 \(Section C \(Proposed Program Services for Title III B Program\)\)](#). Each form will be evaluated and scored individually and the maximum possible points available for each form is approximately 88 points. Therefore the total maximum points for

this Section C (Proposed Program Services for Title III B Program) is worth 265 points.

8.5.3.1.2 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Proposed Program Services for Title III B Program) for Fiscal Year 2017-2018 Program Services is 89 points.

8.5.3.1.3 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Proposed Program Services for Title III B Program) for Fiscal Year 2018-2019 Program Services is 88 points.

8.5.3.1.4 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Proposed Program Services for Title III B Program) for Fiscal Year 2019-2020 Program Services is 88 points.

8.5.3.2 Determination of the Lowest Cost Proposal

8.5.3.2.1 The Total Proposed Subaward Sums reflected in the completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 28 (Proposed Program Services for Title III B Program) documents will be reviewed and evaluated for each of the three (3) Fiscal Years by Region. The maximum number of possible points for each form will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest Total Proposed Subaward Sums indicated in Column F (Proposed Funding Amount) of the form. This review will take into account any Preference Program which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

8.5.3.3 Application of the Preference Program

8.5.3.3.1 The Preference Program allows Proposer to receive a fifteen percent (15%) reduction from its proposed cost (i.e., Total Proposed Subaward Sums) and such Preference shall not exceed \$150,000. Should one 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 for each of the three (3) Fiscal Years will be adjusted by applying this Preference to the Total Proposed Subaward Sums as follows:

8.5.3.3.1.1 For each Fiscal Year, County will determine which proposal reflects the lowest Total Proposed Subaward Sums that is submitted by Proposer who meets the minimum mandatory qualifications.

8.5.3.3.1.2 Fifteen percent (15%) of the lowest Total Proposed Subaward Sums will be calculated and that Preference amount will be deducted from the Total Proposed Subaward Sums submitted by all Proposers who request and are granted certification under one of the Preference Programs.

8.5.3.3.2 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 all of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to Proposer's cost for this criteria).

**8.5.4 Section D (Proposed Budget for Title III C-1 Program Services)
– (450 maximum points)**

8.5.4.1 Distribution of Points

8.5.4.1.1 Proposer shall submit three (3) completed Appendix D (Required Forms and

Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) forms as indicated in [Subparagraph 7.9.3.7 \(Section D \(Proposed Budget for Title III C-1 Program Services\)\)](#). Each form will be evaluated and scored individually and the maximum possible points available for each form is approximately 150 points. Therefore the total maximum points for this Section D (Proposed Budget for Title III C-1 Program Services) is worth 450 points.

8.5.4.1.2 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) for Fiscal Year 2017-2018 Program Services is 150 points.

8.5.4.1.3 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) for Fiscal Year 2018-2019 Program Services is 150 points.

8.5.4.1.4 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) for Fiscal Year 2019-2020 Program Services is 150 points.

8.5.4.2 **Evaluation and Scoring**

8.5.4.2.1 The budget will be evaluated based on the accuracy of calculations and its adherence to the requirements outlined in [Subparagraph 7.9.3.7 \(Section D \(Proposed Budget for Title III C-1 Program Services\)\)](#). Points will be award accordingly.

8.5.5 **Section E (Proposed Budget for Title III C-2 Program Services) – (450 maximum points)**

8.5.5.1 **Distribution of Points**

- 8.5.5.1.1 Proposer shall submit three (3) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) forms as indicated in [Subparagraph 7.9.3.8 \(Section E \(Proposed Budget for Title III C-2 Program Services\)\)](#). Each form will be evaluated and scored individually and the maximum possible points available for each form is approximately 150 points. Therefore the total maximum points for this Section E (Proposed Budget for Title III C-2 Program Services) is worth 450 points.
- 8.5.5.1.2 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) for Fiscal Year 2017-2018 Program Services is 150 points.
- 8.5.5.1.3 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) for Fiscal Year 2018-2019 Program Services is 150 points.
- 8.5.5.1.4 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) for Fiscal Year 2019-2020 Program Services is 150 points.

8.5.5.2 **Evaluation and Scoring**

- 8.5.5.2.1 The budget will be evaluated based on the accuracy of calculations and its adherence to the requirements outlined in [Subparagraph 7.9.3.8 \(Section E \(Proposed Budget for Title III C-2 Program Services\)\)](#). Points will be awarded accordingly.

8.5.6 **Section F (Proposed Budget for Title III B Program Services) – (90 maximum points)**

8.5.6.1 **Distribution of Points**

8.5.6.1.1 Proposer shall submit three (3) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) forms as indicated in [Subparagraph 7.9.3.9 \(Section F \(Proposed Budget for Title III B Program Services\)\)](#). Each form will be evaluated and scored individually and the maximum possible points available for each form is approximately 30 points. Therefore the total maximum points for this Section F (Proposed Budget for Title III B Program Services) is worth 90 points.

8.5.6.1.2 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) for Fiscal Year 2017-2018 Program Services is 30 points.

8.5.6.1.3 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) for Fiscal Year 2018-2019 Program Services is 30 points.

8.5.6.1.4 The maximum possible points for Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) for Fiscal Year 2019-2020 Program Services is 30 points.

8.5.6.2 **Evaluation and Scoring**

8.5.6.2.1 The budget will be evaluated based on the accuracy of calculations and its adherence to the requirements outlined in [Subparagraph 7.9.3.9 \(Section F \(Proposed Budget for Title III B Program Services\)\)](#). Points will be awarded accordingly.

8.5.7 Section G (Determination of Unit Rate for Title III C-1 Program Services) – (450 maximum points)

8.5.7.1 Distribution of Points

8.5.7.1.1 Proposer shall submit three (3) justifications explaining the reasonableness and necessity of each item of cost that is included in each of the three (3) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 23 (Proposed Budget for Title III C-1 Program Services) forms as indicated in [Subparagraph 7.9.3.10 \(Section G \(Determination of Unit Rate for Title III C-1 Program Services\)\)](#). Each justification will be evaluated and scored individually and the maximum possible points available for each justification is approximately 150 points. Therefore the total maximum points for this Section G (Determination of Unit Rate for Title III C-1 Program Services) is worth 450 points.

8.5.7.1.2 The maximum possible points for Fiscal Year 2017-2018 Program Services is 150 points.

8.5.7.1.3 The maximum possible points for Fiscal Year 2018-2019 Program Services is 150 points.

8.5.7.1.4 The maximum possible points for Fiscal Year 2019-2020 Program Services is 150 points.

8.5.7.2 Evaluation and Scoring

8.5.7.2.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.3.10 \(Section G \(Determination of Unit Rate for Title III C-1 Program Services\)\)](#). Points will be awarded accordingly.

8.5.8 Section H (Determination of Unit Rate for Title III C-2 Program Services) – (450 points)

8.5.8.1 Distribution of Points

8.5.8.1.1 Proposer shall submit three (3) justifications explaining the reasonableness and necessity of each item of cost that is included in the each

of the three (3) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 24 (Proposed Budget for Title III C-2 Program Services) forms as indicated in [Subparagraph 7.9.3.11 \(Section H \(Determination of Unit Rate for Title III C-2 Program Services\)\)](#). Each justification will be evaluated and scored individually and the maximum possible points available for each justification is approximately 150 points. Therefore the total maximum points for this Section H (Determination of Unit Rate for Title III C-2 Program Services) is worth 450 points.

8.5.8.1.2 The maximum possible points for Fiscal Year 2017-2018 Program Services is 150 points.

8.5.8.1.3 The maximum possible points for Fiscal Year 2018-2019 Program Services is 150 points.

8.5.8.1.4 The maximum possible points for Fiscal Year 2019-2020 Program Services is 150 points.

8.5.8.2 **Evaluation and Scoring**

8.5.8.2.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.3.11 \(Section H \(Determination of Unit Rate for Title III C-2 Program Services\)\)](#). Points will be awarded accordingly.

8.5.9 **Section I (Determination of Unit Rate for Title III B Program Services) – (45 points)**

8.5.9.1 **Distribution of Points**

8.5.9.1.1 Proposer shall submit three (3) justifications explaining the reasonableness and necessity of each item of cost that is included in the each of the three (3) completed Appendix D (Required Forms and Documentation), Part I (Required Forms), Exhibit 25 (Proposed Budget for Title III B Program Services) forms as indicated in [Subparagraph 7.9.3.12 \(Section I \(Determination of Unit Rate for Title III B Program Services\)\)](#). Each justification will be evaluated and scored individually and the

maximum possible points available for each justification is approximately 15 points. Therefore the total maximum points for this Section I (Determination of Unit Rate for Title III B Program Services) is worth 45 points.

8.5.9.1.2 The maximum possible points for Fiscal Year 2017-2018 Program Services is 15 points.

8.5.9.1.3 The maximum possible points for Fiscal Year 2018-2019 Program Services is 15 points.

8.5.9.1.4 The maximum possible points for Fiscal Year 2019-2020 Program Services is 15 points.

8.5.9.2 **Evaluation and Scoring**

8.5.9.2.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.3.12 \(Section I \(Determination of Unit Rate for Title III B Program Services\)\)](#). Points will be awarded accordingly.

8.6 **Post Evaluation Appeals Process**

8.6.1 **County's Debriefing Meeting**

8.6.1.1 Upon completion of the evaluation process, County shall send written notification to those Proposers who are not selected, indicating that County is negotiating with another Proposer(s). In this written notification, County will provide non-selected Proposer an opportunity to request a Debriefing meeting within a specified timeframe. Upon receipt of this written notification, non-selected Proposer may submit a written request for a Debriefing meeting within the timeframe specified in the written notification. At County's sole discretion, non-selected Proposer's request for a Debriefing meeting may be denied if the request is not received within the specified timeframe.

8.6.1.2 The purpose of the Debriefing meeting is to compare non-selected Proposer's proposal to the evaluation document. The non-selected Proposer shall be debriefed only on its response/proposal. Because Subaward negotiations are not yet complete, proposals from other Proposers shall not be discussed, although County may inform non-selected Proposer of its relative ranking.

8.6.1.3 If non-selected Proposer is not satisfied with the results of the Debriefing meeting, during or following this meeting, County will inform non-selected Proposer of its right to request a Proposed Contractor Section Review. County will provide non-selected Proposer a copy of the Notice of Intent to Request a Proposed Contractor Selection Review form and will instruct non-selected Proposer on the procedures to complete and submit the form to County within the designated timeframe.

8.6.2 Proposed Contractor Selection Review

8.6.2.1 Non-selected Proposer that has timely submitted its Notice of Intent to Request a Proposed Contractor Selection Review form as described in [Subparagraph 8.6.1 \(County's Debriefing Meeting\)](#) will be notified by County as to when it may submit its written request for a Proposed Contractor Selection Review. In order to proceed with this request, Proposer shall complete the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and submit it to County within the designated timeframe.

8.6.2.2 The request for a Proposed Contractor Selection Review shall satisfy all of the following criteria:

8.6.2.2.1 The person or entity requesting a Proposed Contractor Selection Review is Proposer.

8.6.2.2.2 The Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form is submitted timely (i.e., by the date and time specified by County).

8.6.2.2.3 On the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form, the person or entity asserts in appropriate detail with factual reasons one (1) or more of the following grounds for review:

8.6.2.2.3.1 County materially failed to follow procedures specified in this solicitation document. This includes County's:

8.6.2.2.3.1.1 Failure to correctly apply

the standards for reviewing the proposal format requirements.

8.6.2.2.3.1.2 Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in this solicitation document.

8.6.2.2.3.1.3 Use of evaluation criteria that were different from the evaluation criteria disclosed in this solicitation document.

8.6.2.2.3.2 County made identifiable mathematical or other errors in evaluating proposals, resulting in non-selected Proposer receiving an incorrect score and not being selected as the recommended Subrecipient.

8.6.2.2.3.3 A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.

8.6.2.2.3.4 Another basis for review as provided by State or Federal law.

8.6.2.2.4 The completed Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form sets forth sufficient detail to demonstrate that, but for County's

alleged failure, non-selected Proposer would have been the highest-scored proposal.

8.6.2.3 At County's sole discretion, the request for a Proposed Contractor Selection Review may be denied if the request does not meet all of the criteria listed in [Subparagraph 8.6.2.2](#).

8.6.2.4 The Proposed Contractor Selection Review shall be completed by County. Upon completion, County shall send a written decision to non-selected Proposer within a reasonable time following receipt of the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and always before the date the Subaward recommendation is to be heard by the Board of Supervisors. In this written decision, County will inform non-selected Proposer of its right to request a County Independent Review within a specified timeframe (see [Subparagraph 8.6.3 \(County Independent Review\)](#)). County shall attach a copy of the Transmittal Form to Request a Request for Proposals County Independent Review form to this written decision and shall mail the written decision to non-selected Proposer. The Transmittal Form to Request a Request for Proposals County Independent Review form shall be used by non-selected Proposer in the event that it is not satisfied with the results of the Proposed Contractor Selection Review and wants to pursue the County Independent Review as the final appeal.

8.6.3 County Independent Review

8.6.3.1 Non-selected Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may complete the Transmittal Form to Request a Request for Proposals County Independent Review form and submit it to County within the timeframe specified by County in the Proposed Contractor Selection Review written decision.

8.6.3.2 The request for a County Independent Review shall satisfy all of the following criteria:

8.6.3.2.1 The person or entity requesting a County Independent Review is Proposer.

8.6.3.2.2 The Transmittal Form to Request a Request for Proposals County Independent Review

form is submitted timely (i.e., by the date and time specified by County).

8.6.3.2.3 On the Transmittal Form to Request a Request for Proposals County Independent Review form, the person or entity requesting the County Independent Review has limited the scope of this request to the assertions raised in the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and new items that:

8.6.3.2.3.1 Arise from County's written decision; and,

8.6.3.2.3.2 Are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in [Subparagraph 8.6.2 \(Proposed Contractor Selection Review\)](#) above.

8.6.3.3 The County Independent Review shall be completed by County of Los Angeles Internal Services Department ("ISD"). Upon completion, ISD shall issue its written decision and County will provide a copy of this written decision to non-selected Proposer.