



HOUSING AUTHORITY
of the County of Riverside

REQUEST FOR PROPOSAL #HPRP2010

for

ELIGIBILITY SCREENING SERVICES

Issue Date: Thursday, **July 29, 2010**

Due Date: Monday, **August 16, 2010 at 5:00pm**

Housing Authority of the County of Riverside
5555 Arlington Avenue
Riverside, CA 92504
951.343.5403

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Section 1.0 INTRODUCTION AND PURPOSE

The Homelessness Prevention and Rapid Re-housing Program (HPRP) is funded by the U.S. Department of Housing and Urban Development (HUD) and is sponsored locally by the Riverside County Economic Development Agency (EDA). HPRP is a temporary program designed to assist households who are homeless or would be homeless but for the assistance of this program. Services are targeted to households experiencing a temporary housing crisis and are likely to sustain stable housing. The Housing Authority administers HPRP on behalf of the EDA. As the program administrator, the Housing Authority is responsible screening applicants, issuing financial assistance on behalf of HPRP participants and providing housing case management.

The purpose of this Request for Proposal (RFP) is to solicit bids to provide hotline screening services; a single point, centralized telephone-based intake using standardized procedures and tools to conduct first level screening and/or referral to other community services in accordance with the Riverside County Economic Development Agency Substantial Amendment to the 2008-2009 One-Year Action Plan of the County of Riverside 2004-2009 Consolidated Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP).

Section 2.0 INSTRUCTIONS TO BIDDERS

1. Proposal Submission Address: Housing Authority of the County of Riverside, Attention: Anita Rhodes, #HPRP2010, 5555 Arlington Avenue, Riverside, CA 92504.
2. Prices/Notations: All prices/notations must be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out, corrections made adjacent and initialed by person signing document.
3. Period of firm pricing: Unless stated otherwise elsewhere in this document, prices shall be firm for 120 days after closing date.
4. Method of Award: The Housing Authority reserves the right to reject any or all offers, to waive any discrepancy or technicality, and to make award in any manner determined by the Housing Authority to be most advantageous to the Housing Authority. The Housing Authority recognizes that prices are only one of several criteria to be used in judging an offer and the Housing Authority is not legally bound to accept the lowest offer.
5. Return of Bid/Closing Date/Return to: Proposal shall be delivered to the address above by 5:00 pm on **August 16, 2010**. Responses not received by the Housing Authority by the closing date and time indicated above will not be accepted. The closing date and time and the RFP number referenced above shall appear on the outside of the sealed envelope. **A duly executed and signed copy of Exhibit B of this proposal document must accompany your response.** The Housing Authority will not be responsible for and will not accept late proposals due to delayed mail delivery or courier services.

Section 3.0 SCOPE SERVICES

Contractor shall perform all services **Monday through Friday, 8:00am – 5:00pm**. These services will consist of:

- a. Call center with space for one or more phone workers. Phone workers should have the ability to assist Spanish speaking clients and have the ability to assist disabled callers

- who require a reasonable accommodation (i.e. relay services) to receive call center services.
- b. Fielding 50-500 general inquiry calls per day during regular business hours which are defined as Monday through Friday, 8 am – 5 pm.
 - c. Provide general HPRP program information and referrals to other community services as appropriate.
 - d. Collect general demographic information for federal reporting purposes.
 - e. Conduct first level screening and refer qualified candidates to the Housing Authority's HPRP team for further assessment. The first level screening tool will consist of five-eight critical questions that will be used to determine if the household is an acceptable candidate for HPRP services. Such questions include source of income, nature of housing emergency, County residency, homeless status, etc.
 - f. Prepare sample draft Call Script and Call Tracking Sheet.

Section 4.0 WORK PRODUCT

All reports rendered to the Housing Authority are the exclusive property of the Housing Authority and subject to its use and control.

Section 5.0 TIMELINE

1. Release of Request for Proposal: **Thursday, July 29, 2010**
2. Deadline for Proposals: **Monday, August 16, 2010 5:00 pm**
3. Approximate Date for Awarding Contract: **Thursday, September 30, 2010**

Section 6.0 PERIOD OF PERFORMANCE

The period of performance shall not be greater than a total of **three (3) years**. **The initial period of performance shall commence October 1, 2010 through June 30, 2012, with one one-year option to extend** with no obligations by the Housing Authority to purchase any specified amount of services.

Section 7.0 PROPOSAL SUBMITTAL

All proposals shall be signed by an authorized agent and placed in a sealed envelope clearly marked "Contractor Proposal." The submitted proposal shall be prepared as a single bound document. **One (1) original and four (4) copies shall be submitted. Faxed submittals will not be accepted.**

ALL PROPOSALS MUST BE SENT TO: Housing Authority of the County of Riverside
Attention: Anita Rhodes, #HPRP2010
5555 Arlington Avenue
Riverside, CA 92504-2506

Section 8.0 GENERAL REQUIREMENTS

All proposals must be submitted in accordance with the standards and specifications contained within this Request for Proposal (RFP) and must contain a cover page with a certification of intent to meet the requirements specified.

The cover page of a responsive bid must be signed appropriately and completed with the date, company name, and name and title of a company officer/owner authorized to sign on behalf of the company.

The Housing Authority reserves the right to waive, at its discretion, any irregularity, which the Housing Authority deems reasonably correctable or otherwise not warranting rejection of the proposal.

The Housing Authority shall not pay any cost incurred or as associated in the preparation of this or any proposal for participation in the procurement process.

Proposals must be typed uniformly on letter size (8 ½ "X 11") sheets of white paper, single sided, each section clearly titled, with tabs A-J, and each page clearly and consecutively numbered. Proposals must be clean and suitable for copying. Proposals must be specific unto themselves. For example, "See enclosed Manual" will not be considered an acceptable proposal.

Late proposals will not be accepted. Postmarks **will not** be accepted in lieu of this requirement. Proposals submitted to any other County office or Housing Authority office will be rejected. Faxed or e-mailed proposals **will not** be accepted.

Section 9.0 REQUIRED FORMATS OF PROPOSALS

Proposals must contain the following sections:

- A. Table of Contents
- B. Proposals Cover Page
- C. Company Profile
- D. Description of Services
- E. Cost/Fee Proposal
- F. Credentials/Resumes
- G. References
- H. Evidence of Insurability/Insurance/Licenses
- I. Clarification, Exception or Deviations
- J. Financial Statement

A. Table of Contents

Section A will be a comprehensive table of contents of material identified by sequential page numbers and by section reference numbers.

B. Proposal Cover Page

Section B must have a letter of introduction accompanied by the "Proposal Cover Page," (Attachment A) that must be signed by an authorized representative.

C. Company Profile

Section C is designed to establish the proposer as an entity with the ability and experience to provide the informal hearing services as specified in the RFP. The following information must be provided:

- a. Company Hierarchy
President, Vice President, Company Officers, etc
- b. Company overview of service or activities performed
History of firm – Included a brief history of the firm
Founding date (month and year)
Firm size – staff and client base

- c. Location of the office from which the work under this contract will be provided and the staff allocation at the office.

D. Description of Services

Section D must include a detailed description of the services to be rendered, including but not limited to the following:

1. A written general understanding to the requirements in the scope of services as detailed in this RFP, including:
 - a. Provide a work plan or description of how the work will be performed, including the samples of following items:
 - a. Draft script and
 - b. Intake Form
 - b. Describe how the interaction between your firm and the Housing Authority will take place to ensure that the work is performed and reported in an accurate and timely manner.
2. The name of the project manager and a list of personnel to be assigned to the project and their roles and qualifications.
3. Describe your firm's approach to resolving problems that may be encountered in the field.
4. Time of work – Detail time frame and in what phases.

E. Cost/Fee Proposal

Section E must provide costs for services as required in Scope of Services. Proposals must include details of all costs and any one-time or on-going costs plus a detailed cost structure, including a cost per call fee structure and a monthly fee structure (Attachment B).

F. Credentials/Resumes

In Section F, Credentials/Resumes of the person(s) responsible for administering or providing the services must be attached to the proposal. Identify the project manager and include his/her position, responsibilities, qualification/experience, and a copy of his/her certification if applicable. Also include project manager's e-mail address, telephone, fax, and cell phone numbers.

Bidder shall specifically provide the following information on all employees to be providing service:

1. Name, address and phone number
2. Description of education
3. General experience
4. Experience or education related to the RFP project
5. Letters of reference if available
6. Any other information which will assist in evaluating qualifications (such as certification in mediation, arbitration, length and level of experience).

G. References

In Section G, Proposer shall submit present and past performance information with a minimum of three (3) references within the last year. Each reference shall include a current point of contact and a phone number, date of original contract, completion date of contract (if applicable) and a description of services rendered. References shall be formulated so that they clearly correlate performance with the requirements of this RFP.

H. Evidence of Insurability /Insurance/Applicable Licenses

In Section H, bidder shall submit evidence of all required insurance. The bidder shall certify to the possession of any and all current required licenses. Do not purchase additional insurance until this bid has been awarded.

I. Clarification, Exceptions, or Deviations

In Section I, Bidder shall describe any exception or deviation from the requirements of this RFP. Each clarification, exception, or deviation must be clearly identified. If your firm has no clarification, exception or deviation, a statement to that effect shall be included in the proposal.

J. Financial Statement

In Section J, Bidder must submit a financial statement of its business that is dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of as least one (1) year. This statement should clearly identify the financial status and condition of the bidder's entire business entity.

OTHER TERMS AND CONDITIONS

Section 10.0 INSURANCE

Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the Housing Authority harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage during the term of this Agreement.

A. Workers' Compensation

If the CONTRACTOR has employees as declined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than **\$1,000,000** per person per accident. The policy shall be endorsed to waive subrogation in favor of the Housing Authority of the County of Riverside, and, If applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury covering claims which may arise from or out of CONTRACTOR'S performance or its obligations hereunder. Policy shall name the Housing Authority of the County of Riverside, its directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured's. Policy's limit of liability shall not be less than **\$1,000,000** per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If CONTRACTOR'S vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than **\$1,000,000** per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) time the occurrence limit. Policy shall name the Housing Authority of the County of Riverside, its directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured's.

D. Professional Liability Insurance:

CONTRACTOR shall maintain Professional Liability Insurance providing coverage for the CONTRACTOR'S performance of work included within this Agreement, with a limit of liability of not less than **\$1,000,000** per occurrence and **\$2,000,000** annual aggregate. If CONTRACTOR'S Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of the Agreement and CONTRACTOR shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONTRACTOR has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue for a period of five (5) years beyond the termination of this Agreement.

E. General Insurance Provisions – All Lines:

- 1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an AM BEST rating of not less than A, unless such requirement for a particular insurer, such waiver is only valid for that specific insurer and only for one policy term.
- 2) The CONTRACTOR'S insurance carrier(s) must declare its insurance deductibles or self-insured retentions. If such deductibles or self-insured retentions exceed **\$500,000** per occurrence, such deductibles and/or retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of deductibles or self-insured retentions unacceptable to the HOUSING AUTHORITY, and at the election of the County's Risk Manager, CONTRACTOR'S carriers shall either: 1) reduce or eliminate such deductibles or self-insured retentions as respects this Agreement with the HOUSING AUTHORITY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- 3) CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the Housing Authority with either 1) a properly executed original Certificate(s) or Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so orally or in writing by the County Risk Manager, provide copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the Housing Authority prior to any material modification, cancellation, expiration, or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall

terminate forthwith, unless the Housing Authority receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. **CONTRACTOR shall not commence operations until the Housing Authority has been furnished original Certificate(s) of Insurance and verified original copies of endorsements or policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to shall sign the original endorsements for each policy and the Certificate of Insurance.**

- 4) It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary insurance, and the Housing Authority's Insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- 5) The HOUSING AUTHORITY'S Reserved Rights – Insurance. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work (such as the use of aircraft or watercraft) the Housing Authority reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the coverages currently required herein, if, in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.
- 6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- 7) If CONTRACTOR fails to provide insurance certificates within seven (7) days after notification of award by the Housing Authority, award may be made to the next qualified bidder. Included bid number or contract number on insurance certificate and forward information to:

Housing Authority of the County of Riverside
Attention: Anita Rhodes
5555 Arlington Avenue
Riverside, CA 92504-2506

Section 11.0 HOLD HARMLESS/INDEMNIFICATION

CONTRACTOR shall indemnify and hold harmless the Housing Authority of the County of Riverside, its respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever and resulting from any reason whatsoever arising from the performance of CONTRACTOR, its officers, employees, subcontractors, agents or representatives from this Agreement; CONTRACTOR shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards the Housing Authority of the County of Riverside, its respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives in any claim or action based upon such alleged acts or omissions.

1. With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of the HOUSING AUTHORITY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR'S indemnification to HOUSING AUTHORITY as set forth herein. CONTRACTOR'S obligation to defend, indemnify and hold harmless HOUSING AUTHORITY shall be subject to HOUSING AUTHORITY having given CONTRACTOR written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at CONTRACTOR'S expense, for the defense or settlement thereof. CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to HOUSING AUTHORITY the appropriate form of dismissal relieving HOUSING AUTHORITY from any liability for the action or claim involved
2. The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless HOUSING AUTHORITY herein from third party claims.
3. In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONTRACTOR from indemnifying the HOUSING AUTHORITY to the fullest extent allowed by law.
4. In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONTRACTOR from indemnifying the HOUSING AUTHORITY to the fullest extent allowed by law.

Section 12.0 COMPENSATION

The HOUSING AUTHORITY shall pay the CONTRACTOR for services performed and expenses incurred and compensation shall be paid in accordance with an invoice submitted to HOUSING AUTHORITY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, HOUSING AUTHORITY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. It is mutually agreed and understood that the obligation of the HOUSING AUTHORITY is limited by and contingent upon the availability of HOUSING AUTHORITY funds for the reimbursement of CONTRACTOR'S fees. In the event that such funds are not forthcoming for any reason, HOUSING AUTHORITY shall immediately notify CONTRACTOR in writing. This Agreement shall be deemed terminated and have no further force and effect immediately on receipt of HOUSING AUTHORITY'S notification by CONTRACTOR.

Section 13.0 INVOICING

Prepare invoices in duplicate. For this contract, send the original and duplicate copies of invoices to:

Housing Authority of the County of Riverside
Attention: Carrie Harmon
5555 Arlington Avenue
Riverside, CA 92504-2506

Each invoice shall contain a minimum of the following information: invoice number and date, remittance address, contract number (to be provided upon award), item descriptions and an invoice total. Invoices shall be rendered “monthly” in arrears.

In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code, Section 926.10.

Section 14.0 INDEPENDENT CONTRACTOR STATUS

CONTRACTOR and its employees and agents shall act at all times in an independent capacity with regard to performance of services or work rendered pursuant to this contract; and CONTRACTOR and its employees and agents shall not act as, shall not be, and shall not in any manner be considered to be agents, officers, or employees of the HOUSING AUTHORITY. There shall be no employer-employee relationship between HOUSING AUTHORITY and CONTRACTOR; and CONTRACTOR and its employees and agents shall not be entitled to any benefits payable to HOUSING AUTHORITY/COUNTY OF RIVERSIDE employees. CONTRACTOR is responsible for payment and deduction of all employment-related taxes on CONTRACTOR’S behalf and for CONTRACTOR’S employees, including but not limited to all federal and state income taxes and withholdings. HOUSING AUTHORITY shall not be required to make any deductions from compensation payable to CONTRACTOR for these purposes. CONTRACTOR shall indemnify HOUSING AUTHORITY against any and all claims that may be made against HOUSING AUTHORITY based upon any contention by a third party that an employer-employee relationship exists by reason of this contract; and CONTRACTOR shall indemnify HOUSING AUTHORITY for any and all federal or state withholding or retirement payments which HOUSING AUTHORITY may be required to make pursuant to federal or state law.

Section 15.0 CONFLICT OF INTEREST

CONTRACTOR will exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interest of the HOUSING AUTHORITY.

This obligation will apply to CONTRACTOR’S employees, agents, relatives, sub-tier contractors, and third parties associated with accomplishing the work herein.

CONTRACTOR’S effort will include, but are not limited to, establishing precautions to prevent its employees or agents from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to appear to influence individuals to act contrary to the best interest of the HOUSING AUTHORITY.

- a. CONTRACTOR shall comply with the HPRP regulations prohibiting conflicts of interest contained in 24 CFR Part 85.36(b)(3) and 24 CFR Part 84.42.
- b. No waiver or exception can be granted to the prohibition against conflict of interest except upon written approval of HUD. Any request by CONTRACTOR for an exception shall first be reviewed by AUTHORITY to determine whether such request is appropriate for submission to HUD.
- c. CONTRACTOR will be required to provide AUTHORITY with a list of all employees, agents, consultants, and officers and elected and appointed officials who are in a position to participate in a decision-making process, exercise any functions or responsibilities, or gain inside information with respect to the HPRP activities funded under this Agreement. CONTRACTOR shall also promptly disclose to AUTHORITY any potential conflict, including even the appearance of conflict that may arise with respect to the HPRP activities funded under this Agreement.

Section 16.0 NONDISCRIMINATION AND EQUAL OPPORTUNITY COMPLIANCE

CONTRACTOR must comply with the following:

- a. Executive Order 11246, as amended and the regulations issued there under at 41 CFR 60;
- b. Title VI and Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.), as amended to the Equal Opportunity Act of March 24, 1972 (Public Law 92-261);
- c. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601-3619) and implementing regulations issued pursuant thereto (24 CFR Part 1);
- d. Executive Order 11063 and implementing regulations issued pursuant thereto (24 CFR 107);
- e. Age Discrimination Act of 1975 (42 U.S.C. 6101-6107);
- f. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- g. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
- h. Executive Orders 11625, 12432 and 12138. Consistent with HUD's responsibilities under these Orders, the CONTRACTOR must make efforts to encourage the use of minority and women's business enterprises in connection with ESG activities;
- i. CONTRACTOR shall establish and maintain a procedure through which homeless individuals will be informed that use of the facilities and services is available to all on a nondiscriminatory basis.
- j. CONTRACTOR shall abide by and include in any subcontracts to perform work under this Agreement, the following clause:

"During the performance of this Agreement CONTRACTOR and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. CONTRACTOR and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. CONTRACTOR and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONTRACTOR and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement."
- k. The equal opportunity clause contained in Section 202 of Executive Order 11246, as amended, is hereby incorporated into this Agreement by this reference.
- l. CONTRACTOR and its subcontractors, if any, shall not deny the benefits rendered hereunder to any person on the basis of religion, color, ethnic group identification, sex, age, or physical or mental disability.
- m. CONTRACTOR will be required to furnish all information and reports as required by Executive Order 11246, as amended.
- n. CONTRACTOR shall be required to include the non-discrimination and compliance provisions of the equal opportunity clause in all subcontracts, if any.

Section 17.0 SUBGRANTEE MONITORING

CONTRACTOR will be required to cooperate with all County of Riverside ("COUNTY") HPRP Subgrantee monitoring requirements as set forth in the HPRP Substantial Amendment, the COUNTY's CPD Program Subrecipient Monitoring Policy, and the COUNTY'S Five Year Consolidated Plan.

Section 18.0 COMPLIANCE WITH FEDERAL STATUTES, REGULATIONS AND OTHER APPLICABLE STATUTES, REGULATIONS AND ORDINANCES

The CONTRACTOR will be required to certify to the best of its knowledge and belief, that No federally-appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federally-appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

This certification must be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

The CONTRACTOR does not assume the AUTHORITY'S Federal environmental responsibilities described at 24CFR 570.604. Pursuant to Section 15051 (d) of the Title 14 of the California Administrative Code, CONTRACTOR is designated as the lead agency for the project that is the subject matter of this Agreement.

Section 19.0 HPRP MARKETING MATERIALS

All marketing materials regarding the COUNTY HPRP shall contain the following language: "A program administered by the Housing Authority of the County of Riverside on behalf of the Riverside County Economic Development Agency."

Section 20.0 RECORDS RETENTION CLAUSE

CONTRACTOR shall maintain and keep books and records on a current basis, recording all transactions pertaining to this Agreement in a form in accordance with generally acceptable accounting principles. Said books and records shall be made available to the AUTHORITY, County of Riverside, the State of California, and the Federal Government and to any authorized representatives thereof for purposes of audit at all reasonable times and places. All such books and records shall be retained for such periods of time as required by law, provided, however, notwithstanding any shorter periods of retention, all books, records, and supporting detail shall be retained for a period of at least three years after the expiration of the term of this Agreement.

Section 21.0 EVALUATION CRITERIA

Proposals will be evaluated based on relevant factors, including but not limited to the following:

1. Overall benefit to Authority and responsiveness and general understanding of the RFP requirements.
2. The quality of the work plan or description of how the work will be performed.
3. CONTRACTOR'S qualifications and experience in performing the work.
4. CONTRACTOR'S staff and organizational structure.
5. Cost and Fee proposal rates.
6. References with demonstrated success with similar work to the Scope of Service.

The Housing Authority reserves the right to withdraw the Request for Proposal (RFP), to reject a specific proposal for noncompliance within the RFP provisions, or not award a contact at any time because of unforeseen circumstances or if it is determined to be in the best interest of the Housing Authority.

Section 22.0 EVALUATION PROCESS

All proposals will be given thorough review. All contacts during the review selection phase will be only through the Contracting Coordinator of the Housing Authority. Attempts by the bidder to contact any other Housing Authority representative may result in disqualification of the CONTRACTOR. **All evaluation material will be considered confidential and not released by the Housing Authority. The Housing Authority reserves the right to make the award that is most advantageous to the Housing Authority.**

Section 23.0 INTERPRETATION OF RFP

The bidder must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFP. If any bidder planning to submit a proposal finds discrepancies in or omissions from the RFP, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the Housing Authority. Any changes to the RFP will be made only by written addendum. The Housing Authority is not responsible for any other explanations or interpretations.

Section 24.0 CONTRACTUAL DEVELOPMENT

If a proposal is accepted, the Housing Authority intends to enter into a contractual agreement with the selected bidder.

Section 25.0 EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) REPORTING REQUIREMENTS

In order to comply with child support enforcement requirements of the State of California, the Housing Authority may be required to submit a Report of Independent CONTRACTOR(s) for **DE 542** to the EDD. The selected CONTRACTOR agrees to furnish the required data and certifications to the Housing Authority within 10 days of notification of award of contract when required by EDD.

It is expressly understood that this data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders and for no other purposes and will be held confidential by those agencies. Failure of the CONTRACTOR to timely submit the data and/or certifications required may result in the contract being awarded to another CONTRACTOR. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignments shall constitute a material breach of

contract. Failure to comply within 60 calendar days of notice from the Housing Authority shall constitute grounds for termination of the contract. If you have any questions concerning this reporting requirement, please call (916) 657-0529. You may also contact your local Employment Tax Customer Service Office listed in your telephone directory in the State Government section under "Employment Development Department," or you may access their Internet site at www.edd.ca.gov.

Section 26.0 CANCELLATION OF PROCUREMENT PROCESS

The Housing Authority may cancel the procurement process at any time. All proposals become the property of the Housing Authority. All information submitted in the proposal become "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the proposal, it must be clearly identified in the submission of the proposal. The bidder agrees that any and all documents provided may be released to the public after contract award.

REQUEST FOR PROPOSAL #HPRP2010

ELIGIBILITY SCREENING SERVICES

Proposal Cover Page

BIDDER TO COMPLETE ALL APPLICABLE AREAS

NO FAXED PROPOSALS WILL BE ACCEPTED

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.

Company Name:

Street Address:

City:

State:

Zip:

Mailing Address:

City:

State:

Zip:

Remit to Address:

City:

State:

Zip:

Contact Phone Number: ()

Contact FAX Number: ()

Contact Name:

Title:

Email Address:

Signature:

Date:

REQUEST FOR PROPOSAL #HPRP2010

**ELIGIBILITY SCREENING SERVICES
Cost/Fee Proposal Sheet**

NO FAXED PROPOSALS WILL BE ACCEPTED

	FY 2010-2012	FY 2012-2013
Cost on per call per month basis		
Flat Monthly Rate		
Additional Fees		

CERTIFICATION

I, _____, a duly authorized officer/agent of _____,
Printed Name of Officer/Agent Company Name

Hereby certify that _____,
Company Name

By submission of this proposal in response to the Informal Hearings RFP agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature _____ Date _____

Title of Officer/Agent _____