

# REQUEST FOR PROPOSALS

## **CSBG-16F5020-15**

### DIRECT CLIENT SERVICES FOR

### LONG BEACH

### COMMUNITY ACTION PARTNERSHIP

2016

Prepared By:

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## I. PROPOSAL

### Definitions:

**"LBCAP"** or **"Agency"** is Long Beach Community Action Partnership, a California Nonprofit Corporation.

**"Bidder"** an individual or business submitting a bid to LBCAP.

### Purpose of Proposal:

LBCAP is accepting proposals for the provision of services to residents of the LBCAP Service Delivery Area.

**LBCAP will have this RFP open until 12:00pm on Friday, January 15, 2016. LBCAP retains sole discretion to determine the exact number of vendors required for the program.**

Bidders must respond to this RFP by January 15, 2016 to be considered for this program. If all funds are not obligated or additional funds become available after January 31, 2016, the RFP may be re-opened to additional applications without guarantee of award.

The successful bidder(s) will be responsible for the delivery of services as defined in the **Scope of Work** section (pgs 5 and 6), during the period February 1, 2016 through December 31, 2016. At this time, there is no provision for continued funding beyond December 31, 2016. All bidders should plan and present their proposals accordingly.

### Terms:

- A. The maximum amount to be awarded to one or more bidders through this RFP is twenty-five thousand dollars (\$25,000.00).
- B. LBCAP reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding quality of service, the bidder's qualifications, capabilities to provide the specified service(s), and other factors which LBCAP may consider. LBCAP does not intend to award a contract fully on the basis of any response made to the proposal. LBCAP reserves the right to modify this RFP at any time before a contract is awarded. Negotiations would be undertaken with the bidder(s) whose proposal(s) is/are deemed to best meet LBCAP's specifications and needs.
- C. LBCAP reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept

or further negotiate cost, terms, or conditions of any bid determined by LBCAP to be in the best interests of LBCAP.

- D. In the RFP is a list of service areas that can be funded under this RFP. These service areas are fixed and cannot be modified unless otherwise determined by LBCAP.
- E. Bidder's Application must be signed by an official authorized to bind the bidder to its provisions for a period of at least 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- F. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP may be adjusted to allow for revisions.
- G. Bidder's Application should be prepared simply and economically providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. Bidder's Application shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the Application.
- H. Bidders wishing to be awarded a contract following closure of the bidding process may be considered if funds are available. These late bidders are required to complete the Application in its entirety.

### **Proposal Submission:**

In order to be considered, a proposal must be submitted via email, in PDF format (Adobe Acrobat or Acrobat Reader version 5.0 or higher) and sized at less than 10MB. Submit proposals to Andrea Trejo ([atrejo@lbcap.org](mailto:atrejo@lbcap.org)) no later than the proposal due date indicated in Section I. The Subject line of the proposal submission should reference the RFP number. Once submitted, bidders should expect a confirmation of receipt within 24 hours. If no confirmation of receipt is received, please call Ms. Trejo at (562) 216-4614 to confirm submission or obtain approval to re-submit. Delivery by methods or in formats other than specified will not be accepted without advanced authorization of Ms. Semense, who may be contacted at (562) 216-4612 or [msemense@lbcap.org](mailto:msemense@lbcap.org).

## **II. APPLICATION**

The Application shall include all of the following information. Please review and complete each portion of the Application filling out the information requested. Failure to include all the information requested in the Application could result in disqualification.

### **A. Application Form (required)**

### **B. Work Plan (required)**

### **C. Detailed Budget Form (required)**

### **D. Conflict of Interest Form (required)**

### **E. Financial Profile Form (required)**

**NOTE:** If your organization possesses a Dun and Bradstreet Number, please enter the number in the appropriate field. Otherwise, leave that field blank.

### **F. Most Recent Audited Financial Statement (if applicable)**

### III. SCOPE OF WORK

- A. Participating bidders must have the capacity and capability to achieve the service outcomes identified in the Application.
- B. Successful bidders must submit proof of general liability, workers compensation and owned/non-owned auto insurance at the time of contract signing.
- C. Successful bidders who are a new vendor of the agency must submit an IRS Form W-9 at the time of contract signing.
- D. Successful bidders must submit a copy of their organization's Affirmative Action Program or a statement complying with Title 41 CFR at the time of contract signing.
- E. Successful bidders must be licensed to do business in the city or jurisdiction in which they reside.
- F. Services must be provided to residents of cities within the following Service Delivery Area:
  - a. Artesia
  - b. Bellflower
  - c. Carson
  - d. Cerritos
  - e. Compton
  - f. Hawaiian Gardens
  - g. Lakewood
  - h. Long Beach
  - i. Signal Hill
  - j. Paramount
  - k. Rancho Dominguez
  - l. San Pedro
  - m. Wilmington
- G. The services that may be funded through this RFP and listed in Exhibit A of the Application (Descriptions of National Performance Indicators).
- H. The clients served with these funds must meet household income eligibility criteria as set forth in Attachment F.

## **VI. EVALUATION CRITERIA**

A maximum of 35 points will be awarded to each complete application for funding. Ranking will be based upon total points awarded, based on applications being scored by two readers. If two or more organizations score the same number of points, the organizations will be ranked by the amount of funding requested, in ascending order. For example, if two agencies score 30 points each, the agency requesting \$20,000 will be ranked higher than the agency requesting \$25,000. The following criteria will be used for scoring:

### **A. Verification in SAM (2 points maximum)**

- a. 2 points. The applicant has a current, active registration with the Federal System for Award Management ([www.sam.gov](http://www.sam.gov)), as verified by the applicant's Dun and Bradstreet Number.

### **B. Program/Project Description (6 points maximum)**

- a. 0-2 points. The response is missing most of the required information. The reader does not have a clear understanding of the proposed services and activities. The reader cannot easily identify the expected results. The reader cannot easily tie the services and activities to the expected results.
- b. 3-4 points. The response contains most of the required information. The reader has sufficient understanding of the proposed services and activities. The reader can identify the expected results. The reader can understand how the services and activities are tied to the results.
- c. 5-6 points. The response provides all of the required information. The reader has a clear understanding of the proposed activities and services. The reader can clearly identify the expected results. The reader can easily identify which services and activities are linked to each expected result.

### **C. Need for Assistance (6 points maximum)**

- a. 0-2 points. The response is missing most of the required information. The reader cannot clearly identify the demographics of the target population. The reader cannot easily identify the needs of the target population. The reader cannot tie the activities and services proposed to the identified needs. The reader cannot clearly understand how the expected results will address the identified needs.
- b. 3-4 points. The response contains most of the required information. The reader can generally identify the demographics of the target population. The reader has some understanding of the needs of the target population. The reader can tie the activities and services proposed to the identified needs. The reader can understand how the expected results will address the identified needs.

- c. 5-6 points. The response contains all of the required information. The reader can easily understand the demographics of the target population. The reader can easily identify the needs of the target population. The reader can clearly tie the activities and services proposed to the identified needs. The reader can easily understand how the expected results will address the identified needs.

**D. Evidence of Goal Attainment (6 points maximum)**

- a. 0-2 points. The response is missing most of the information required. The reader cannot easily identify the types of data collected. The reader cannot easily understand how data is collected. The reader cannot easily identify the types of documents that will be maintained to verify that each National Performance Indicator marked in Section I of the application was achieved.
- b. 3-4 points. The response contains most of the information required. The reader can identify the types of data collected. The reader can understand how data is collected. The reader can identify the types of documents that will be maintained to verify that each National Performance Indicator marked in Section I of the application was achieved.
- c. 5-6 points. The response contains all information required. The reader can easily identify the types of data collected. The reader can easily understand how data is collected. The reader can easily identify the types of documents that will be maintained to verify that each National Performance Indicator marked in Section I of the application was achieved.

**E. Delivery Strategies (6 points maximum)**

- a. 0-2 points. The response is missing most of the information required. The reader cannot easily understand the organization's intake and screening process. The reader cannot easily identify the organizational staff associated with the project and their respective roles. The reader cannot easily identify the subcontractors that will be used (if any) and the role(s) that each subcontractor will have in the program/project.
- b. 3-4 points. The response is missing some of the information required. The reader can understand the organization's intake and screening process. The reader can identify the organizational staff associated with the project and their respective roles. The reader can identify the subcontractors that will be used (if any) and the role(s) that each subcontractor will have in the program/project.
- c. 5-6 points. The response contains all of the information required. The reader can easily understand the organization's intake and screening

process. The reader can easily identify the organizational staff associated with the project and their respective roles. The reader can easily identify the subcontractors that will be used (if any) and the role(s) that each subcontractor will have in the program/project.

**F. Program Operation (9 points maximum)**

- a. 0-2 points. Applicant does not currently operate the proposed program or project. The reader cannot easily identify the types and number of staff by which the applicant will develop the capacity to provide the proposed activities and services. The reader cannot easily identify the types of subcontractors that will be hired and the role(s) that the subcontractors will have in the program/project.
- b. 3-4 points. Applicant does not currently operate the proposed program or project. The reader can identify the types and number of staff by which the applicant will develop the capacity to provide the proposed activities and services. The reader can identify the types of subcontractors that will be hired and the role(s) that the subcontractors will have in the program/project.
- c. 5-6 points. Applicant does not currently operate the proposed program or project. The reader can easily identify the types and number of staff by which the applicant will develop the capacity to provide the proposed activities and services. The reader can easily identify the types of subcontractors that will be hired and the role(s) that the subcontractors will have in the program/project.
- d. 9 points. Applicant currently operates the proposed program or project.



## **V. TERMS AND CONDITIONS**

### **1. BACKGROUND INFORMATION:**

LBCAP is accepting proposals to provide services to residents of the agency's Service Delivery Area. Program funds are provided through the Community Services Block Grant administered by the California Department of Community Services and Development (CSD). Services should be provided with the intent to assist clients with establishing or maintaining self-sustainability.

### **2. AWARD:**

LBCAP reserves the right to reject any and/or all proposals received as a result of this RFP. Contracted bidder(s) shall be selected based on quality of service, the bidder's qualifications and capabilities to provide the specified service and other factors which LBCAP may consider. LBCAP does not intend to award contracts fully on the basis of any response made to the proposal; LBCAP reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with those bidders whose proposals are deemed to best meet LBCAP's specifications and needs.

### **3. TERM OF CONTRACT:**

**The contract is for an eleven-month term beginning on 02/01/16 and ending on 12/31/2016.** No budget changes are allowed during the contract. If a contract extension is awarded, no budget changes will be allowed without agreement of all the parties. While a contract extension is not anticipated at this time, a contract may be extended for future terms at the discretion of LBCAP.

### **4. PAYMENT TERMS / INVOICING:**

For each month of service provided by the contracted bidder and upon receipt of bidder's invoices, LBCAP will compensate the contracted bidder for the delivery of the service(s). The bidder's invoicing shall include a detailed summary of expenditures for which payment is requested. The bidder will be paid based on the budget in this RFP. Payment will be made by LBCAP in a timely manner not to exceed thirty (30) days from date of original invoice.

**ATTACHMENT A**

**APPLICATION FORM (FILL-IN) IS A MICROSOFT WORD DOCUMENT**

## **ATTACHMENT B**

**WORK PLAN (FILL-IN) IS A MICROSOFT WORD DOCUMENT**

## **ATTACHMENT C**

**DETAILED BUDGET FORM IS A MICROSOFT EXCEL DOCUMENT**

Federal regulations require that the agency manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by the compensated outside activities and other financial interests of persons involved in sponsored projects. In keeping with the State of California Code of Ethics (GC 8920), it is Long Beach Community Action Partnership's policy that this form be submitted to the Subcontractors with every proposal for activities and be updated periodically.

**Type of Disclosure:** (check one) ☐ **Proposal Submission** ☐ **Periodic Revision**

**Organization:** \_\_\_\_\_ **Person Completing Disclosure:** \_\_\_\_\_

**Title of Proposal/Project:** \_\_\_\_\_

☐ I have no *significant financial interest(s)\** that would reasonably appear to affect or be affected by this proposed or funded sponsored project.

☐ I am disclosing the following *significant financial interest(s)\** that would reasonably appear to affect or be affected by this proposed sponsored project, and I am attaching supporting documentation that identifies the business enterprise or entity involved and the nature and amount of the interest:

- ☐ Salary or other payments for services, such as consulting fees and honoraria.
- ☐ Equity interests, such as stocks and stock options.
- ☐ Intellectual property rights, such as patents, copyrights, and royalties.
- ☐ Other significant financial interests that possibly would affect or be perceived to affect the results of the service activities funded or proposed for funding.

☐ Further, I agree

- to update this disclosure annually during the period of the award and any time new reportable significant financial interests are obtained, and
- to comply with any conditions or restrictions imposed by Long Beach Community Action Partnership to manage, reduce or eliminate actual or potential conflicts of interest, or forfeit the award.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (original signatures only; a "per" signature is unacceptable)

***This form must accompany all proposals.***

**\* Definitions:**

1. For the purpose of this disclosure, the person(s) completing the disclosure should be the Project Director and any other persons responsible for the design, conduct, or reporting of service activities funded (or proposed for funding) by Long Beach Community Action Partnership. Complete as many forms as needed.
2. For the purpose of this disclosure, **significant financial interest(s)** are defined as salary or other payment for services or intellectual property rights that, when aggregated over the next twelve months for an investigator or his/her spouse and dependent children, are expected to exceed \$10,000; and equity or ownership interests held by an investigator, or his/her spouse and dependent children, that represents more than a five percent ownership interest or exceeds \$10,000 in value.

**I. Organization Information**

Organization Name	
Address	
Dun and Bradstreet Number	

**II. Financial Management Information**

Does your organization have a financial management system that provides records that can identify the source and application of funds for award supported activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization's financial management system provide for the control and accountability of project funds, property and other assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have a formal, Written policy that addresses pay rates, benefits, time and attendance, leave, discrimination and conflict of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have a formal written travel policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have written purchasing procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization's procurement system allow for free and open competition and eliminate or reduce conflict of interest in the procurement process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization maintain an inventory for governmental property that identifies purchase date, cost, vendor, description, serial number, location and ultimate disposition data?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have a written records retention policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have general liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**III. Audit Information**

Fiscal Year	From to
Is your organization required to issue audited financial statements? If yes, please provide a copy for the most current fiscal year.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Organization (check all that apply):  <input type="checkbox"/> Non-Profit <input type="checkbox"/> Education Institution <input type="checkbox"/> Foundation <input type="checkbox"/> Foreign Entity <input type="checkbox"/> For-Profit <input type="checkbox"/> Industry <input type="checkbox"/> Small Business	
Is your organization required to comply with OMB A-133?  If yes, please provide a copy of your most recent current fiscal year A-133 audit.  If no, please specify the reason your organization is exempt from OMB A-133: <input type="checkbox"/> Expended less than or equal to \$500,000 of federal funds for the subject fiscal year <input type="checkbox"/> Are a For-Profit entity <input type="checkbox"/> Are a Foreign (non-US) entity <input type="checkbox"/> Other	

**IV. Attachments Required (if applicable)**

<input type="checkbox"/>	Most recent audited Financial Statements
<input type="checkbox"/>	A-133 Audit Report

**V. Authorized Official**

Signature of Authorized Official:	
Name (printed):	Date:
Title:	Phone:

<p><u>Penalties and Remedies:</u> Anyone who misrepresents any information on this form for the purposes of securing a subcontract agreement shall:</p> <p>(A) Be subject to immediate termination of the contract;</p> <p>(B) Be subject to all legal and administrative remedies available.</p>
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The following income guidelines currently apply when reviewing households for eligibility to receive services funded through the Community Service Block Grant (CSBG):

Number in Family/Household	Maximum Annual Income	Maximum Monthly Income
1	\$11,770	\$981
2	\$15,930	\$1,327
3	\$20,090	\$1,674
4	\$24,250	\$2,020
5	\$28,410	\$2,367
6	\$32,570	\$2,714
Each additional person	\$4,160	\$346

These guidelines are updated annually; the 2016 guidelines will be incorporated into subcontracts at the time of contract execution.

**Exceptions to Eligibility:** A client cannot be served using CSBG funds if the client's household income exceeds the income guidelines above, unless the household receives Supplemental Security Income (SSI) or Temporary Assistance to Needy Families (TANF). Households receiving either of those types of income are automatically eligible for CSBG-funded services. The subcontractor may serve the client with non-CSBG funds.

**When determining eligibility, all calculations must be made based upon the gross income received.** To calculate monthly income from a non-monthly income source, use the following conversions:

Frequency of Income	Multiplier
Weekly	4.33
Bi-Weekly	2.15
Semi-Monthly	2