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**Holly Williams**

**Carrie Geitner**

**Longinos Gonzalez, Jr.**

**Commissioners:**

**Stan VanderWerf (Chair)**

**Cami Bremer (Vice-Chair)**

**Financial Services Department**

**Eileen Gonzales, cppo, cppb – Contracts & Procurement Manager**

**REQUEST FOR PROPOSALS**

**RFP NO.: 21-075**

**COMMUNITY SERVICES BLOCK GRANT SERVICES (CSBG) CARES**

Sealed proposals for **COMMUNITY SERVICES BLOCK GRANT SERVICES (CSBG) CARES** for the El Paso County Department of Human Services will be received by the **Contracts and Procurement Division, 15 E Vermijo Ave, Colorado Springs, CO 80903, until 2:00 PM (MT), Tuesday, June 1, 2021.**

There is no Pre-Proposal Conference scheduled for this RFP.

All questions regarding this Request for Proposals (RFP) should be directed to Becky Schaffstein, Procurement Specialist, beckyschaffstein[@elpasoco.com](mailto:joannestone@elpasoco.com). Do not contact any other individual regarding this solicitation. **Final questions are due no later than 2:00 PM (MT), Monday, May 17, 2021 submitted in writing via Rocky Mountain E-Purchasing System.**

**PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE &** **LOG ONTO**

**www.rockymountainbidsystem.com** **TO DOWNLOAD DOCUMENTS.**

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE

FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

**It is the responsibility of all proposers to make sure that they have obtained all**

**solicitation documents and addendums, and to include signed copies of each addendum**

**signature page with their proposal.**

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

**BOARD OF COUNTY COMMISSIONERS**

**EL PASO COUNTY**

**/s/EILEEN GONZALES**

**CONTRACTS AND PROCUREMENT MANAGER**

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| **PUBLICATION DATE**  **BidNet: May 3, 2021** |  |
| **FOUNTAIN VALLEY NEWS:** | **May 5th & 12th , 2021** |

**EL PASO COUNTY**

**CONTRACTS & PROCUREMENT DIVISION**

**RESPONSE CHECKLIST**

**FOR**

**COMMUNITY SERVICES BLOCK GRANT SERVICES (CSBG) CARES**

The firm submitting this proposal is required to submit those items listed below in full as a part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal.

**THIS CHECKLIST SHALL ACCOMPANY YOUR PROPOSAL PACKAGE**

Please check each item indicating compliance.

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| **The following items shall be submitted through Rocky Mountain E-Procurement Website.**  **See Proposal Submission section for details.** | |
|  | Response Checklist |
|  | Addendum Acknowledgement |
|  | Project Plan- The proposer must clearly identify the specific activities and services that will be provided under the domain. |
|  | A completed NPI grid (Exhibit 1) with individual citizen counts in columns A & B |
|  | A completed Agency Information Sheet (Exhibit 9) |
|  | Exceptions if any |
|  | Copies of requested Insurance Certificate |
|  | Fee Proposal Form (separate file) |

PLEASE READ THE “INSTRUCTIONS FOR SUBMITTING PROPOSALS” INCLUDED IN THIS PACKAGE.

|  |  |
| --- | --- |
| COMPANY |  |
| ADDRESS |  |
| E-MAIL |  |
| TELEPHONE NUMBER |  |
| AUTHORIZED REPRESENTATIVE (PRINT) |  |
| AUTHORIZED SIGNATURE |  |
| DATE |  |

**EL PASO COUNTY**

**CONTRACTS & PROCUREMENT DIVISION**

**GENERAL SPECIFICATIONS**

**FOR**

**COMMUNITY SERVICES BLOCK GRANT SERVICES (CSBG)**

1. **OVERALL OBJECTIVE**

The El Paso County Department of Human Services (DHS) is seeking proposals from qualified agencies to provide CSBG CARES funded services to low-income citizen households in the El Paso County geographical region. The proposer must clearly identify the specific activities and services that will be provided under the domain.

Proposers will be providing services under two domains – Housing, and Services Supporting Multiple Domains. See Exhibit 1 – NPI Grid. Proposers may apply for one or both of the following identified domains. The proposer must clearly identify which domain/s the agency chooses to participate in and list specific activities and services that will be provided under the domain.

Proposers shall propose services that shall produce results in alignment with one or more of the outcomes listed for each domain. The proposer does not need to meet all criteria for each domain; however, some outcomes build on another and show depth for the service provided.

For more information on the Federal Domains, National Indicators, and National Goals, please visit the Department of Local Affairs website at [www.colorado.gov/dola/community-services-block-grant-csbg](http://www.colorado.gov/dola/community-services-block-grant-csbg)

All domains proposed under this RFP will fall under National Goal #1: Individuals and families with low incomes are stable and achieve economic security

1. **BACKGROUND**

The Community Services Block Grant (CSBG) program is a federal program administered by the U.S. Department of Health and Human Services. The federal government provides CSBG funding directly to each state.

***Eligible clients to be served with CSBG funding are those individuals whose total household income is at or below 200% of the Federal Poverty Level. The 200% FPL is currently identified as temporary through September 30, 2021. Normally the level is 125% FPL and it is possible the eligibility level will be revised to 125% FPL or another level during the term of the resulting contract. Contractor shall only serve citizens using CSBG funding in compliance with the FPL eligibility at the time the service is provided.***

In the event CSBG funding to the County is eliminated, any existing contracts will be terminated.

The amount of funding assigned to this project is $837,000. Funds will be distributed between multiple contracts and multiple providers. individual contract amounts will be determined based on proposed cost and number of citizens to be served. Providers will be issued a contract to serve a specific geographical area. The total combined amount of all awarded contracts for all providers will not exceed the assigned amount. The Contractor must comply with all Federal, State and County requirements of the CSBG program. All funds must be expended no later than April 30, 2022.

1. **SCOPE OF SERVICES**
2. **CONTRACTOR’S RESPONSIBILITES**

1. The Contractor shall provide services to eligible El Paso County citizens residing at a domicile within the borders of El Paso County.
2. Eligible services under this contract are:

* Rent payments
* Mortgage payments
* Utility payments – electric, water, gas, internet service, telephone

1. Assistance under this contract is capped at $2,000 per household. Contractor may issue any amount up to $2,000; however, Contractor shall not exceed their contracted total amount. There are no additional funds available to cover overissue occurrences. A citizen does not need to be late on payment, in arrears, or in other form of default to receive assistance. A citizen only needs to quality for assistance under the program eligibility requirements.
2. The assistance payment shall be made directly by the Contractor to the landlord, bank or mortgage lender, or utility company whenever possible. Issuing funds directly to the client is highly discouraged and should only occur when there is absolutely no other option.

1. The geographical areas are identified in Exhibit 2. It is the intention of the County to provide reasonably easy access to services throughout the County. If no proposals are received for a particular area, that area may be offered to one or more proposers during discussions or negotiations. Contractor shall only serve citizens who reside in their identified contracted geographical area. If a citizen outside of the area requests assistance, they are to be referred to the contracted partner for their area.
2. The Contractor shall provide services as described in their response to this RFP and any subsequent negotiations and clarifications.
3. All services provided under this contract shall be delivered in a culturally competent manner. Contractor must be able to successfully work with staff and clients of diverse backgrounds. The diversity of the clients must be respected in the provision of all services.
4. Eligibility
5. A household is defined as any individual or group of individuals who are living together in a dwelling unit as one economic unit.
6. Services will only be provided to those persons who currently reside in El Paso County with a household income at or below 200% of the Federal Poverty Level Guidelines (subject to change by DOLA). The Federal Poverty Level Guidelines are issued annually and posted on the Federal Register website at [www.federalregister.gov](http://www.federalregister.gov). Additionally, the current guideline (showing the 200% calculation) is available on the Department of Local Affairs website at <https://www.colorado.gov/pacific/dola/community-services-block-grant-csbg-grantee-resources>.
7. Contractor shall provide the Department with a written copy of their income eligibility policies and procedures within 60 days of contract award. The documentation shall describe how the Contractor will determine an individual is eligible to receive services under the CSBG program and shall detail the processes used to verify the total household gross income, household size, eligibility period, and legal residency verification. An eligibility assessment shall be completed at intake (Exhibit 3)
8. For each household served, a client file shall be maintained in accordance with Community Services Block Grant Program Implementation Manual for Grantees (effective date January 1, 2019) and any subsequent updates or revisions that may be issued. Contractor shall use the Department designed intake form for this program (Exhibit 3) Link to Manual: <https://cdola.colorado.gov/funding-programs/community-services-block-grant/community-services-block-grant-csbg-grantee>
9. In determining household income, self-declaration of income shall be used only as a method of last resort. If the self-declaration method is used, a brief memorandum for record must be in the client’s file stating the reason(s) why other verification methods could not be used. The signature of the applicant/participant and identification of the intake worker must appear on a self-declaration statement.
10. For clients stating, ‘zero income’, a Zero Income Statement (Exhibit 4) shall be used and kept in the clients file. If a client does not sign, or refuses to sign the Zero Income Statement, CSBG funds may not be used to pay the cost of serving the client, past the cost of the time spent conducting the intake, or to provide any direct assistance payment for the client.
11. For any applicant 18 years of age or older, the applicant shall prove their El Paso County residency by producing a valid photo identification with an El Paso County residential address. Examples of valid photo identification are:

Colorado driver’s license or ID card.

U.S. military card with utility invoice or rent showing applicants name and address.

U.S. military dependent’s ID card with utility invoice or rent showing applicants name and address.

Native American tribal document with utility invoice or rent showing applicants name and address; or

Other form of Government issued photo identification.

1. Individuals requesting assistance who do not meet the eligibility criteria for CSBG may not be served using CSBG funds.
2. The CSBG program uses the Results Oriented Management and Assessment (ROMA) logic model to measure program outcomes. Contractor shall collect relevant and purposeful data to respond to the ROMA outcomes, meet defined outcomes, as well as provide annual data (due February 2022 for the period from the date of contract award through December 31, 2021, and due June 2022 for the period January 1, 2022 – April 30, 2022). The annual report will report on the outcomes (NPI “domain”) progress, service provision (Individual Service Count “activities”), and demographic data (collected at intake).
3. Contractor shall encourage clients receiving services to complete Department’s customer satisfaction survey (Exhibit 5) and provide the surveys to the Department each month.
4. Contractor shall attend the El Paso County Community Services Block Grant Advisory Board meeting to report on the success of their CSBG-funded program. Advisory Board meetings are held 2-4 times per year.
5. Contractor shall provide outreach and cooperate and collaborate with other community agencies in an effort to avoid duplication of services. All contractors must make information on the following services available to applicants: Child Support Services, Pikes Peak Workforce Center, the Supplemental Nutritional Assistance Program, the Low-Income Energy Assistance Program, and Health First Colorado (Medicaid). The Department will provide the Contractor with materials.
6. **OUTCOMES AND REPORTING REQUIREMENTS**
7. Contractor will provide various reports on designated forms to the Department’s Contract Specialist indicating progress toward all contracted outcomes. Contract Specialist will advise the Contractor of the dates the various reports are due to the Department. Most of the reports are delineated below, however there may be on demand reports required in addition to those listed:
   1. On a monthly basis, Contractor shall submit and invoice (Exhibit 6) and Monthly Data Report (Exhibit 7). The data report will be tailored for the contract upon contract award.
      1. Final templates will be emailed to the Contractor after contract award.
8. Submission of timely invoices and data reports may be used as a criterion to determine continued funding under this contract and consideration for future funding.
9. The CSBG program is a national program that must demonstrate Results Orientated Management Accountability (ROMA). Contractor shall provide services meeting the objectives stated in their proposal. Any deviation from these fixed objectives will not be accepted by the Department and may result in contract termination.
10. **PAYMENT & INVOICE**
11. The Department shall not be liable to pay or reimburse Contractor for any performance hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof, prior to the effective date of awarded contract.
12. Proposer will be awarded a cost-reimbursable contract. A guaranteed fixed-fee contract will not be issued. Reimbursement will be allowed up to the contract amount as specified.

Cost reimbursable: Contractor shall invoice for services provided and actual expenditures under this contract on a monthly basis.  Itemized invoices, with back-up documentation, will be submitted to the El Paso County, Finance Accounts Payable Division, on or before the 5th of each month or earlier if requested.***If this funding is used to pay staff salaries to deliver services, 100% time reporting is required for all persons providing services under this contract.***

1. If requesting reimbursement of staff wages/salary and/or benefits: Reimbursements requests must be accompanied by Exhibit 8 – 100% TIME REPORTING or similar. If the Contractor has their own time reporting form, it shall be submitted to the Department for approval prior to use under this contract. All federal funding sources must be identified on the form. In the event a completed Form 3 or other approved time reporting form is not submitted for each employee for whom reimbursement is being requested, payment will not be made. The individual timesheets for each employee shall show the amount of time spent serving CSBG eligible clients or performing CSBG eligible activities directly related to the CSBG program. Documented evidence identifying the activities performed, duration of such activities, and justification for the allocation shall be maintained by the Contractor and made available to the Department upon request. Contractor shall only request reimbursement for employee time spent servicing CSBG eligible clients or performing CSBG eligible activities directly related to the CSBG program. If a client is not CSBG eligible, the staff time spent servicing the client, beyond the eligibility screening, is not reimbursable under this contract. If the employee performs non-CSBG related activities, the staff time spent performing these activities is not eligible for reimbursement under this contract.
2. Invoices shall be submitted monthly and will require relevant backup documentation. Verifiable backup documentation in support of the expenditures is required. Social Security Numbers shall be redacted from all documents submitted. All invoice pages numbers must be numbered. All invoices or statements for housing or utilities must be in the name of the applicant client or an identified member of their household, and the address on the document must be the same as on the applicants proof of EPC residency document (driver’s license or other form of evidence). Typical examples of support documentation include:
3. Administrative Services/Employment: Copies of staff payroll checks and signed time sheets with hours worked on the CSBG program which includes the pay period date.
4. Housing Assistance: Dated copy of eviction, termination notice or foreclosure initiation/past due notice OR amount due notice/statement, OR page of lease showing clients name, address, and rent amount, and a copy of the canceled check clearly showing the check number, check amount, date check was issued and identifies the expenditure item and client’s name.
5. Utility Assistance: Dated copy of past due notice OR amount due notice/statement, and a copy of the canceled check that clearly shows the check number, check amount, date check was issued and identifies the expenditure item and client’s name.
6. The following are unacceptable forms of documentation:

* Copy of agency’s account payable register
* Invoices showing expenses were incurred before the start of the contract
* Invoices without a corresponding evidence of payment
* Invoices or other documentation addressed to a person other than the client applying for and receiving the assistance. For example, if 2 people share a dwelling and the person applying for CSBG assistance is not listed as a responsible party on the lease, the documentation will not be sufficient for reimbursement support**.**

1. The invoice shall reference the Purchase Order Number, and each invoice shallhave a unique invoice number. Invoices shall be accompanied by documentation supporting the expenses. Submission of invoices after the specified time will be paid at the Department’ discretion.

**MAIL OR EMAIL INVOICES TO:**

El Paso County Finance Division

[fininvoice@elpasoco.com](mailto:fininvoice@elpasoco.com)

Accounts Payable Section

P.O. Box 2007

Colorado Springs, CO  80901

***During the term of this contract County Finance will be implementing an online portal to facilitate invoice submission. Once this occurs, the Contractor will be required to submit all invoices via the portal.***

1. Payment pursuant to this contract is subject to and contingent upon the continuing availability of CSBG funds. In the event that such funds are increased, decreased or become unavailable, the services provided herein shall be increased, decreased or terminated accordingly.
2. The Department will conduct an annual audit of client case files and services provided.
3. **FEE PROPOSAL**

Proposer should include Fee Proposal Form in attachments in a separate file.

1. **PROPOSAL PROCESS REQUIREMENTS**
2. **INQUIRIES**

Questions related to this Request for Proposals (RFP) shall be directed to Becky Schaffstein, CPPB, Procurement Specialist II, Contracts & Procurement Division at [beckyschaffstein@elpasoco.com](mailto:beckyschaffstein@elpasoco.com) . All technical questions shall be submitted in writing via **www.rockymountainbidsystem.com**. If needed, written responses to those questions shall be published as an addendum after the final questions are due. All final questions are due **no later than Monday, May 17, 2021 2PM (MST).** **Do not contact any other individual regarding this RFP other than the Procurement Contact listed above.**

1. **PRE-PROPOSAL CONFERENCE**

There is no pre-proposal conference scheduled for this RFP.

1. **PROPOSAL RESPONSE REQUIREMENTS**

The following items shall be included in the proposal in the order listed herein:

* 1. The Response Checklist (form included in this RFP package).
  2. An Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
  3. Project Plan- The proposer must clearly identify the specific activities and services that will be provided under the domain.
  4. A completed NPI grid (Exhibit 1) with individual citizen counts in columns A &B.
  5. A completed Agency Information Sheet (Exhibit 9)
  6. Copies of requested insurance certificates
  7. Fee Proposal Form (separate file)

1. **PROPOSAL SUBMISSION**

Proposals shall be submitted through Rocky Mountain E-Procurement System by **no later than 2PM (MST), Tuesday, June 1, 2021** [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com). Proposers shall submit three .pdf files: The County prefers the .pdf files to be searchable. Proposers shall follow the naming convention as described below.

* 1. Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 19-001 Tech)
  2. Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 19-001 Fee)
  3. Public Copy: Company Name RFP # Public. Example (ABC Cleaning 19-001 Public)

Public Copy shall be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals that are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the County’s objectives.

1. **ORAL PRESENTATIONS / INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical and/or cost information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way shall change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted. If required interviews shall be conducted via teleconferencing.

1. **RFP TIMETABLE**

***NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING, AND ARE SUBJECT TO CHANGE.***

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| RFP NOTICE ADVERTISED | May 5th & 12th |
| PRE-PROPOSAL CONFERENCE | NA |
| FINAL RFP QUESTIONS DUE | 2 PM (MST), May 17, 2021 |
| PROPOSAL DUE DATE | 2 PM (MST), June 1, 2021 |
| EVALUATION OF PROPOSALS | *Week of June 1st* |
| RECOMMENDATION OF AWARD TO BOCC | *Early to Mid-June* |

1. **TERM OF CONTRACT**

Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP. The County may negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or any part of this RFP.

In initial contract term will be from July 1, 2021 until April 30, 2022. Award of a contract is contingent upon available and approved funding.

Any contract awarded between El Paso County and the successful firm shall consist of the County’s standard Services Contract (a copy of which is included in this RFP package) signed by both parties, this RFP and any addenda, the submitted proposal, all negotiation documents and the resulting Purchase Order and original certificates of insurance.

If proposer does not agree with any terms or conditions of the County’s standard Contract or any items in this document, the proposer shall present its exceptions with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract shall control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Contractor and as a sub-Contractor to another prime Contractor). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action Stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

By submitting their proposal, the Proposer certifies that they are not currently debarred from submitting bids or proposals for contracts by any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by El Paso County, Colorado or the State of Colorado.

1. **INSURANCE REQUIREMENTS**

For proposal purposes, proposers shall submit copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist. The Contractor shall be required to provide original certificates of Insurance showing coverage for the items identified in the “INSURANCE CHECKLIST”, at its own expense, **naming El Paso County as an additional insured**, along with an original Workers’ Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

1. **EVALUATION AND AWARD PROCESS**

The Evaluation Committee shall evaluate all proposals received for completeness and the proposer’s ability to meet all specifications as outlined in this RFP. The committee may then short-list for interviews the specific firms whose proposals best meet all the criteria required.

1. **SELECTION CRITERIA**

The following factors (not listed in order of priority) shall be considered when evaluating each proposal. The County reserves the right to consider other factors not named here in making its decision.

1. Completeness of the response to this RFP.
2. Project Plan.
3. Experience, resumes, and references
4. Reservations, conditions, exceptions, or constraints related to this RFP.
5. Fee Proposal Form.
6. **ATTACHMENTS:**
7. Insurance Checklist
8. Instructions for Submitting Proposals
9. General Services Contract
10. DHS Special Provisions
11. Exhibit 1-9
12. Fee Proposal Form
13. 2 CFR Appendix II to Part 200
14. Exhibit J, Additional Federal Requirements
15. Exhibit K, FFATA Supplemental Federal Provisions
16. Exhibit M, OMB Uniform Guidance for Federal Awards
17. CARES Act Provisions

Any questions regarding this RFP should be directed to Becky Schaffstein, CPPB, Procurement Specialist II, Contracts & Procurement Division by e-mail to [beckyschaffstein@elpasoco.com](mailto:beckyschaffstein@elpasoco.com)

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|  | ***Becky Schaffstein*** |
|  | Becky Schaffstein, CPPB  Procurement Specialist II |