



Contra Costa County Office of Racial Equity and Social Justice

REQUEST FOR QUALIFICATIONS (RFQ) # XXXX-XXX

Administer the procurement, management, and monitoring of service contracts to increase African-American holistic wellness and support.

The Contra Costa County Office of Racial Equity and Social Justice (ORESJ) is pleased to announce the solicitation of qualifications from applicants to administer the procurement, management, and monitoring of service contracts to increase African-American holistic wellness and support in Contra Costa County for the period of August 1, 2024 to June 30, 2027.

The RFQ is a process by which the ORESJ solicits qualifications from Responders who may be selected to enter into a contract for the provision of these kinds of services.

Please read this entire packet carefully

Final submissions will be due to the Office of Racial Equity and Social Justice (ORESJ) via BidSync by June 21, 2024 at 5:00pm.

Written questions about the RFQ can be submitted on BidSync by **5:00pm on June 12, 2024**. All those registered in BidSync will receive the written responses to those questions.

Thank you in advance for your efforts in preparing your response!

RELEASE DATE: June 5, 2024

Statement of Qualifications Due Date: June 21, 2024

NO LATER THAN 5:00 P.M. PDT

Summary

The Contra Costa County Office of Racial Equity and Social Justice (County) is seeking Statements of Qualifications (SOQ) from qualified applicants that can administer the procurement, management, and monitoring of multiple service contracts totaling up to \$1 million towards African-American holistic wellness and support services and/or programs. The County welcomes responses from all qualified community non-profit foundations, philanthropic organizations, and grant-making bodies in good standing with the California Secretary of State and Franchise Tax Board. The County may, in its sole discretion, enter into a contract with a qualified provider or may reject all proposals and not award a contract at this time.

1. SOQ Submittal Process

SOQs must be submitted electronically through the [BidSync/Periscope 2SG website](#). Late submittals will not be accepted. No changes or additions to the SOQ may be made after the submittal date.

Incomplete SOQs or SOQs that do not conform to the requirements specified in **Section III** herein will not be considered.

Addenda: Any changes to these documents will be issued in writing via Addenda to be posted on BidSync/Periscope S2G website.

Questions: All questions regarding the RFQ will be accepted through the [BidSync/Periscope 2SG website only](#). The deadline for submitting questions is **June 12, 2024** no later than **5:00 p.m.** Questions will be answered and disseminated to those registered on the BidSync/Periscope 2SG website.

Correspondence: As of the issuance of this RFQ, firms are specifically directed not to contact County personnel for meetings, conferences, or technical discussions related to this RFQ. Failure to adhere to this policy may result in disqualification of the firm.

Please contact customer support if you need technical assistance with any part of the bid process at S2G@periscopeholdings.com or call (800) 990-9339.

2. SOQ Evaluation Process

SOQs will be evaluated by a Selection Committee. The County will notify firms that will be considered for further evaluation and negotiation. Firms notified may be invited to interview. If so, interviews will be ½ hour.

See **Section IV** for additional information.

3. Funding

Up to \$1,000,000 (one million dollars) is appropriated in the FY 23-24 County Budget, from an allocation of Measure X revenues, to expand the provision of existing community-based services that promote African American wellness in Contra Costa County. Contractor will be able to allocate up to 12% of total funds for indirect and administrative costs.

For a full description of the purpose and background, see Section I: Introduction. For a full description of required activities and expected goals, see Section II: Scope of Work.

4. Calendar of Events

Below is a schedule overview of the SOQ submittal process due dates, and evaluation and selection process:

EVENT	DATE
RFQ Release Date	June 5, 2024
RFQ Questions Deadline	June 12, 2024
SOQ Submittal Deadline	June 21, 2024
SOQ Review/ Evaluation	June 24-28, 2024
Oral Interviews (if needed)	July 1-3, 2024
Selection Notification	July 8, 2024
Review by Equity Committee	July 15, 2024
Contract Award by Board	Aug 6, 2024

Table of Contents

Section I: Introduction

Section II: Scope of Services

Section III: Evaluation and Selection Process

Section IV: Instructions to Responders

Exhibits	Attachments
• Exhibit A – Statement of Qualification	• Attachment A – Sample County Contract
• Exhibit B – Client References	
• Exhibit C – Anti-Collusion Statement	
• Exhibit D – CCC Business Opportunity Registration	
• Exhibit E – Addenda Acknowledgement	

Section I: Introduction

A. Purpose

The Contra Costa County Office of Racial Equity and Social Justice (ORESJ) is issuing a Request for Qualifications (RFQ) #XXXX-XXX to solicit the services of an experienced community foundation or similarly qualified applicant to collaborate with ORESJ to administer the procurement, management, and monitoring of service contracts towards African-American holistic wellness and support. Based on the response to this solicitation, the ORESJ plans to contract with a successful bidder for the period of August 1, 2024 to March 31, 2027 for services described in this RFQ.

In collaboration with the ORESJ, the successful bidder will be expected to co-design and administer a two-year grant opportunity for community organizations engaged in meeting the urgent needs of African Americans in Contra Costa County and providing holistic wellness support services. This will include envisioning and implementing a funding model that bridges and marries County procurement and contracting processes that prioritize fiscal accountability and demonstrable outcomes with creative, flexible, and visionary funding approaches of Bay Area-based, community-centered philanthropy. This project is an effort to explore and test innovative partnerships between County and philanthropic organizations that center racial equity, strengthen the capacity of local direct-service community-based organizations, and prioritize the needs of vulnerable, marginalized communities in Contra Costa County.

For a full description of required activities and expected goals, see Section II: Scope of Work.

The maximum allocation of funds available under the two-year grant opportunity described in this RFQ is \$1,000,000.

Bidders with experience and proven success in providing services as described in this solicitation are invited to submit responses. If you are interested in and capable of providing the requested services by contract with the County, please carefully review this entire RFQ and submit your response as directed in the “Instructions to Responders” section of this solicitation. This solicitation is not in any way to be construed as an agreement, obligation, or contract between the County and any party submitting a response, nor will the County pay for any costs associated with the preparation of any response.

B. Background

Currently, in Contra Costa County, African Americans represent approximately [8.7%](#) of the population. Racism, inequity, injustice, disparities and harm exist throughout the United States and, unfortunately, here in Contra Costa County as well. In Contra Costa County, African American residents experience disproportionate rates of preventable chronic illnesses such as heart disease, obesity, cancer as well as most recently, COVID-19. Racial and ethnic disparities in health outcomes, the criminal justice system, educational achievement, and social service metrics are present in Contra Costa County. These disparities have been well-documented in reports issued by the [Contra Costa Racial Justice Task Force/Oversight Body](#), [First Five Contra Costa](#), [Kaiser Permanente](#), [Contra Costa Health Services](#), [Contra Costa Continuum of Care](#), [Contra Costa Employment and Human Services Department](#), and others. For the last several years, members of the community have been advocating and leading the effort in the County for the creation of an African American Holistic Wellness and Resource Hub and the urgent need for expanded support services that address the pain, trauma, and other related challenges that exist in under-resourced, under-served African American communities. Recent advocacy efforts were launched in part by evidentiary findings of the racist and sexist actions of officers within the Antioch and Pittsburg Police Departments. The findings have led to the direct involvement of the County District Attorney, the County Public Defender, the State Attorney General, the FBI, and the Department of Justice.

The high-level mission and vision for the African American Holistic Wellness and Resource Hub, as expressed through public comment made to the Board of Supervisors, is to host and provide culturally-relevant and responsive services to eliminate health and wellness disparities. As a result of services provided through the African American Holistic Wellness and Resource Hub, African American community members in Contra Costa County will

experience greater safety, connection and belonging, and have greater access to health, mental health and other support services that meet their immediate needs.

Feasibility Study: Measure X Funding

Brief History of Measure X

On November 3, 2020, Contra Costa County voters approved a countywide 20-year, ½ cent sales tax increase known as Measure X. The ballot measure stated that the intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers, emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.” Collection of the tax began on April 1, 2021.

On February 2, 2021, the Board of Supervisors established a Measure X Community Advisory Board (MXCAB), and from May through August 2021, the MXCAB conducted a community needs assessment process to review and account for current community needs, strengths, and resources, and to identify potential strategies to address those needs, as the basis for making funding recommendations to the Board of Supervisors. The Advisory Board determined five overarching key areas of need for Contra Costa County communities: (1) Support for mental well-being (prevention, crisis response); (2) Increase equity and removal of structural barriers; (3) Ensure equitable access to health care, housing, childcare, income opportunities, and food; (4) Strengthen supports for residents of all generations; and (5) Creating communities where all residents feel safe and welcome.

On October 12, 2021, the Board of Supervisors received the MXCAB’s report recommending funding priorities for Measure X funding allocations. For additional information on all recommended strategies, see the [Measure X Community Advisory Board report to the Contra Costa County Board of Supervisors](#) and [presentation](#) for the October 12, 2021 Board of Supervisors meeting.

Measure X Allocations to Support African American Holistic Wellness

In [April 2023](#), the Board of Supervisors directed that a one-time allocation of \$80,000 of Measure X funds be allocated for the purpose of conducting a feasibility study that will inform the development of an African American Holistic Wellness and Resource Hub (Hub) in Contra Costa County. The initial Hub will be established in East County, with a long-term vision of establishing multiple Hubs in other parts of the County over time. The feasibility study is meant to assess and determine the most appropriate design, structure, services, programming, location, and fiscal viability of the Hub(s) through a thorough analysis of quantitative and qualitative data that illustrate the health, safety, well-being, and priority needs of African American communities in Contra Costa County.

In October 2023, the Board of Supervisors appointed a 13-member Steering Committee to oversee the African American Holistic Wellness and Resource Hub (AAHWRH) Feasibility

Study process, including the selection of a contractor to conduct the study through a competitive process. The community members appointed to the Steering Committee represent each of the five districts within Contra Costa County and bring lived and professional experiences in behavioral health, maternal and infant health, parenting/family resources, education, youth services, economic development, sustainability, and environmental justice.

The Board of Supervisors directed ORESJ to coordinate, convene, and provide staff support to the Steering Committee, as well as to administer the one-time allocation of \$80,000 for the feasibility study and facilitate the procurement process for that contractor. In March 2024, ORESJ increased the funding amount by \$100,000 using ORESJ department one-time funds, for a total possible award amount of \$180,000, to conduct the feasibility study. That Request for Proposals was released on April 24, 2024 with proposals due May 24, 2024.

In addition, upon receipt of the Measure X Community Advisory Board's FY 23-24 prioritized funding recommendations, on December 12, 2023, the Board of Supervisors directed that a one-time allocation of \$1,000,000 of Measure X funds be allocated for the purpose of supporting the "African American Holistic Wellness and Resource Hub and existing services" in Contra Costa County. These funds were allocated as an immediate, intermediary step to what is expected to be an increased, long-term investment in Black communities' overall well-being and holistic health. The activities supported through this funding will help inform the possibilities for what will become housed within the African American Holistic Wellness and Resource Hub in Contra Costa County. **It is this allocation of funds that will fund the work outlined and described in this Request for Qualifications.**

Most recently, on April 23, 2024, the Board of Supervisors allocated an additional \$7.5 million of Measure X funds towards the establishment and operation of an African American Holistic Wellness and Resource Hub and implementation of services and activities. The feasibility study, along with outcomes and lessons learned from the service activities described in this RFQ, will inform the Board of Supervisors on how to allocate and apply these funds.

Section II: Scope of Services

The County seeks to contract with an eligible contractor with extensive expertise in supporting local Black-led and Black community-serving organizations to administer the procurement, management, and monitoring of service contracts aimed at increasing and strengthening African-American holistic wellness in Contra Costa County. This contractor will produce a set of recommendations of awards to the Board of Supervisors for final approval of contracted service providers.

In order to be considered for selection, bidders must demonstrate capacity, cultural competency, commitment, and experience in working in deep partnership with service

providers and community organizations embedded in, representative of, and dedicated to serving marginalized, vulnerable communities, and specifically impacted African American communities in Contra Costa County.

Additionally, bidders must have the capability and experience to perform the following scope of services. Organizations that would like to submit an SOQ but cannot perform all required services are encouraged to partner with sub-consultants to have a team that would complement/supplement their capabilities.

Distribution of Funds

The release of funds and funding of service contracts will occur in two annual phases:

- \$500,000 in phase 1 (January 1, 2025 – December 31, 2025)
- \$500,000 in phase 2 (January 1, 2026 – December 31, 2026)

While applications for funds will be accepted for services/programming targeting African American communities of any region of Contra Costa County, services/programming serving East County's most impacted communities will be prioritized.

These awards are expected to augment and/or expand existing services or programs by increasing capacity (e.g. serve more participants, host additional events, extend program periods). They are not expected to initiate new programs, hire entire new staffing teams, etc.

Based on MXCAB key areas of need, community input, and existing research data, the proposed service/program categories to be prioritized are:

- Mental health supports
- Food insecurity services
- Re-entry support services
- Youth development support/services
- Violence prevention/intervention services
- Community healing, particularly from trauma due to police violence

Final determination of service/program categories will be made after the contractor has been selected and will involve a collaborative process with the contractor and ORESJ.

Contractor will be able to allocate up to 12% of total funds to go toward indirect and administrative costs.

Scope of Services

- I. In partnership with ORESJ, co-design a two-year grant opportunity for community organizations to meet the urgent needs of African Americans in Contra Costa County by providing holistic wellness support services. The design process will include

- determining the types of services, funding categories, grant award amounts, and contracting requirements.
- II. Administer a transparent, equitable procurement process, including issuing a Request for Proposals (RFP) and providing technical support to community organizations during the proposal submission process (e.g. Conduct a bidders' conference, provide grant writing support, hold proposal review sessions)
 - III. Support ORESJ by participating in all activities as thought partners, co-designers, and co-facilitators in the outreach, recruitment, selection, and training of a cohort of community members to conduct a participatory review process of grant proposals. Contractor will take on financial responsibility of providing stipends for the review committee members and is allowed to use their 12% indirect costs for this purpose.
 - IV. In partnership with ORESJ, coordinate and co-facilitate the participatory review process, including coordination of review sessions, creation of scoring rubric, synthesizing scores into final recommendations, and presenting recommendations to Board of Supervisors for their final approval.
 - V. Oversee contracting process with ORESJ and County-approved grantees, including drafting of service plan, negotiations with grantees, and assembling grantee cohort for orientation and kickoff event.
 - VI. Establish invoicing and payment process; distribute timely payments to grantees.
 - VII. Establish program monitoring process, including deliverables and evaluation of progress and success, and produce summary report of outcomes.
 - VIII. In partnership with ORESJ, provide technical support for grantees throughout contract period. This can include site visits, strategic partnership, connection to resources and/or other supports, and/or additional trainings and capacity building opportunities.
 - IX. In partnership with ORESJ, reconvene participatory review committee to assess if grantees were successful, and whether a second year of funding is approved. Determine if any changes to program design, goals, timeline, budget, and/or any other relevant conditions within the current service delivery, model and contract.
 - X. In partnership with ORESJ, produce a summary report at the end of year 1 and year 2 that outlines observations and recommendations written in clear, concise plain language that is accessible to all Contra Costa residents and stakeholders.

Section III: Instructions to Responders

Respondents shall submit SOQs that are concise and specifically responds to all requested services as posted in this RFQ. Each SOQ shall include the following format, content, and attachments. SOQs that do not conform to the requirements specified below will not be considered.

A. Format

1. Cover Letter – Signed in blue ink by an authorized representative of the firm
2. Title/Cover Page with Table of Contents

3. Statement of Qualifications (SOQ) – within a maximum of 10 pages (12-point font, 1” margins, consecutively numbered pages), describe your organization’s experience, capacity, and expertise as they relate to the scope of services described in this RFQ, using the same section titles and in the following order:

- Organizational History and Overview (2-3 pages): Briefly describe your organization’s vision, mission, and strategic goals. Include a summary of your priority areas of investment (e.g. geographic focus, service categories, etc.), current portfolio of grantees, years in operation, size of organization.
- Scope of Services Understanding and Experience (3-4 pages): Describe the organization’s understanding, knowledge, and experience working in partnership and supporting Black-led, Black community-serving grassroots organizations. Describe your organization’s expertise in grantmaking, including the administration and management of grant contracts, relationship- and capacity-building with grantees. Describe similar projects/initiatives completed. If applicable, indicate the availability of additional funds or resources that can be leveraged to supplement the work described in the scope of services.
- Team Member Qualifications (2-3 pages): Identify the team member(s) for this project, including roles and duties as related to this project. Provide an Organizational Chart of key team members, including subcontractors; and describe team members’ lived experiences related to the scope of work, their qualifications, experience level, and expertise of each key team member, including:
 - Team leadership/Project Manager
 - Indicate who is authorized to negotiate contract terms on behalf of your organization
 - Areas of specialization of each key team member
 - Related projects key team members have worked on, and other relevant experience that speaks to their expertise on this project
 - Submit resumes for all key team members who will be working directly on this project (these will *not* count towards page limit; see below in Attachments)
- Acknowledgement of the Standard Contract Conditions (Attachment A): In Attachment A, provide acknowledgement regarding the acceptability of the standard Consulting Services Agreement, General and Special Conditions, including indemnifications and insurance requirements.

4. Attachments

- Federal, State, and local permits and licenses, as applicable
- Statement of Qualification (SOQ) – See Exhibit A

- Key Team Member Resumes – please keep each resume to no more than 2 pages, highlighting the most relevant experiences, skill sets, etc. related to this project
- Client References – See Exhibit B
- Anti-Collusion Statement – See Exhibit C
- Contra Costa County Business Opportunity Registration Form – See Exhibit D (for both firms and all sub-consulting firms. If your firm is not an SBE per the County's SBE Program guidelines, still submit the SBE Registration form with your firm's name and write "NOT QUALIFIED UNDER COUNTY SBE PROGRAM" across the sheet)
- Addenda Acknowledgement – See Exhibit E
- W-9 and State Business Verification
- Certificate of Insurance with Endorsement Letter

B. SOQ Submission

- a. Response to this RFQ MUST be submitted electronically through the BidSync/Periscope website – NO EXCEPTION
- b. Late submittals WILL NOT be accepted – NO EXCEPTION

C. Client References (Exhibit B)

Respondents shall provide a list with a minimum of three (3) references. Each reference must include the name of the person, their organization, their relationship to your organization, the years known, and current contact information.

D. Licenses and Permits

Respondents shall possess all licenses, registrations and permits required by the State of California and the County of Contra Costa, as applicable. Such licenses and permits are to be submitted to the County with the SOQ or prior to the contract signing date.

E. Submittal Expenses

Respondents shall be fully responsible for all costs incurred in the development and submittals for this RFQ.

F. Respondent Responsibility

The Respondent assumes sole responsibility for the complete effort required in submitting an SOQ in response to this RFQ. No special consideration will be given after SOQs are opened because of a Respondent's failure to be knowledgeable as to all of the requirements of this RFQ.

G. Interpretation

Should any discrepancies, omissions, or doubt as to their meaning be found in the RFQ specifications or requirements, the Respondent shall notify the County in writing through the BidSync/Periscope website. The County will send written instructions or addenda to all participants in the RFQ process. The County shall not be responsible for oral interpretations.

H. Reservation

The County reserves the right to do the following at any time and for its own convenience, at its sole discretion:

- To reject any and all SOQs without indicating any reasons for such rejection
- Terminate this RFQ and issue a new RFQ anytime thereafter
- Extend any or all deadlines specified in the RFQ, including deadlines for accepting SOQs by issuing an Addendum at any time prior to the deadline for receipt of responses to the RFQ
- Procure any services specified in the RFQ by other means
- Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the SOQ or other data available to the County. Such disqualification is at the sole discretion of the County.
- Reject the SOQ of any Respondent that is in breach of or in default under any other agreement with the County
- Reject any Respondent deemed by the County to be non-responsive, unreliable, unqualified, or non-responsible

I. Truth and Accuracy of Representation

False, misleading, incomplete, or deceptively unresponsive statements in connection with a submittal shall be sufficient cause for rejection of the submittal.

J. Sub-Contract and Assignment

The Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County, is required before the Contractor may enter into subcontracts for any work contemplated under the Contract, or before the Contractor may assign the Contract or monies due or to become due, by operation of law or otherwise.

K. Addenda

No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via addenda to be posted on the BidSync/Periscope website.

L. Addenda Acknowledgement

All addenda shall include an acknowledgement of receipt that must be returned. The addenda must be signed and attached to the final response. Failure to attach any addendum may result in the rejection of the response. See Exhibit E.

M. Non-Collusion

By submitting a signed submittal, Respondent certifies that there has been no collusion with any other Respondent. Reasonable grounds for believing Respondent has an interest in more than one submittal will result in rejection of all submittals in which the Respondent has an interest. Any party to collusion may not be considered in future submittals for the same or similar work. See Exhibit C.

Section IV: Evaluation and Selection Process

A. Selection Process

All Statements of Qualifications (SOQs) received will be evaluated by a Selection Committee. Each SOQ will be evaluated for completeness and overall responsiveness to the requirements contained in this RFQ. The following criteria, will be evaluated to determine which applicant best meets the needs of the County as described in Section III: **Program Elements and Possible Score**

- I. Organizational History and Overview **0-30 pts**
 - Relevancy of the organization's vision, mission, and strategic goals.
 - Demonstrates alignment of purpose and values.
 - Priority areas of investment and current portfolio reflect a commitment to addressing the needs of marginalized, underserved, Black communities.
 - Describes competencies and expertise needed to establish rapport, trust and credibility with marginalized, underserved, Black communities.
- II. Scope of Services Understanding and Experience **0 – 40 pts**
 - Demonstrates a strong level of understanding, knowledge, and experience working in partnership and supporting Black-led, Black community-serving grassroots organizations.
 - Demonstrates expertise in grantmaking, including the administration and management of grant contracts, relationship- and capacity-building with grantees.
 - Describes similar projects/initiatives completed.
- III. Team member qualifications **0 – 30 pts**
 - Qualifications, lived experiences, expertise and related projects of staff are sufficient to deliver on the full scope of work.
 - Staff areas of specialization and related projects they have worked on that align with this scope of services.

- Description of each team member's role and area of responsibility in the project.

Total: 100 points

IV. Preferential Points for Supplemental Resources

- To what extent are matching resources identified to supplement funding that will expand capacity and opportunities for grantees? Are there other initiatives or efforts that the organization is or will be implementing that can be leveraged and aligned to amplify or extend the project goals and impact?
- Points equaling up to 5% (or 5 points) of the total score possible will be added to the applicant's total score. The addition of these preferential points will make up the applicant's final score.

B. Evaluation and Negotiation

Upon completion of the review of SOQs, the County will notify Respondents that will be considered for further evaluation and negotiation. Respondents may be contacted for an interview, if needed. The key team members identified in the SOQ should attend the interview. Interviews will be ½ hour. Any delay caused by Respondent's failure to respond to direction from the County may lead to a rejection of the SOQ.

C. Award of Contract

If the County determines after further evaluation and negotiation, to award the Contract, a Contract will be sent to the successful Respondent for signature. No submittal shall be binding upon the County until after the Contract is signed by duly authorized representatives of both Respondent and the County.

D. Submittals are Public Records

California Government Code Section 6250, the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. The Public Records Act provides that public records shall be disclosed upon request and that any person has a right to inspect any public record, unless the document is exempted from disclosure.

Unless otherwise compelled by a court order, the County will not disclose any submittals while the County conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after the County either awards a contract to a successful Respondent, or rejects all submittals, the County will consider each submittal subject to the public disclosure requirements of the California Public Records Act. Each Respondent is hereby informed that, upon submittal of its SOQ to the County in accordance with this RFQ, the-SOQ becomes the property of Contra Costa County.

E. Protest Procedures

In the event a dispute arises concerning the RFQ process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing to the attention of:

Kendra Carr and Peter Kim, Co-Directors
Office of Racial Equity and Social Justice
Contra Costa County
1026 Escobar Street, Suite 2B
Martinez CA, 94553

Section V: Contract Information and Requirements

A. Contract Information:

1. Contract Period

Any agreement awarded as a result of this RFQ will include the County's general terms and conditions, attached as Attachment A to this RFQ. The initial term of any agreement awarded as a result of this RFQ will be for up to 32 months. Nothing in this RFQ, and nothing in an agreement awarded as a result of this RFQ, commits the County to contract with the successful responder for any particular length of time.

All other factors being substantially equal, preference will be given to respondents located within Contra Costa County. For purposes of this RFQ, a respondent is located in Contra Costa County if its principal place of business has been located in Contra Costa County for at least six months immediately prior to the issuance of this RFQ.

2. Contract Monitoring and Evaluation

On behalf of the County, the Office of Racial Equity and Social Justice (ORES)) will actively monitor all services provided through the contract that results from this RFQ process. This monitoring will determine if the Contractor is performing as intended or if good cause exists to terminate the contract prior to the end of the contract term.

At a minimum, contractors will be expected to:

- a. Perform all services without material deviation from an agreed-upon Service Plan;
- b. Complete progress reports for the County;
- c. Maintain adequate records of service provision to document compliance with Service Plan and complete any forms provided by the County; and
- d. Cooperate with the collection of other fiscal/administrative/service data as requested by the County.

The County will:

- a. Negotiate a service contract that identifies specific performance outputs and/or outcomes to be achieved during the contract term;
- b. Review contract at least once within the contract period to ensure compliance with output/outcome requirements, document any noncompliance, and establish a Corrective Action Plan as needed;
- c. Be part of the monitoring of service contracts with grantees that utilizes funds allocated to the grant program; and
- d. Provide information to contractors concerning additional State or County data requirements not provided here or in the resulting contract.

3. Contract Management Responsibilities

The Contractor's Contract Manager shall also be responsible for all matters related to the firm's personnel and subconsultants performance including but not limited to:

- Supervising, reviewing, monitoring, and directing the firm's personnel, and managing subconsultants.
- Assigning qualified personnel to complete the requested services.
- Administering personnel actions for firm's personnel and ensuring appropriate actions taken for subconsultant personnel.
- Maintaining and submitting organized project files for record tracking and auditing.
- Developing, organizing, facilitating, and attending scheduled coordination meetings, and preparation and distribution of meeting minutes if requested.
- Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones.
- Reviewing invoices for accuracy and completion before billing to County.
- Providing invoices in a timely manner and providing monthly contract expenditures.
- Managing overall budget for contract and provide report to the County Contract Manager.
- Ensuring compliance with the provisions of the contract and all specific Task Order requirements.
- Ensuring the health and safety of personnel working in a hazardous environment in accordance with all applicable Federal, State, and Local regulations as applicable.

Exhibit A: Statement of Qualification

SECTION A

Business Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ ZIP: _____

Federal Tax ID #: _____ Business License #: _____

Business Status:

____ Non Profit Corporation

____ Corporation State of Incorporation: _____

____ General Partnership

____ Limited Partnership

____ Sole Proprietorship

Other: _____

Name and title of an Officer or owner authorized to sign this Statement of Qualification and any contract with the County that may result.

Name: _____ Title: _____

SECTION B

Number of years in business under present business name: _____

Other Business Name(s): _____

Number of years under prior name if any: _____

SECTION C

Number of years of experience in providing required, equivalent, or related projects: _____

SECTION D

Similar services/projects completed during the last five years?

Period	Services	\$ Amount Paid	Location	Agency Name
1 - _____				

- 2 - _____
- 3 - _____
- 4 - _____
- 5 - _____

SECTION E

Have you, or your agency failed or refused to complete a contract? ☐ YES ☐ No

If yes, explain: _____

SECTION F

Is your firm authorized to do business in the State of California? ☐ Yes ☐ No

SECTION G

Is your firm a State of California registered small business? ☐ Yes ☐ No

SECTION H

Is your firm a local Business? ☐ Yes ☐ No

SECTION I

Explain any litigation similar to the services requested by this proposal involving you, or your agency, or any principal officer(s) thereof:

SECTION J

Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under the Contract? _____ Yes _____ No (if yes, please explain): _____

SECTION K

License Provisions

Has your company changed names or license numbers in the past 10 years? If so, please state reason for change. Yes _____ No _____

Reason

SECTION L

List the names and titles of the key personnel who would be assigned to the Contract.

Name

Classification

_____	_____
_____	_____
_____	_____
_____	_____

SECTION M

List all required business and professional licenses that pertain to this Contract:

License Number

Type

Expiration Date

SECTION N

Do you and your agency agree to provide additional information as required by the County to make an informed determination of qualifications? ☐ Yes ☐ No

By signing this Statement of Qualification, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void.

Signature: _____ Date: _____

Authorized Name: _____ Title: _____

Exhibit B: Client References

Organization:	Contact Person:
Address:	Tel. Number:
City, State, Zip:	Email Address:
Relationship / Years Known:	

Organization:	Contact Person:
Address:	Tel. Number:
City, State, Zip:	Email Address:
Relationship / Years Known:	

Organization:	Contact Person:
Address:	Tel. Number:
City, State, Zip:	Email Address:
Relationship / Years Known:	

Organization Name: _____

Authorized Name: _____ Title: _____

Authorized Signature: _____ Date: _____

Exhibit C: Anti-Collusion Statement

By signing this form, the Bidder agrees that this submittal is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting an Statement of Qualifications quote for the same purpose and that the quote is in all respects fair and without collusion or fraud,

IT IS AGREED BY THE UNDERSIGNED BIDDER, THAT THE SIGNING AND DELIVERY OF THE SOQ REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE BIDDER AND THE COUNTY.

NAME OF FIRM: _____

[Sign in ink in the space provided below]

SIGNED BY: _____

TITLE: _____

ADDRESS: _____

CITY & STATE: _____

TELEPHONE: _____

Exhibit D: County Business Opportunities Registration

Place Holder

See Attached

Exhibit E: Addenda Acknowledgement

TO BE RETURNED WITH REQUEST FOR PROPOSAL STATEMENT OF QUALIFICATIONS

RFQ No.: _____ Title: _____

ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)

Addendum #1: _____ Addendum #3: _____

Addendum #2: _____ Addendum #4: _____

Company Name: _____

Contact Name: _____

Email Address: _____ Phone No.: _____

Address: _____

Authorized Signature: _____

Date: _____

Attachment A: Sample County Contract

Place Holder

See Attached