

# Santa Cruz County Funding for Safety Net Services: “Set Aside” Solicitation for Letters of Interest

Approved by the Santa Cruz County Board of Supervisors March 14, 2017

## Purpose

The County of Santa Cruz is issuing this Request for Letters of Interest (LOI), due on April 10, 2017, to fund community based organizations to provide safety net services or related materials during fiscal year 2017-18. The purpose of this funding is to provide services and/or related materials that address emerging needs or otherwise unmet safety net needs.

It is anticipated that the County will award approximately \$150,000 in total to selected respondents to this LOI. **All funding is contingent upon availability of annual funds.** This money is “set aside” from CORE Investments which is the predominant funding stream for safety net services. The County will consider LOI responses for the amount of \$1,000 to \$35,000, to provide services during fiscal year 2017-18. Non-profit organizations and educational institutions with direct or related experience in operating social services are eligible to apply. Only one application per agency may be submitted.

## Letters of Interest Evaluation

Letters of Interest will be evaluated by the following criteria:

### Evaluation Criteria

<b>Project Need:</b> Letter demonstrates a community emerging need and/or an unmet need impacting the County’s low income community.	30
<b>Project Description:</b> Activities or materials are clearly articulated.	30
<b>Qualifications:</b> Letter describes qualifications of agency to meet noted needs.	20
<b>Budget:</b> Budget clearly describes how the money will be used and it is reasonable to do the activities or purchase the supplies.	20
<i>Total</i>	<i>100</i>

Upon receipt of the applications, County staff will rate them according to above criteria and will submit applications and recommendations to the Board of Supervisors. All funding decisions are made at the sole discretion of the Santa Cruz County Board of Supervisors.

## Application Instructions

A letter of interest must contain the following elements:

- A. *Contact Information: Agency Name, Program Name (if different), Street Address, Contact Person, Telephone Number, e-mail address*  
Place information on one cover sheet page.
- B. *Needs Statement (no more than ½ page )*  
Describe the emerging need or unmet need in the community impacting the County’s low income population.
- C. *Agency Qualifications (no more than ½ page)*

Describe the organization's qualifications to meet the needs. Applicants are to demonstrate the organization's experience meeting the needs and, as appropriate, including organizational cultural competence to meet the need.

*D. Project Description (no more than 1 page)*

Describe how your organization will use the funds. Specifically, identify the services, personnel, or materials that are requested to meet the needs described.

*E. Budget (no more than 1 page)*

Provide a budget for the proposed funds. Identify the personnel and/or non-personnel items requested and the requested amount.

### Submission and Timeline

Applicants must submit proposals by 5:00 PM on **April 10, 2017**. They may be submitted in **one of three ways**:

1. *Email with LOI and budget attached to [Gary.McNeil@santacruzcounty.us](mailto:Gary.McNeil@santacruzcounty.us).*
2. *Mail flash drive or paper LOI and budget to:  
Human Services Department  
Centralized Contracting Unit  
1000 Emeline Avenue, Santa Cruz CA 95060*
3. *Or in person submission to the address above.*

Again, they must be received by 5 PM on Monday, April 10, 2017. **Late applications will not be accepted.**

Applicants will receive a notification of receipt of their application. Should an applicant submit an application and not receive a receipt, applicants are to contact Gary McNeil at [Gary.McNeil@santacruzcounty.us](mailto:Gary.McNeil@santacruzcounty.us) or by telephone at (831) 454-5459.

### LOI Process Timeline

Steps	Date
Approval from Board of Supervisors	March 14, 2017
Release LOI	March 16, 2017
Post Answers to questions e-mailed into County	March 28 & April 4, 2017
LOI Due to County	April 10, 2017
Intent to Award Announced	May 16, 2017
Purchase Orders Approved	July - August, 2017

### Questions and Answers and Errata

Applicants shall direct questions in writing to Gary McNeil at [Gary.McNeil@santacruzcounty.us](mailto:Gary.McNeil@santacruzcounty.us).

Questions will be answered in a document posted on the Human Services Department website, twice in the process, on March 28 and April 4. Any corrections to this LOI will be posted in an Errata section on the Questions and Answers document. Applicants are encouraged to view the document for the most updated information. It is the applicant's responsibility to review this document. The last day to submit questions is April 3, 2017.

The LOI document and answers posted to questions may be found at:

<http://santacruzhumanservices.org/HSDHome/RequestforProposals>

### **Contract Provisions**

In the event that an organization is selected for funding, additional documentation will be Contract required in order to develop a contract for services. Either a Purchase Order or a will be developed incorporating standard County provisions. The County of Santa Cruz Purchase Order Terms and Conditions are included in the Appendix A. All County awarded contractors will be required to submit regular invoices and semi-annual or annual reports.

## Appendix A – County of Santa Cruz – Purchase Order Terms and Conditions

### INVOICE INSTRUCTIONS

**Original invoice required.** The Auditor Controller will only pay by original invoice or a PDF invoice emailed by the vendor to the department. Otherwise, specific approval is required. Except for Blanket Orders, partial shipments must not be made nor invoiced without prior approval of County General Services Department, Purchasing Division.

**Include PO number.** Invoices must include number that appears in the upper right-hand corner of the PO.

**State partial or complete delivery.** Invoice must state complete or partial delivery and must show units and unit prices.

**Show shipping/handling charges.** Unless price includes shipping/handling, such charges must be shown on invoice.

**Invoice must match PO.** Prices shown on the invoice must match the purchase order.

**DELIVERY.** Where a **specific room** number is given, delivery must be made to that room **without exception.**

**HAZARDOUS SUBSTANCE.** If product supplied or used in relation to order contains "hazardous substance" identified by California Department of Industrial Relations, supplier must submit 2 copies of Materials Safety Data Sheet as follows:

1. One copy with the product; and
2. One copy to Co. Santa Cruz GSD, Safety Officer, 701 Ocean Street, Room 330, Santa Cruz, CA 95060

County of Santa Cruz is concerned about the environment and wishes to avoid ozone depleting chemicals. Supplier should offer for County's consideration suitable substitutes for products that are potentially detrimental to the ozone layer.

### TERMS AND CONDITIONS

1. DO NOT substitute goods or services without approval of County General Services Department, Purchasing Division.
2. No charges for transportation, containers, packing, etc. will be allowed unless they are specified in the purchase order.
3. Political Subdivisions are not subject to Federal Excise Tax.
4. Surface shipment only is authorized unless specifically stated otherwise in writing.
5. In case of default by the Supplier, County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to Supplier, the difference between the price named in the contract or purchase order and the actual cost thereof to County. Prices paid by County shall be considered the prevailing market price at the time of purchase.
6. Cost of inspection on deliveries, or offers for delivery, which do not meet specifications, will be for the account of the Supplier.
7. The Supplier shall hold County, its officers, agents, servants and employees, harmless from liability of any nature or kind on account or the use of any copyrighted, or uncopied composition, secret process, patented or unpatented invention, articles or appliance furnished or used under this order.
8. **Independent Contractors** shall exonerate, indemnify, defend, and hold harmless COUNTY, without limitation, its officers, agents employees and volunteers from and against any and all claims, demands, losses, damages, defense costs, all other legal costs, or liability of any kind or nature which County may sustain or incur or which may be imposed upon it at any time for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this AGREEMENT, excepting any liability arising out of sole negligence of County. Such indemnification includes any damage to the person(s), or property (ies) of CONTRACTOR and third persons. In addition, all independent contractors are solely responsible for any and all Federal, State, and Local taxes, charges, fees or contributions required to be paid with respect to CONTRACTORS and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding). If contractor is a "design professional," the indemnity protection provided by this section will be as broad and comprehensive as possible, while complying with the provisions of Civil Code Section 2782.8.
9. **Independent Contractors** supplying services must carry a minimum of \$1,000,000 **Comprehensive or Commercial** liability insurance, **Auto insurance** with a minimum combined single limit of \$500,000 per occurrence for bodily and property damage if a vehicle is involved in delivery of service and Workers Compensation insurance in the minimum statutory amounts, if the contractor has employees. Contracts for professional services such as architectural and engineering services are required to carry a minimum of \$1,000,000 **Professional Liability** insurance unless waived or reduced by County in writing.
10. Supplier will not be held liable for failure or delay in the fulfillment of the order if hindered or prevented by fires, strikes or Acts of God.
11. Equipment for stock furnished by County to be used on this order shall be returned to County free from damage from any cause and in accordance with all other terms and conditions of bid and order.
12. On shipments sold F.O.B. point of origin, the Supplier should prepay charges and add to invoice.
13. Electrical Equipment must meet California Industrial Safety Code.
14. The balance of all partial shipments shall be back ordered unless notified otherwise.
15. Shipments not received by date required may be canceled by County without penalty.
16. If Living Wage box on PO face is checked, this agreement is subject to provisions of County Code Chapter 2.122, requiring payment of living wage to covered employees. View requirements at: <http://sccounty01.co.santa-cruz.ca.us/gsd/Purchasing/LivingWage>.
17. **NO OFF-SHORE OUTSOURCING OF SERVICES.** Contractor certifies that work done under this Purchase Order, either by the Contractor or any Subcontractor, will be performed solely by workers within the United States.
18. County may, at its sole option and without penalty, terminate this purchase order by giving thirty (30) days written notice.
19. Contractor shall not assign this purchase order without County's prior written consent. If Contractor's business is sold, thirty (30) days prior written notice must be provided to County, which may then, at its sole option and without penalty, terminate the contract.
20. County shall have 30 days from the receipt of an invoice to make payment unless otherwise stated in the purchase order.
21. The laws of the State of California shall apply to any disputes concerning the Terms and Conditions herein.