



County of Santa Cruz, Human Services Department
Funding for Safety Net Services: "Set Aside"

Request for Letters of Interest #2019HSD02 Santa Cruz County Funding for Safety Net Services: "Set Aside"

Overview

The County of Santa Cruz is issuing this Request for Letters of Interest (LOI) to provide grants of from \$1,000 to \$35,000 a year to community-based organizations for unmet or emerging safety net services (or related supplies) during fiscal year (FY) 2019-20. **All responses are due by 5pm on April 10, 2019.**

Purpose and Funding

It is anticipated that the County will award approximately \$150,000 in total to selected respondents to this Request for LOIs. All funding is contingent upon availability of annual funds. This money is "set aside" from CORE Investments, which is the predominant County funding stream for safety net services. The purpose of this funding is to provide services and/or supplies that address emerging needs or otherwise unmet safety net needs among underserved populations.

Non-profit organizations with direct or related experience in operating social services are eligible to apply. Only **one application per agency** may be submitted but the one application may contain requests for funding for multiple programs within the agency.

Evaluation Criteria (100 total points)

A letter of interest must contain the following elements and proposals will be evaluated for responsiveness to the information requested.

A. Project Need and Target Population: 30 points

- Data and/or other information demonstrate an emerging or unmet safety net need that is not fully addressed by local safety net services.
- The target population is identified including the number of individuals or families impacted and information articulates where they live in the county, their age groups, gender, language and ethnic composition.

B. Project Description: 30 points

- The objective of the project is described and will address an emerging or unmet safety net need for a population in our community.
- Activities or materials that will be funded by the request are clearly articulated.
- The project's objective can be met by small one-time only funding.

C. Qualifications: 15 points

- Agency has experience with providing the same or similar services over two years. (Current receipt of CORE or Set Aside funds may be referenced but will be a neutral scoring factor.)
- Organizational cultural competence is demonstrated.



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D. Budget and Budget Narrative: 25

- The use of funds is clearly articulated.
- If more than one item, the budget includes line items.
- The budget is reasonably enough to achieve the project objective, however if a lesser amount is funded, the project is viable.
- If applicable, the budget narrative describes how the Set Aside award will leverage additional funds.

Review

Upon receipt of the applications, County staff will rate them according to the above criteria as well as assess the overall funding distribution across service type, target population, and geographic area. Staff will submit 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

An application must contain the following elements:

A cover page with contact information: Agency Name, Program Name (if different), Street Address, Contact Person, Telephone Number, and e-mail address. This page is not counted as a part of the four-page LOI described below.

Letter of Interest:

1. Needs and Target Population Description (Indicate if Adults, Children, Family, Seniors, or Youth) (1 page)
2. Project Objective and Description (Indicate a service type: Children and Youth, Health, Homeless, Mental Health and Substance Use Disorder, Senior and Disabled, or Immigrant Rights) (1 page)
3. Qualifications (1/2 page)
4. Budget (1 page)

Submission and Timeline

Applicants are to submit completed Letters of Interest in the following 2 formats:

1. A complete, hard copy Letter of Interest is the official application of record for this Request for LOIs. The complete, hard copy Letter of Interest must be received by 5:00 PM on April 10, 2019. Submit the complete, hard copy Letter of Interest either in person or by mail to:

Human Services Department
Centralized Contracting Unit, LOI #2019HSD02
Attention: Gary McNeil
1000 Emeline Avenue
Santa Cruz CA 95060



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2. An electronic copy of the complete letter of interest is required for record keeping purposes only but will not be considered as the official application of record for this solicitation. An electronic copy of the entire Letter of Interest must be submitted for record keeping purposes by 5:00 PM on April 10, 2019. The electronic copy of the entire proposal may be submitted either 1) via email to: HSDCCUMail@santacruzcounty.us, attention Gary McNeil; or 2) by including a USB flash drive containing the electronic copy of the entire letter of interest when submitting the hard copy application.

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

Late applications will not be accepted.

LOI Process Timeline

- Approval from Board of Supervisors and Release with FAQ: March 12, 2019
- Post Answers to questions e-mailed into County: March 27, 2019 & April 5, 2019
- LOI Due to County: April 10, 2019
- Intent to Award Announced: June 2, 2019 (approximate)
- Purchase Orders Approved: July - August 2019

Questions and Answers and Errata

In addition to posting the Request for Letters of Interest, HSD will also post a Frequently Asked Questions (FAQs) document that will contain selected questions and responses that were asked and answered in the prior two funding cycles regarding the solicitation process or procedures.

Applicants may direct additional questions in writing to HSDCCUMail@santacruzcounty.us. **The last day to submit questions is April 3, 2019.**

Questions will be answered in a document posted on the Human Services Department website twice during the process as well as emailed to the requestor. 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 LOI document and answers posted to questions may be found at: <https://www.santacruzhumanservices.org/Home/RequestforProposals>.

Applicants are also responsible for checking all their email folders, including “junk” folders, and responsible to review all document sent via email.

Contract Provisions

In the event that an organization is selected for funding, additional documentation will be required in order to develop an agreement for services. A Purchase Order 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.



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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
3. 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 uncopyrighted 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



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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/Living Wage>.
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.