

BIDDERS COMPANY NAME

# Request for Proposal #6378

## Office of Community Development 2008-09 Washtenaw Urban County (CDBG) Human Services Funding

Prepared By:

Washtenaw County Purchasing  
Administration Building

220 N. Main B-35  
Ann Arbor, MI 48107

Anne Strieter  
Senior Buyer  
(734) 222-6760





**WASHTENAW COUNTY**  
Finance Department  
Purchasing Division  
220 N. Main, Ann Arbor, MI 48107  
Phone (734) 222-6760, Fax (734) 222-6764

**REQUEST FOR PROPOSAL # 6378**

January 11, 2008

Washtenaw County Purchasing Division, on behalf of the Office of Community Development, is requesting proposals for identified human services. These projects will be funded through the Community Development Block Grant (CDBG) Program, which are federal grants that Washtenaw County administers for the Washtenaw Urban County. All proposals for Washtenaw County CDBG funds must address the needs of the low- and moderate-income residents of jurisdictions that currently participate in the Urban County: The City of Ypsilanti, Scio Township, York Township, Ypsilanti Township, Salem Township, Pittsfield Township, Superior Township, Ann Arbor Township, Northfield Township, & Bridgewater Township.

Organizations contracting with Washtenaw County must also comply with certain local requirements of the County's Human Rights and Living Wage Ordinances. In addition, each organization must carry minimum Liability and Workers Compensation insurance. See details in appendices.

**Sealed Proposals:** Vendor will deliver one (1) original and two (2) copies in an envelope clearly marked:

**RFP #6378 Washtenaw County**

to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI. 48107**

**BY 3:00 PM on Friday, February 29, 2008.**

**A mandatory Pre-Bidders Conference is scheduled for Tuesday, February 12<sup>th</sup> from 2:30-3:30pm at the Library Learning Resource Center, 4135 Washtenaw Avenue, Ann Arbor, Conference Room A. Please read entire RFP prior to attending and bring a copy of the RFP to the conference.**

Each submission shall include the entire Proposal document and additional documents as required for new Bidders and any amendments if issued.

Proposals received after the above-cited time will be considered a late quote and are not acceptable. Late quotes for Washtenaw County funds may be accepted if waived by the Purchasing Manager and the Office of Community Development.

- Please direct questions regarding this RFP document to Anne Strieter, Senior Buyer at (734) 222-6760 or [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org)
- Training sessions will be held in January and February of 2008 for those nonprofits that would like a refresher on how to use the online system, as well as for those nonprofits that have not taken this training. Please see page 8 of this RFP for instructions about registration for these trainings.
- After attending one of the training sessions, please direct technical questions on how to use the communitygrants.org system to [help@communitygrants.org](mailto:help@communitygrants.org).
- For questions about the Washtenaw Urban County CDBG program, please contact Candace Cadena, Human Services Coordinator, at (734) 622-9007/ [cadenac@ewashtenaw.org](mailto:cadenac@ewashtenaw.org).

## TABLE OF CONTENTS

I. General Information	4
A. Purpose of RFP	4
B. RFP Terms	5
II. Estimate of FY 2008-09 Funding Available	6
III. FY 2007-08 Priority Needs and Investment Targets	7
A. HUD Performance Measurement	7
B. Washtenaw Urban County	7
IV. Proposal Instructions	8
A. Proposal Availability	8
B. Online Grant Application	8
C. Proposal Submission Requirements	8
D. Step-by-Step Instructions for Proposal Questions	10
E. Submission Requirements Checklist Form	15
V. Standard Provisions for Contracts	16
VI. Terms and Conditions	20
A. Award	
B. Criteria for Ranking of Proposals	
C. Term of Contract	
D. Cost of RFP	
E. Bid Term	
F. Inspection of Facilities	
G. Bid Response	
H. Invoices	
VII. Attachments	22
Attachment A: HMIS Letter of Intent	22

## **I. GENERAL INFORMATION**

**Definitions:** “County” is Washtenaw County in Michigan.

“Bidder” is an individual or business submitting a bid in response to this RFP

“Contractor” is one who contracts to perform work or furnish materials in accordance with a contract.

### **A. PURPOSE OF REQUEST FOR PROPOSAL**

In 2003, HUD awarded CDBG funding to Washtenaw County on behalf of the seven original Urban County Townships. In 2006, two additional Townships and the City of Ypsilanti joined the Urban County to be eligible for this funding. The 2003-2008 CDBG Urban County Consolidated Strategy and Plan<sup>1</sup> provides an analysis of the need for housing and non-housing community development projects within the boundaries of the following ten current Urban County jurisdictions: Ypsilanti Township, City of Ypsilanti, Pittsfield Township, York Township, Scio Township, Superior Township, Northfield Township, Salem Township, Bridgewater Township, and Ann Arbor Township. Washtenaw County seeks proposals for human services, which are consistent with the Urban County priorities and Investment Targets (see Section III).

---

<sup>1</sup> Interested parties can download the Washtenaw Urban County Consolidated Plan at [www.ewashtenaw.org](http://www.ewashtenaw.org) by clicking on “Government-Departments-Community Development- Plans, Reports, & Data”.

**B. REQUEST FOR PROPOSAL TERMS – WASHTENAW COUNTY**

- 1) Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, Washtenaw County will consider receiving the most advantageous proposal regarding price, quality of service, vendor's qualifications and capabilities to provide the specified service, and other factors. The County does not intend to award a bid solely on the basis of any response made to a proposal.
- 2) Washtenaw County reserves the right to reject any and all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interest of the County whether or not it is the lowest bid.
- 3) An official authorized to bind the provider to its provisions for at least a period of 90 days must sign proposals. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
- 4) In the event it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submission of the RFP may be adjusted to allow for revisions.
- 5) Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- 6) Washtenaw County reserves the right to recapture and reallocate funds to alternate projects for any project where the contract has not been executed by **September 30, 2008** or where the projects are not progressing in a timely manner.
- 7) Washtenaw County reserves the right to establish spending guidelines for all projects and approve funding contingent upon meeting additional requirements.

## **II. ESTIMATE OF FY 2008-09 FUNDING AVAILABLE**

As of the date that this RFP was published, the Office of Community Development estimated that there would be **approximately \$168,372.00 in Urban County CDBG funding** available for human services programs. This amount is estimated based on current reports from the US Department of Housing and Urban Development (HUD). Final allocations are contingent upon the approval and release of funds from HUD and the receipt of the funding by Washtenaw County. According to HUD guidelines, CDBG funds must be used to benefit those households that have incomes at 80% of the Area Median Income<sup>2</sup> and below (see page 11 for the 2007 income limits). Additionally, the funding must be spent on households living in the following jurisdictions: Ypsilanti Township, Ypsilanti City, Scio Township, York Township, Pittsfield Township, Superior Township, Salem Township, Northfield Township, Bridgewater Township, & Ann Arbor Township.

---

<sup>2</sup> The U.S. Department of Housing and Urban Development releases these area median family income (AMI) limits on a yearly basis. However, as the local area median family income is very high in comparison to the national median income, HUD often caps the local eligibility at somewhat less than 80% of AMI. For instance, this year the cutoff for eligibility is approximately 76% of AMI.

### **III. FY 2008-09 PRIORITY NEEDS AND INVESTMENT TARGETS**

#### **A. HUD PERFORMANCE MEASUREMENT CHANGES**

In 2006, HUD implemented a new performance measurement system to quantify the impact of the Community Development Block Grant and other HUD programs. Therefore, during the 2008-09 program year, all Office of Community Development-funded CDBG human services projects must meet one of the following HUD objectives and outcomes.

##### **HUD OBJECTIVES**

- Suitable Living Environment
- Decent Housing
- Economic Opportunity

##### **HUD OUTCOMES**

- Improve Availability/ Accessibility: Makes Basics Available to Low- and Moderate-Income Persons
- Improve Affordability: Makes an Activity More Affordable for Low- and Moderate-Income Persons
- Improve Sustainability: Using Resources in a Targeted Area to Help Make that Area More Viable

#### **B. WASHTENAW URBAN COUNTY**

Following are the high- and medium-priority human service needs and investment targets for the Washtenaw Urban County Executive Committee, as identified in the 2003-08 Consolidated Strategy and Plan. As noted above, all CDBG-funded programs must also fit into the new HUD Outcomes and Objectives.

##### **HIGH PRIORITY NEEDS**

- Senior Services
- Childcare Services
- Transportation Services
- Health Services
- Lead Hazard Screening

##### **MEDIUM PRIORITY NEEDS**

- Supportive Services to Prevent Homelessness
- Youth Services
- Employment Training
- Crime Awareness
- Supportive Services to Persons with Disabilities

##### **URBAN COUNTY INVESTMENT TARGETS**

- Increase Access to Mainstream Community Resources and Services
- Increase Access to Public Services that Support Housing & Community Stability
- Increase Access to Transportation, Economic Opportunities, & Housing

## **IV. PROPOSAL INSTRUCTIONS**

**Please review all instructions before proceeding.** Be sure to answer all questions as instructed in this RFP and submit all components according to the Submission Requirements Checklist in Section IV-E. Each proposal will be evaluated by a team of reviewers to understand how the proposed program meets the Investment Targets as listed in Section III.

### **A. PROPOSAL AVAILABILITY**

Copies of the complete Request for Proposal #6378 are available online in Adobe format at the Washtenaw County website <http://purchasing.ewashtenaw.org> click on online bids, then click on open bids, find RFP#6378 and download.

### **B. ONLINE GRANT APPLICATION & TRAINING**

All Bidders must complete their applications via the [www.communitygrants.org](http://www.communitygrants.org) website. The Office of Community Development **strongly encourages** new users to attend a training session on how to use the system. Returning users may also attend a training session as a refresher. There is no cost to attend any of these training sessions. In order to access the online application, all bidders must request a password to use the system via the website. The following training sessions are available for the Office of Community Development 2008-09 Request for Proposals:

#### **COMMUNITY GRANTS TRAINING SESSIONS:**

Tuesday, Jan. 15, 11 a.m. to 12 noon  
Monday, Jan. 28, 2 to 3 p.m.  
Tuesday, Feb. 5, 9:30 to 10:30 a.m.  
Wednesday, Feb. 20, 1 p.m. to 2 p.m.

Training sessions will be held at the Washtenaw County Library Learning Resource Center Tech Lab. Information on training sessions is available on [www.communitygrants.org](http://www.communitygrants.org) by clicking on the "Training Calendar" tab on the left of the screen.

### **C. PROPOSAL SUBMISSION REQUIREMENTS**

#### **SEALED BID**

Submit proposal in SEALED enveloped marked RFP #6378 - Washtenaw County. Proposals and supporting documentation must be submitted in hard copy with original signatures and two (2) copies. Faxed or e-mail versions will not be accepted.

#### **DUE DATE/TIME**

Proposals are due **by 3:00pm, Friday, February 29, 2008** to the following address:

Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI. 48107

**\*\*LATE PROPOSALS WILL NOT BE ACCEPTED. \*\***

## 2008-09 Office of Community Development Human Services RFP #6378

### PRE-BIDDERS CONFERENCE

A **mandatory** pre-bidders conference is scheduled for **Tuesday, February 12<sup>th</sup> from 2:30 – 3:30pm** at Library Learning Resource Center, 4135 Washtenaw Avenue, Ann Arbor, Conference Room A.

### CONTENTS OF SUBMISSION

Please be sure to complete ALL of the following components with each submission and submit prior to the due date/time. Submit one original and two copies of items #1- #3 and one copy of items #3-#4 and all documents listed in #8 with your bid packet to Purchasing by the RFP due date. See the Submission Requirements Checklist for more details (see page 15).

- 1) **Cover Page:** When you click on “Print Application”, the online application system will generate a cover page that includes the following information entered by the Bidder: address; telephone; fax; tax ID number; Funder’s Investment Target; the funding organization for your proposal (Washtenaw County); amount of request; e-mail contact address of Bidding Organization; Executive Director; and the project name. Be sure to include the signature and title of the authorized organization representative to attest to the statement included there. This document must be submitted in hard copy with your proposal.
- 2) **Proposal Narrative Questions:** When you click on “Print Application”, the online system will generate a copy of the answers to each of the questions in the standard outcome funding application, and examples are provided in this RFP document. You must complete all questions and submit this document in hard copy with your proposal, or your bid packet will be considered incomplete and your agency may risk losing its funding.
- 3) **Submission Requirements Checklist:** Bidders should indicate and attest to the documents submitted by signing and submitting this form in hard copy with proposal (see page 15).
- 4) **Program Budget:** the online system now allows you to upload a copy of your most current, Board-approved program/project budget as part of the application by using the format provided in the communitygrants.org system (see list under “download funder budget formats” button in that section of the application). The program/project budget for your new 2008-09 grant application must be submitted electronically by the RFP deadline and one copy submitted in hard copy with the proposal.
- 5) **Current Board-Approved Organization Operating Budget:** the online system now allows you to upload a copy of your most current, Board-approved operating budget as a part of the Agency Profile. The organization operating budget for your current fiscal year must be submitted electronically by the RFP deadline.
- 6) **Board Roster:** the online system now allows you to enter the most current information that you have on all of your Board members as part of the agency profile. You must submit your most current board information electronically when you update your agency profile before the deadline.
- 7) **Letter of Intent for Homeless Management Information System (HMIS) Participation:** If they have not previously done so, all organizations that receive Federal Funds under the McKinney-Vento Homeless Assistance Act, including homeless shelter and service providers that receive funds under the Emergency Shelter Grant program must sign and submit a hard copy of the HMIS Letter of Intent provided in Attachment A on page 22 of this RFP.
- 8) **Additional Documents:** Submit one (1) hard copy of the following:
  - IRS Federal Form 990 Exempt Organization Return
  - Organizational Audit
  - Management Letter from most recent audit
  - Proof of 501(c)3 or other Tax Exempt Status\*
  - Articles of Incorporation\*

## 2008-09 Office of Community Development Human Services RFP #6378

- Bylaws\* / updates

\* Denotes that the document is not required if organization has already submitted their most current copy to the Office of Community Development. If you are not sure, please submit.

### D. STEP-BY-STEP INSTRUCTIONS FOR PROPOSAL NARRATIVE QUESTIONS

As part of a continuing collaborative effort to provide a more efficient application process for local nonprofit partners, several community funding organizations have been working together to finalize an online community grants system can be found on the web at [www.communitygrants.org](http://www.communitygrants.org). **Please be sure to update your Agency Profile online and answer all of the questions as listed below and in the “Standard Outcome Funding Application” form of the online application.**

#### GENERAL INFORMATION

When you open up [communitygrants.org](http://communitygrants.org) and attempt to “add an application” it will give you a list of funding agencies from which to choose. Because you are applying for Washtenaw County CDBG funding, you should click on the County logo next to “Community Development- Washtenaw County”.

The standard outcome funding application will then prompt you to answer several general questions about your proposal for funding, including grant summary, geographic area, fiduciary, grant contact, funder acknowledgement, etc. Please be sure to complete all of the fields in this section and provide a correct email address for the grant contact, as we use these for periodic updates & reminders.

#### GRANT NARRATIVE QUESTIONS

##### **Investment Target/ Funder Priority**

**Question #1 (Drop down menu):** Browse and choose ONE of the following investment targets from the drop down menu:

##### **Community Development- Washtenaw County**

- Increase Access to Community Resources and Services
- Increase Access to Public Services that Support Housing & Community Stability
- Increase Access to Transportation, Economic Opportunities, and Housing

(NOTE: Do not choose an “Ann Arbor” investment target from this menu.)

##### **Program Outcome Statement**

Establishing a compelling **outcome statement**, mission or vision, sets a vital tone for effective outcome thinking. It becomes the core of organizational leadership and a prelude to high performance.

**Question #2:** Provide a concise statement describing the end result you are working toward (enter in box provided in online system).

##### **Program Outcome Statement Examples**

**Example A:** All children and youth placed in out-of-home care are successfully reunited with their families and communities no more than two years following removal.

**Example B:** Youth enrolled in our six-week “know-yourself” program will show growth in self-esteem and problem solving skills.

**Example C:** The community as a whole and workplaces in particular will be better informed regarding the consequences of ATOD use/abuse following our community organizational campaign.

## 2008-09 Office of Community Development Human Services RFP #6378

**Customers** are the target population, groups, or clients who will directly interact with your program and its implementers. This interaction is intended to result in a change in behavior or condition in line with your organizational outcomes. The outcome framework prefers the term customer rather than client because customers have a choice about participation. Implementers need to think about how to appeal to the group they are working with as if that group consists of customers.

**Question #3a:** Describe the people you will serve, by age, geographic area, socio-economics, organization, and gender (enter in box provided in online system).

**Question #3b:** If your project / program serves people considered to be low- or moderate-income, please use the 2007 Department of Housing and Urban Development Income categories<sup>3</sup> (below and online) and estimate that number of participants that will have incomes in the following income categories:

\_\_\_\_\_ Extremely Low \_\_\_\_\_ Very Low \_\_\_\_\_ Low \_\_\_\_\_ Other/Moderate

HUD FY 2007 Income Categories – Washtenaw County and City of Ann Arbor								
Family Size	1	2	3	4	5	6	7	8
Median income	\$57,700	\$65,900	\$74,200	\$82,400	\$89,900	\$95,600	\$102,200	\$108,800
*Low income (80% / 72%)	\$41,750	\$47,700	\$53,650	\$59,600	\$64,350	\$69,150	\$73,900	\$78,650
Very low income (50%)	\$28,850	\$32,950	\$37,100	\$41,200	\$44,500	\$47,800	\$51,100	\$54,400
Extremely low income (30%)	\$17,300	\$19,750	\$22,250	\$24,700	\$26,750	\$28,650	\$30,650	\$32,600

\*Note: the 80% median income level may not exceed the U.S. median income level, consequently it is actually 72% of median

### Product: Program Components & Activities

In the Outcome Funding Model, your program activities are collectively referred to as a **product** to emphasize the benefit or value to customers. It is defined by its core features, such as the duration and intensity of your services, and the unique ways that your organization intends to address any barriers and challenges to promote successful achievement of the performance targets and milestones.

**Question #4:** Describe the core features of your product - what services you will provide, how often you will provide them and when/where you will provide the services. If applicable, name and describe your research based program and describe any prevention strategies.

#### Product Example

Our Town Human Services Organization will conduct homelessness prevention outreach activities in five large lower-income apartment complexes over the next program year.

These outreach activities will involve contact and coordination of meeting space with local landlords; availability on site for publicized regular hours to meet with residents that need referrals and/or eviction prevention counseling; planned recreational activities to introduce the service to residents of the apartment complexes; distribution of information and referral materials to all residents re: eviction prevention, financial management resources, employment/training opportunities; and coordination/referral of residents to mainstream resources for income support, health, housing, mental health, and other supportive services in the community.

<sup>3</sup> When the income limits change in early 2008, the Office of Community Development will provide all funded agencies with the updated limits.

### Performance Targets & Milestones

In Outcome Funding, **Performance targets** are the specific results that an implementer commits to achieve. They almost always represent a change in behavior or condition for the customers of a program. They can be quantified, measured, and verified. And they are narrow enough in scope to be directly achieved by the implementer. A target includes these elements:

- The area of change or condition
- Degree of change (how much, how long, etc.?)
- Baseline (a starting point...consider what happens if there is no intervention?)
- A number that can be measured and verified (how many will change?)

#### **Performance Target Examples**

**Example A:** In 2008-09, of 70 youth who attend an after-school smoking program, 50% (35) of them will know 11 smoking health risks as verified on pre- and post-tests.

**Example B:** In 2008-09, of 50 people who enroll in the job training program, 25 will graduate and obtain employment within 6 months of course completion, as verified by a follow-up survey.

**Milestones** are stated in terms of what the customer does. Begin from the initial action through the point where the customer has accomplished the performance target.

#### **Milestone Example**

For program year 2008-09:

- 50 people will enroll in the job training course **Verification:** Class rosters
- 30 people will complete the course **Verification:** Attendance logs
- 25 people will obtain employment within 6 months of completing the course **Verification:** survey administered 6 months after course completion

**Question #5: Add Performance Targets & Milestones.** Click on the button and follow the instructions, first adding a Performance Target, clearly specifying the changes in your customers that will result from participating in your program AND how you will verify these results. Second, enter the accompanying Milestones, which will be a list of the incremental changes you expect in your customers' behavior and specify the timeframe or completion dates where applicable. **For each Milestone, provide a verification source and projected numbers to be achieved in the first and second half of the grant period.**

### Key People

The energy and capability of the people working on the project contribute to the success of the program. **The right people** are just as important as the right program.

**Question #6:** Describe who is primarily responsible for delivering the product and reaching the performance targets. Describe them by name and function, and list relevant education, experience, and certifications. (List desired traits if not yet hired.)

## 2008-09 Office of Community Development Human Services RFP #6378

### Collaborators/ Partners

**Question #7:** List any collaborative partners, joint programming ventures, or other working agreements with other agencies, and describe how they will contribute to the success of this project. (Examples of collaborators or partners include joint decision making processes for outcomes of a population and sharing of space or other resources.)

### Community Impact

**Question #8:** How will your project impact our community or create social change in one or more of the following ways, and how will you measure this change? (Research indicates that these factors best measure social change. We understand that not every project will achieve social change as defined here.)

- Define or reframe your project's main issue (such as hunger, housing, etc.)
- Change community behavior
- Develop or engage a critical mass to affect your project's main issue
- Create or change an institution or policy
- Maintain a current position or hold the line on previous progress

### Sustainability: Customer & Program

**Question #9a:** How will you sustain the performance targets that are achieved in your program?

**Question #9b:** What are your long-term strategies for funding this program at the end of the grant period? (Please outline other funding sources for your program)

### Program Budget

**Question #10:** Please complete your project / program budget *for the new grant application year* by downloading the required Office of Community Development format from the online grants system when you click on the "download funder budget formats" link. After you download the format, you will complete the budget in this electronic format, save it, upload it into your grant application online, and save it into your online application. One hard copy will also need to be submitted with the proposal.

**Please round all line item expenditure figures to the nearest dollar. The program Budget should reflect projected program expenditures for July 1, 2008 through June 30, 2009.**

#### **Program Budget Revenues**

**1. Grant Amounts** – List the source (Washtenaw County) and amount of this proposal request in the first column. Complete the Expense section to indicate how requested funds will be allocated. Other grants (if any) that will directly support this program should be listed in the other columns. If the funding request is for the entire organization (i.e. general overhead expenses), do not list other sources, as this will be detailed in submission of current Board-Approved Organizational Operating Budget.

**2. Other Support (In-Kind)** – includes donations, fundraisers, volunteer time, etc.

**3. Program Income** – referring to income generated by the program (i.e., patient fees, etc.)

## 2008-09 Office of Community Development Human Services RFP #6378

### Program Budget Expenses

- 4. Personnel, Taxes & Fringe Benefits** – costs may include salaries, taxes and fringe benefit costs. Employers share of payroll taxes are also included. Administrative costs may not exceed 20% of the total CDBG. Federally funded programs will require the submission of an Indirect Cost Allocation Plan. All positions supported by this request must comply with the Washtenaw County Living Wage Ordinances.
- 5. Consultant & Contractual Fees** - includes funds passed through to other organizations and/or contractual employees. If approved for funding, signed subcontracts must be submitted. Subcontractor agreements must be made according to 24CFR85.36 if charged to this grant and federally (CDBG) funded.
- 6. Space & Related Costs** - includes rent, telecommunications, property insurance, mortgage payments and utilities.
- 7. Printing/Supplies** - includes office supplies, program materials, postage
- 8. Specific Assistance** - includes direct subsidies to customers for costs of services or emergency assistance. May NOT be used for ongoing grants of non-emergency payments (defined as more than 3 consecutive months) for food, clothing, rent, utilities or other income payments. **NOTE: Submission of addresses of households/individuals assisted will be a reporting requirement to confirm resident eligibility.**
- 9. Audit** - A portion of the bidding agency's annual audit may be charged to this grant based on percentage of total organization revenue.
- 10. Program Evaluation** – If applicable, includes costs allocated to determining program effectiveness or customer satisfaction. If funded, copies of the program evaluation will be required.
- 11. Marketing** – includes specific costs allocated to THIS program for the purpose of public education regarding availability of program and services.
- 12. Other** - includes any other unidentified costs to be allocated to the program or grant.

### **When You are Finished**

When you are finished with the narrative questions in the online application, scroll back up to the top of the page to the “submitting this application section”; set the application status to “submit”; and then press the “save” button in the blue bar above the application.

**E. SUBMISSION REQUIREMENTS CHECKLIST**

**BASIC PROPOSAL COMPONENTS:** Please complete and submit 1 original & 2 copies of the following components of RFP#6378 by the due date Friday, February 29, 2008 by 3:00 pm:

- Proposal Cover Page** (Print as part of online standard funding outcome application, have authorized representative sign, and submit in hard copy)
- Proposal Narrative Questions** (Complete and submit online as part of standard funding outcome application, print, & submit in hard copy)
- Submission Requirements Checklist Form** (Sign this page below and submit in hard copy)

**ADDITIONAL DOCUMENTS:** Please submit 1 copy of each of these documents in hard copy by the due date.

- Proposed Program Budget with Narrative** (Complete/ upload online as part of standard funding outcome application, print, & submit in hard copy)
- Current Board-Approved Organization Operating Budget** (Complete and submit online as part of annual update of Agency Profile. Print & submit in hard copy)
- Board Roster** (Complete and submit online as part of annual update of Agency Profile. Print & submit in hard copy)
- 2007 or Most Recent IRS Federal Form 990 Exempt Organization Return**
- 2007 or Most Recent Independent Audit (and A-133 Audit if applicable)\***
- Management Letter from Most Recent Independent Audit (or a letter stating no management letter was issued by the auditor)**
- Proof of 501(c)3 or other Tax Exempt Status \***
- Articles of Incorporation\***
- Bylaws\* / Updates**
- HMIS Letter of Intent\*** (All applicable organizations as described in Attach. A)

*\* Not required if organization has submitted most current copy to the Office of Community Development. If you are unsure, please submit. Omission of any document on this list may result in the disqualification of the proposal from consideration.*

I attest all the above indicated documents were submitted in response to Washtenaw County RFP #6378

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **V. STANDARD PROVISIONS FOR CONTRACTS**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, which will become a part of any formal agreement. These provisions are general principles, which apply to all contractors of service to Washtenaw County such as the following:

### ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the Director of the Office of Community Development and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

### ARTICLE IV - TERM

This contract begins on **July 1, 2008** and ends on **June 30, 2009**.

### ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

### ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

### ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

## 2008-09 Office of Community Development Human Services RFP #6378

2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

### ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

### ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

### ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

### ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or

## 2008-09 Office of Community Development Human Services RFP #6378

transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

### ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.19 per hour with benefits or \$11.95 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2008 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

### ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

### ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

### ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

### ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

### ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

### ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

### ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

## 2008-09 Office of Community Development Human Services RFP #6378

### ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

### ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

***In addition to the general County contract provisions, this contract will contain requirements for all contractors to comply with all applicable sections of the Community Development Block Grant regulations, which are implemented at 24 CFR Part 570.***

## **VI. TERMS AND CONDITIONS**

### **A. AWARD**

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors, which may be considered. The County does not intend to award a contract solely on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet Washtenaw County's specifications and needs.

**Award letters will be sent to bidders by June of 2007 when the County receives information from the US Department of Housing and Urban Development about the final CDBG allocations. In addition, the Washtenaw Urban County Executive Committee and Washtenaw County Board of Commissioners must approve the allocations for Washtenaw County CDBG funds. Final contracts cannot be written until the CDBG funds are formally released after July 1, 2008.**

### **B. CRITERIA FOR RANKING OF PROPOSALS**

**Washtenaw County** intends to consider the following criteria when awarding contracts for these funds:

- Priority of the target need identified and addressed by the proposal
- Proposal identifies how the program meets the target priority needs & goals of the Urban County Consolidated Plan
- Project seeks significant quantifiable outcomes
- Proposal describes how project performance will be measured and documented
- Bidder shows evidence of other reliable sources of funding on budget form
- Bidder demonstrates feasible timeline for project completion (in performance targets/milestones)
- Proposal contains all required information/documentation, as outlined in the RFP
- Project to serve a defined number of low- and moderate-income households in the Urban County
- Proposal compares favorably with others submitted on cost per unit and/or level of services
- Proposal demonstrates the ability, capacity and skill of the bidder to perform the contract requirements
- Bidder shows evidence of meaningful collaboration with other agencies in proposal

### **C. TERM OF CONTRACT**

The contract(s) will last from July 1, 2008 until June 30, 2009.

### **D. COST OF RFP**

Washtenaw County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

### **E. BID TERM**

The bid due date and public opening will be on **Friday February 29, 2008 3:00 pm** at the Washtenaw County Purchasing Conference Room.

**F. INSPECTION OF FACILITIES**

The Manager of the Purchasing Division and the Office of Community Development reserve the right before making an award of County funds to have the premise of the bidder inspected, or to take any other action necessary to determine the fitness, reliability, and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts, and/or for ability to comply with conditions of the bid.

**G. BID RESPONSE**

Vendor must affirm that the costs stated in this RFP will be valid for the year period after the proposal is submitted.

**H. INVOICES**

Invoices (or Request for Reimbursement forms as applicable) submitted must be itemized to include monthly costs for given time period, and include the County's purchase order number. Any changes to the program budget need to be requested in writing and approved in advance.

**VII. ATTACHMENTS**

**Attachment A: HMIS Letter of Intent**

The Homeless Management Information System (HMIS) is a collaborative effort among Homeless Service Providers and Continuum of Care areas to document client-level needs and characteristics through a coordinated system that can aggregate common information at the agency, community, and statewide levels. The mission of the Washtenaw County HMIS is to improve the quality and accessibility of services to homeless individuals and families, and ultimately, to end homelessness in our community.

In 2001, Congress mandated that HUD assist local jurisdictions in implementing HMIS and in using data from these systems to understand the size and characteristics of persons who are homeless, analyze local patterns of service usage, and assess local service needs. In response to this mandate the Washtenaw County Continuum of Care has implemented the ServicePoint HMIS system which is coordinated and supported by the Washtenaw County/City of Ann Arbor Office of Community Development and Information Technology Services staff. Currently, 70% of the emergency shelter beds in the County are represented in the HMIS.

While all homeless service providers are encouraged to consider the benefits of participating in an HMIS, HUD announced in the FY 2003 funding notices that providing client-level data to a local HMIS is a condition of funding for grantees. Given the benefits of an HMIS, all recipients of HUD McKinney-Vento Act program funds are expected to participate in an HMIS. The HUD McKinney-Vento Act programs include ESG, SHP, S+C, and Section 8 Moderate Rehabilitation for SRO. In addition, projects that receive HOPWA funding and target homeless persons are required to participate in the local jurisdiction's HMIS. HMIS participation includes, but is not limited to the following:

- Support of local, state and national HMIS goals and objectives
- Enforcement of applicable (HUD or HIPAA) privacy and confidentiality standards, including those additionally defined by the Washtenaw County HMIS policies
- Timeliness of data entry into the local HMIS
- Accurate and complete client-level data entry based on minimum data collection requirements as defined by HUD and the Washtenaw County HMIS Steering Committee
- Participation and attendance at local HMIS planning bodies (e.g., HMIS Steering Committee, HMIS End User Group)

I understand that if my agency receives HUD McKinney-Vento Act program funds and/or provides shelter or homeless services, that participation in the Washtenaw County HMIS is a requirement for receiving funds awarded through this RFP. Further, I understand that I will be asked to sign an HMIS Participation Agreement before any contracts awarded out of this RFP are finalized.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Print Name/ Title

\_\_\_\_\_  
Date