



**COUNTY OF MONTEREY  
CONTRACTS/PURCHASING DIVISION  
1488 SCHILLING PLACE  
SALINAS, CA 93901  
(831) 755-4990**

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# **REQUEST FOR PROPOSALS #10947**

**For  
Evidence-Based Practices Re-entry Services Program for the  
County of Monterey Sheriff's Office**

**Proposals are due by 3:00 pm (PST) on April 24, 2025**

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## SOLICITATION DETAILS SECTION

### 1.0 INTENT

- 1.1 The Monterey County Sheriff's Office (hereinafter referred to as "County") is seeking proposals from qualified organizations (hereinafter referred to as "Contractor") to provide Evidence-Based Practices (EBP) Reentry Services. These services are designed to support adult incarcerated individuals on behalf of the Monterey County Sheriff's Office Programs Unit. The selected Contractor will deliver programs at the Monterey County Jail, focusing on the unique needs of offenders—both male and female—who are preparing for reintegration into the community following incarceration.

In addition, the County is currently involved in the Hernandez litigation (*Jesse Hernandez, et al. v. County of Monterey, et al.*, Case Number: 5:13-cv-2354-BLF), which mandates that programs be made available to all eligible incarcerated individuals, including those who may require accommodations under the Americans with Disabilities Act (ADA). The plaintiffs' attorneys actively monitor the County's compliance with these requirements, and the County must ensure that programs are accessible and effective for all eligible incarcerated persons. Furthermore, regular visits from monitoring staff provide ongoing feedback and recommendations to address areas of deficiency and ensure the County is meeting the expectations set forth in the *Hernandez* litigation.

The selected Contractor must be fully aware of the complexities of coordinating these efforts, ensuring that the diverse needs of incarcerated individuals are met, and that the program's design complies with both the *Hernandez* stipulations and ADA guidelines. The Contractor's ability to work in close collaboration with the Sheriff's Office and adapt to evolving recommendations from monitors is critical to the success of this initiative. The County's goal is to resolve the *Hernandez* litigation by demonstrating consistent progress and compliance, and the County seeks a Contractor who can contribute to this effort through high-quality, effective reentry services.

The program will utilize evidence-based methods to equip individuals with the tools, resources, and support necessary to facilitate successful community reintegration, reduce the likelihood of reoffending, and fulfill the requirements set forth in the Hernandez lawsuit.

- 1.2 Project funding for the Evidence-Based Practices Reentry Services Program is estimated at **\$375,000**.
- 1.3 This solicitation is for the award of a single, exclusive **Agreement**.

## 2.0 BACKGROUND

### 2.1 County Overview

The County of Monterey is located on the Central Coast of California, approximately 120 miles south of San Francisco. The County is approximately 3,350 square miles. There are approximately 75 locations throughout Monterey County at which services may be required. Locations include but are not limited to Pajaro, Castroville, Royal Oaks, Salinas, Monterey, Carmel Valley, Marina, Seaside, Prunedale, Aromas, Soledad, King City, and as far South as the San Luis Obispo County border.

### 2.2 Request for Proposals #10947 will establish reentry services. The County seeks Contractors who will abide by all local, state, and federal regulations and who are also capable of providing all necessary materials and supervision, in the course of providing reentry services.

### 2.3 Public Safety Realignment (AB 109)

In 2011, the California Legislature enacted the Public Safety Realignment Act (AB 109), which became effective in October 2011. This legislation, along with its subsequent trailer bill AB 117, shifted the responsibility for housing and supervising a specific population of inmates—those convicted of non-serious, non-violent crimes, and non-high-risk sex offenses—from the California Department of Corrections and Rehabilitation (CDCR) to county jurisdictions. As a result, more offenders are now serving time in local jails rather than state prisons. This shift has significantly increased the number of inmates housed and supervised by the County of Monterey.

### 2.4 Reentry Services

Reentry services are a crucial component of the local Public Safety Realignment Plan, designed to supervise and provide evidence-based services for offenders identified as moderate to high risk of reoffending, or those who are high-need offenders. These individuals are referred by the Monterey County Sheriff's Office or other County Justice Partners and are deemed appropriate for participation in the Program.

### 2.5 Evidence-Based Practices (EBP) for Reentry Services

The Program will utilize Evidence-Based Practices (EBP) to deliver reentry services. EBP refers to intervention programs that are grounded in research and adhere to the 'principles of effective intervention' established by prior studies. These programs are rigorously evaluated for their effectiveness in reducing recidivism. One of the legislative goals of AB 109 is to maximize the use of evidence-based intervention strategies to reduce criminal recidivism. Accurately assessing the needs of the jail population and providing tailored, evidence-based services are critical strategies in promoting public safety and reducing recidivism within Monterey County.

### 2.6 Request for Proposals

The County of Monterey is issuing Request for Proposals (RFP) for the development and implementation of an Evidence-Based Practices (EBP) Reentry Services Program. The County seeks a qualified Contractor capable of complying with all applicable local, state, and federal regulations while providing the necessary labor, materials, tools, equipment, and

supervision to successfully deliver the Reentry Services Program. The Program is designed to:

- 2.6.1 Support the reintegration of referred offender participants back into the community after incarceration.
- 2.6.2 Assess the offender participants' needs, barriers, and strengths, and work with them to create a comprehensive plan for successful reintegration.
- 2.6.3 Provide referrals and facilitate access to community-based services, including coordination with other AB109-funded services, Justice Partners, and additional County services and community organizations.
- 2.6.4 Implement Evidence-Based Practices, vocational programs, reentry programs, including a cognitive-behavioral approach, to help participants increase the likelihood of successful long-term rehabilitation through educational and specialized programs.
- 2.6.5 Address the criminogenic needs of offenders, targeting factors that contribute to criminal behavior and reducing the risk of future incarceration.
- 2.6.6 Collaborate with County offices, services, staff, offenders, their families, visitors, other contractors, and guests of the County to ensure the highest quality of service delivery. Efforts to treat others with fairness, respect, honesty, and dignity are expected.
- 2.6.7 Collect, analyze, and report data on services provided, participant progress, and program outcomes, ensuring transparency and accountability.
- 2.6.8 Provide ongoing Case Management and Continuity of Care by coordinating with both internal and external entities to ensure that offenders receive comprehensive support throughout the program and beyond.
- 2.6.9 Ensure compliance with the Americans with Disabilities Act (ADA) by implementing practices and providing accommodations to meet the needs of offenders with physical, cognitive, or emotional disabilities. The Contractor shall ensure that all services, activities, and facilities are accessible to individuals with disabilities and provide the necessary accommodations for their participation in the program.
- 2.6.10 The Contractor shall include ADA-specific considerations in the Needs Assessment process to identify and address any barriers to program participation for individuals with disabilities. This includes, but is not limited to, accessible transportation, physical facility accessibility, program materials in alternative formats (e.g., large print, braille, or electronic formats), and any other reasonable accommodations.

2.6.11 Provide specialized support for offenders with disabilities, including but not limited to:

- a) Accessible program spaces and materials
- b) The use of assistive technologies and tools for those with hearing, visual, or mobility impairments
- c) Access to sign language interpreters or other communication services as needed.
- d) Mental health services or emotional support for participants with psychological disabilities

2.7 ***Hernandez* Litigation and Compliance Requirements**

The County of Monterey is currently involved in the *Hernandez* class-action litigation, which requires compliance with specific directives regarding the delivery of services to incarcerated individuals. That litigation mandates that programs be made available to all eligible incarcerated persons, with particular attention to the needs of individuals with disabilities under the Americans with Disabilities Act (ADA). The plaintiffs' attorneys actively monitor the County's compliance, and regular visits from court-appointed neutral monitors assess the County's level of compliance and offer recommendations for improvement.

It is essential that the Contractor selected for this program understands the legal context of the *Hernandez* litigation and works closely with the County to meet the obligations set forth in that litigation. The successful Contractor will play a vital role in ensuring that all eligible incarcerated individuals have access to high-quality services, including those with ADA-related needs, and that all recommendations from monitors and plaintiffs' attorneys are addressed promptly and effectively. The goal is to demonstrate the County's commitment to fulfilling the requirements of the *Hernandez* litigation, thereby facilitating its resolution. The selected Contractor must be prepared to coordinate and adjust program services as necessary to comply with ongoing feedback from court-appointed neutral monitors and to support the County in moving towards an equitable and legally compliant solution.

2.8 **Program Audits and Evaluations**

The Contractor shall conduct quarterly audits and evaluations of the Program, measuring the effectiveness and impact of services provided, including the accommodation and support of participants with disabilities. These evaluations should focus on both participant outcomes (e.g., reduced recidivism, successful reintegration) and the fidelity of program implementation, with special attention to ADA compliance and the accessibility of services. The Contractor shall present the results of these audits and evaluations to the County, including any findings and recommendations for continuous improvement, especially in areas related to ADA accessibility.

### 3.0 CALENDAR OF EVENTS

- |     |                                     |                                |
|-----|-------------------------------------|--------------------------------|
| 3.1 | Issue RFP                           | March 13, 2025                 |
| 3.2 | Mandatory Pre-Bidders Conference    | March 27, 2025                 |
| 3.3 | Deadline for Written Questions      | 3:00 p.m., PST, April 10, 2025 |
| 3.4 | Proposal Submittal Deadline         | 3:00 p.m., PST, April 24, 2025 |
| 3.5 | Estimated Notification of Selection | May 2025                       |
| 3.6 | Estimated AGREEMENT Date            | July 2025                      |

*This schedule is subject to change as necessary.*

- 3.7 **FUTURE ADDENDA:** Contractors, who received notification of this solicitation by means other than through a County of Monterey mailing shall contact the person designated in the County POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. **IT IS EACH CONTRACTOR'S SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP** by either informing the County of their mailing information or by regularly checking the County's Solicitation Center web page at <https://www.countyofmonterey.gov/government/departments-a-h/administrative-office/contracts-purchasing/solicitation-center>. Addenda will be posted on the website the day they are released.
- 3.8 **PRE-BIDDERS CONFERENCE:** A MANDATORY pre-proposal meeting will be held at 10:00 A.M. (PST) on March 27, 2025, at the County of Monterey Jail briefing room located at 1410 Natividad Road, Salinas, CA, 93906. Those interested in submitting a proposal must attend this meeting. The purpose of this meeting is to tour the facility, provide clarification, and answer questions. No presentations are required. Please indicate your intent to attend this meeting by sending a response to the contact person listed in Section 4.1 herein.



## 4.0 COUNTY POINTS OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to:

Primary Contact for the County      **Susana Macias**  
    **Deputy Purchasing Agent**  
    1488 Schilling Place  
    Salinas, CA 93901  
    PHONE: (831) 755-4921  
    FAX: (831) 755-4969  
    Email: [MaciasSE@countyofmonterey.gov](mailto:MaciasSE@countyofmonterey.gov)

- 4.2 All questions regarding this solicitation shall be submitted in writing (E-mail or FAX is acceptable). The questions will be researched, and the answers will be communicated to all known interested Contractor(s) after the deadline for receipt of questions.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in the **CALENDAR OF EVENTS herein**. Questions submitted after the deadline will not be answered.
- 4.4 Only answers to questions communicated by formal written addenda will be binding.
- 4.5 Prospective CONTRACTOR shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of Contractor**

## 5.0 SCOPE OF WORK

- 5.1 **The SCOPE OF WORK includes but is not limited to the following:**

The Contractor shall perform at least 95% of the total contract work with its own organization, based on the original total contract price. However, any work classified as "Specialty Items" may be subcontracted. The value of these "Specialty Items" performed by subcontractors will be deducted from the original total contract price when calculating the work that must be performed directly by the Contractor. The Contractor shall ensure that the performance percentage is met after accounting for the subcontracted "Specialty Items."

- 5.1.2 Contractor shall assess Program offender participants' needs, barriers, and strengths, including physical, mental, emotional, educational, and vocational factors. Additionally, the Contractor shall conduct an ADA-compliant assessment to identify any disabilities and related needs. This includes assessing any physical,

sensory, intellectual, or mental health disabilities that may require specific accommodations to ensure full participation in the program. The contractor shall also assess the transitional needs for re-entry, considering factors such as housing stability, family reunification, substance abuse history, employment readiness, and necessary disability-related accommodations.

- 5.1.3 Contractor shall help identify and develop a personalized, comprehensive plan of action for successful reintegration into the community. This plan shall include strategies to address the participant's criminogenic needs and disability-related needs. For individuals with disabilities, the plan must also outline any required accommodations, such as accessible housing, transportation, educational support, or modifications to employment training programs. Additionally, the plan should include long-term goals focused on building social support networks, encouraging pro-social behavior, and developing life skills in an accessible manner for participants with disabilities.
- 5.1.4 Contractor shall provide a broad range of referrals and assist participants in accessing community-based services, including coordination with AB109 funded services, Justice Partners, County services, and external nonprofit organizations. For participants with disabilities, the contractor shall ensure that referrals and services are ADA-compliant, including accessible health services (e.g., mental health, substance abuse treatment), housing programs, educational opportunities, employment training, and family counseling services. Referrals should be tailored to address specific needs based on the participant's disability and ensure full participation.
- 5.1.5 Contractor shall utilize Evidence-Based Practices and a cognitive-behavioral approach (CBT) to assist participants in building resilience and coping skills. For participants with disabilities, the contractor shall adapt these practices to ensure accessibility. This may include offering alternative formats for communication (e.g., audio materials, Braille, large print), using assistive technology (e.g., screen readers, speech-to-text software), and modifying therapeutic techniques to accommodate learning disabilities, mental health conditions, or sensory impairments. Programming shall focus on rehabilitation through the development of critical thinking, emotional regulation, conflict resolution, and decision-making skills, ensuring these skills are accessible to all participants.
- 5.1.6 Contractor shall target criminogenic needs of participating offenders, addressing the root causes of criminal behavior such as substance abuse, lack of education or employment skills, and poor family dynamics. For participants with disabilities, specialized programs such as anger management, trauma recovery, substance abuse treatment, parenting classes, and life skills development should be modified to meet the needs of individuals with physical, cognitive, and emotional disabilities. This may include providing additional support or using alternative communication methods during group activities and counseling sessions.

- 5.1.7 Contractor shall collaborate effectively with County offices, services, staff, offenders, their families, visitors, other contractors, and guests of the County to enhance interagency cooperation and promote inclusivity. All staff shall be trained in ADA compliance, trauma-informed care, and culturally competent practices to ensure that the needs of individuals with disabilities are met in a respectful and inclusive manner. Creativity, efficiency, and productivity should be fostered, and all efforts to treat others with fairness, respect, and dignity are paramount.
- 5.1.8 Contractor shall conduct quarterly audits and evaluations of the Program, measuring both participant outcomes (e.g., recidivism reduction, successful reintegration into the community) and program fidelity to best practices. These audits will specifically assess ADA compliance, ensuring that participants with disabilities have full access to services, accommodations, and programming. Findings will be shared with the County, with recommendations for continuous improvement. The evaluation process will include feedback from participants with disabilities to gauge their experience and identify potential barriers to full participation.
- 5.1.9 Contractor shall provide robust Case Management and Continuity of Care with both internal and external entities. This includes maintaining comprehensive case files that document disability-related needs and accommodations. Case managers will ensure that participants with disabilities receive appropriate support and accommodations throughout their participation in the program and during transitions to post-program services. Contractor will also be responsible for creating post-program follow-up plans that address the ongoing needs of participants with disabilities and ensure they maintain their progress and success after leaving the program.
- 5.1.10 ADA-Compliant Vocational Training Program: Contractor shall implement a vocational training program that is fully accessible to participants with disabilities. This includes providing adaptive training tools, assistive technologies (e.g., speech-to-text software, screen readers), and modifying job skills training to accommodate participants' physical, sensory, cognitive, and emotional needs. Participants with disabilities will have equal access to apprenticeships, job readiness training, resume building, and interview coaching. Contractor shall also collaborate with local employers committed to providing employment opportunities for individuals with disabilities.
- 5.1.11 Support Services for Participants with Disabilities: Contractor shall provide specialized mental health support services that are accessible to individuals with disabilities. This includes providing counseling in accessible formats (e.g., Braille, large print, or audio materials), offering therapy in settings that are physically accessible, and providing sign language interpreters or communication aids as needed. The mental health services should be adapted to meet the unique needs of participants with intellectual disabilities, developmental disorders, or mental health conditions.

- 5.1.12 **ADA-Compliant Mentorship Program:** Contractor shall develop a Mentorship Program that pairs participants with trained mentors who have successfully reintegrated into society. The program shall ensure that mentors are trained to support individuals with disabilities, including physical, intellectual, or mental health challenges. Mentors will provide guidance, support, and accountability in a manner that accommodates the unique needs of each participant.
- 5.1.13 **Restorative Justice Programs:** Contractor shall ensure that any restorative justice or victim-offender dialogue programs are designed to accommodate participants with disabilities. This may involve modifying the program format to ensure accessibility, including providing alternative communication methods (e.g., sign language interpreters, written materials in accessible formats) and ensuring that facilities are physically accessible for participants with mobility challenges.
- 5.1.14 **Family Reunification and Disability Support:** Contractor shall provide specialized family reunification services for participants with disabilities. These services shall include counseling for families, education on disability-related needs and accommodations, and guidance on how to support participants with disabilities as they reintegrate into the community. The program shall ensure that families of participants with disabilities are equipped with the necessary resources to foster a positive, supportive environment.
- 5.1.15 **Life Skills Development for Participants with Disabilities:** Contractor shall provide life skills development programs tailored to participants with disabilities. These programs will focus on budgeting, time management, health and wellness, conflict resolution, and stress management. Special accommodations will be made as necessary to ensure that all participants, including those with disabilities, can engage in and benefit from the program.
- 5.1.16 **Community Engagement for Participants with Disabilities:** Contractor shall develop a community engagement program that fosters positive relationships between participants, including those with disabilities, and the local community. This could include volunteer work, community-based projects, or other activities that promote positive engagement and reduce social isolation. The program will ensure that community activities are accessible and inclusive for all participants, including those with disabilities.
- 5.1.17 **ADA Compliance and Monitoring:** Contractor shall establish a system for monitoring ADA compliance throughout the program. This system will assess the accessibility of all services, accommodations, and activities, ensuring that participants with disabilities have equal opportunities to succeed. Regular reports will be submitted to the County, detailing any adjustments needed to improve accessibility and ensure full participation for all participants.

5.1.18 *Hernandez* Litigation and ADA Compliance Considerations: Considering the *Hernandez* litigation, which raised concerns regarding the County's provision of accessible services to individuals with disabilities, the Contractor must ensure that all components of the program are ADA compliant. The Contractor shall take proactive steps to implement systems, processes, and staff training that address the specific concerns raised in the *Hernandez* litigation, including:

1. **Enhanced Accessibility Protocols:** The Contractor will ensure that all aspects of the program, including service delivery locations, materials, and communication, are fully accessible to individuals with physical, sensory, cognitive, or mental health disabilities. All facilities used for the program must be ADA-compliant, and any necessary modifications will be implemented without delay to avoid any risk of legal noncompliance.
2. **Staff Training on Disability Accommodation:** The Contractor will conduct regular, detailed training for all program staff on the specific ADA accommodations and requirements mandated under both the *Hernandez* litigation and all applicable laws. This training will include proper methods for addressing and accommodating individuals with disabilities, such as using assistive technologies and providing accessible program materials (e.g., Braille, large print, etc.).
3. **Ongoing Monitoring and Audits:** As part of its commitment to full ADA compliance and the insights gained from the *Hernandez* litigation, the Contractor will implement a robust system for regular audits and monitoring of ADA compliance. These audits will assess both participant outcomes and the program's operational effectiveness in providing appropriate accommodations, and any necessary corrective actions will be taken to ensure full legal compliance.
4. **Specialized Case Management:** Considering the issues raised in the *Hernandez* litigation regarding individual disabilities, the Contractor will assign specialized case managers to oversee participants with disabilities. These case managers will ensure that all accommodations are effectively implemented and that participants receive the support they need throughout their engagement in the program and beyond.
5. **Annual Reports on ADA Compliance:** The Contractor shall provide annual reports to the County detailing the implementation of ADA accommodations, compliance with the *Hernandez* litigation, and overall program effectiveness. These reports will include participant feedback, any incidents related to ADA non-compliance, and plans for continuous improvement in accommodating participants with disabilities.

5.1.19 In all instances, the services provided by the Contractor shall be in compliance with the *Hernandez* litigation. In the event of any conflict between requirements or Scope of Work in this RFP and the *Hernandez* litigation, Contractor shall default to the higher level of service, unless an alternative is ordered by the Court in *Hernandez*.

## 6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT(s) will be for a period of five (5) years.
- 6.2 If the AGREEMENT includes options for renewal or extension, Contractor must commence negotiations for any desired rate changes a minimum of 90 days prior to the expiration of the AGREEMENT.
- 6.2.1 Both parties must agree upon rate extension(s) or changes in writing.
- 6.3 The AGREEMENT shall contain a clause that provides that County reserves the right to cancel the AGREEMENT, or any extension of the AGREEMENT, without cause, with a 30 day written notice, or immediately with cause.

## 7.0 LICENSING/SECURITY REQUIREMENTS

- 7.1 Contractor shall ensure that all services, costs, and materials must, at minimum, meet the specifications for State of California and CAL/OSHA regulations, as applicable.
- 7.2 Contractor is to ensure that insurance and required licenses under both state and local jurisdictions are current during the full term of the AGREEMENT.
- 7.3.1 You may reference our [Insurance Requirements](#) for additional clarification and samples of required endorsements.
- 7.3 Contractor will be required to submit appropriate State level criminal background clearance(s) for all personnel required to work within County facilities that are deemed restricted or high security (if applicable).
- 7.4.1 Contractor shall ensure that a California licensed investigator performed the required State level criminal background check(s) for all staff recommended to the County and must provide proof of such to County prior to the personnel being allowed to work within such County facilities. Contractor shall be responsible for the cost of these background checks unless otherwise agreed upon in writing by County.
- 7.4.2 The required background checks SHALL be completed prior to allowing the personnel to work within any of the Sheriff's facilities.
- 7.4 **Required Pre-Qualifications or Licenses/Certifications for this Work:**  
When administering programs inside a jail, such as facilitating coping skills groups, self-help groups, substance abuse and addiction groups, educational groups on coping skills, and parenting groups, the following pre-qualifications and/or certifications are typically required:

**7.4.1 AOD (Alcohol and Other Drugs) Certification:**

This certification is often required, especially for facilitating substance abuse and addiction programs. It demonstrates expertise in substance abuse treatment and counseling.

**7.4.2 Counseling License or Certification:**

A valid counseling license (e.g., LPC - Licensed Professional Counselor)

**7.4.3 Specialized Training in Group Facilitation:**

Training in group dynamics, crisis management, and working in correctional settings is beneficial and may be required to ensure effective facilitation.

**7.4.4 Experience in Correctional Facilities:**

While not always mandatory, experience working in correctional settings or with similar populations may be preferred to ensure familiarity with the unique challenges of this environment.

**7.4.5 Other Relevant Certifications:**

**7.4.5.1 Parenting Education Certification:** Necessary for facilitating parenting groups, ensuring facilitators are trained in best practices for education and support.

**7.4.5.2 Mental Health First Aid or Crisis Intervention Training:** These certifications are advantageous, particularly for facilitating coping skills and educational groups, especially in high-stress or emotional crisis situations.

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## 8.0 PROPOSAL/QUALIFICATIONS PACKAGE REQUIREMENTS

### 8.1 CONTENT AND LAYOUT:

8.1.1 Contractor should provide the information as requested and as applicable to the proposed goods and services. The proposal package shall be organized as per the table below; headings and section numbering utilized in the proposal package shall be the same as those identified in the table. Proposal packages shall include, at a minimum, but not be limited to, the following information in the format indicated:

<b><u>Proposal Package Layout:</u></b> <b>Organize and Number Sections as Follows:</b>	
Section 1	COVER LETTER (INCLUDING CONTACT INFO)
	SIGNATURE PAGE
	RECEIPT OF SIGNED ADDENDA (IF ANY)
	TABLE OF CONTENTS
Section 2	PROPOSED SCOPE-OF-WORK
Section 3	PRE-QUALIFICATIONS/LICENSING REQUIREMENTS
Section 4	PROJECT EXPERIENCE AND REFERENCES
Section 5	STATEMENT TO SERVICE ENTIRE COUNTY
Section 6	ENVIRONMENTALLY FRIENDLY PRACTICES
Section 7	PRICING (ATTACHMENT A) & WARRANTY
Section 8	EXCEPTIONS
Section 9	APPENDIX

### **Section 1 Requirements:**

**Cover Letter:** All proposals must be accompanied by a cover letter not exceeding two pages that provides the Contractor's firm information and contact information as follows:

**Contact Info:** The name, address, telephone number, and fax number of Contractor's primary contact person during the solicitation process through to potential contract award.

**Firm Info:** Description of the type of organization (e.g. corporation, partnership, including joint venture teams and subcontractors) and its age.

**Signed Signature Page and Signed Addenda** (if any addenda were released for this solicitation). Any proposal packages submitted without this page will be deemed non-responsive. All signatures must be manual and in BLUE ink. All prices and notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent and must be initialed in BLUE ink by the person signing the proposal.

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## **Section 2, Proposed Scope-of-Work**

Contractor shall include their PROPOSED SCOPE OF WORK as outlined in Section 5.0 SCOPE OF WORK, herein.

## **Section 3, Pre-Qualifications/Licensing Requirements:**

**Pre-Qualifications/Licensing:** Contractor must acknowledge in writing that it meets all the pre-qualifications and licensing requirements as set forth in Section 7.0 herein.

## **Section 4, Project Experience & References:**

**Key Staff Persons:** Contractor shall identify key staff and their qualifications and experience proposed for the service identified herein.

**Experience & References:** Contractor shall describe at least 3 similar projects for which it provided services like the scope of work described herein. Please include phone number and email address if possible as the County will conduct reference checks using this information.

**Violations:** Contractor shall submit copies of all notices of violations, corrective action notices, enforcement actions or orders, warning notices, writings, or other forms of permit violation/non-compliance documentation (such as OSHA) received by Contractor, or any business organization owned or operated by the Contractor which are its parent company and/or subsidiaries, from any public agency from 2005 up to and including the present day.

## **Section 5, Statement to Service Entire County:**

Include a statement acknowledging which of the following locations your company can provide services to: Pajaro, Castroville, Royal Oaks, Salinas, Monterey, Carmel Valley, Marina, Seaside, Prunedale, Aromas, Soledad, King City, and as far South as the San Louis Obispo County border.

If certain locations are to include added fees for travel time, please indicate as such in this statement.

## **Section 6, Environmentally Friendly Practices:**

Contractor shall summarize all environmentally friendly practices to which it adheres while doing business as relevant to County's Climate-Friendly Purchasing Policy at: <https://www.countyofmonterey.gov/home/showpublisheddocument/22305/636241459023900000>

Contractor shall indicate whether it is a 'Green Certified' Business and state which governing authority administered the certification.

**Section 7, Pricing & Warranty:**

Contractor shall complete and submit pricing as per ATTACHMENT A – PRICING SCHEDULE attached hereto.

**Section 8, Exceptions:**

Submit all exceptions to this solicitation on separate pages, and clearly identify the top of each page with “EXCEPTION TO MONTEREY COUNTY SOLICITATION #” (indicate the applicable solicitation number). Each Exception shall reference the page number and section number, as appropriate. Contractor should note that the submittal of an Exception does not obligate the County to revise the terms of the RFP or AGREEMENT.

**Section 9, Appendix:**

**Appendices:** Contractor may provide any additional information that it believes to be applicable to this proposal package and include such information in an Appendix section.

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8.2 **ADDITIONAL REQUIREMENTS:** To be considered “responsive,” submitted proposal packages shall adhere to the following:

8.2.1 To validate your proposal package, **submit the SIGNATURE PAGE** (contained herein) **with your proposal**. Proposals packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in BLUE ink, and included with the original copy of the proposal. All prices and notations must be typed or written in BLUE ink in the original proposal copy as well. Errors may be crossed out and corrections printed in BLUE ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.

8.3 **CONFIDENTIAL, PROPRIETARY, TRADE SECRET INFORMATION:**

Proposal Packages submitted in response to this RFP are not to be marked, in whole or in part, as confidential or proprietary and must not constitute or contain information that is confidential, proprietary, or trade secret, or subject to any other claim that it is not subject to public disclosure under applicable law. The County may refuse to consider any Proposal Package so marked. Proposal Packages submitted in response to this RFP will become subject to public disclosure per the requirements of applicable law, including but not limited to the California Public Records Act, Government Code Section 6250 et seq, and the Ralph M. Brown Act, Government Code Section 54950 et seq. Please be advised that all information and documents submitted to County by Contractor shall become non-confidential, non-proprietary, non-trade secret, public records without exception and subject to public disclosure by the County at any time without prior notice to Contractor, whether pursuant to a request for disclosure or otherwise, including but not limited to disclosure in the course of County's normal procedures to post on the internet or otherwise make available to the general public documents of interest to the public. All interested

Contractors are advised to consider, when deciding what information to include in their submitted Proposal Package, that such inclusion will result in the information becoming a fully disclosable public record. The County shall not be liable in any way for disclosure of any such records or part thereof related to this RFP or any Proposal Package, including, but not limited to, evaluations, proposals, or any other information or records. In submitting the information and documents, the Contractor is agreeing to the County's release of such information and documents under the Public Records Act or the Brown Act, without further notice to the Contractor, and is agreeing to release, indemnify, and hold harmless the County from any harm that may result to the Proposer or any third party for release of such information and documents. This release and promise to defend and indemnify is given regardless of whether any exemption from disclosure may be available or might have been claimed under applicable law, and Contractor's responding to this RFP acknowledge that the decision whether to assert any such exemption will be made in the County's sole discretion. Submission by an interested Contractor constitutes a complete waiver of any claims whatsoever against the County, and/or its agents, officers, or employees, that the County has violated a vendor's right to privacy, disclosed trade secrets, or caused any damage by allowing the Proposal to be inspected.

Additionally, all Proposal Packages received by County in response to this RFP shall become the exclusive property of the County. The County reserves the right, without limitation, to make use of any information or ideas contained in the Proposals submitted. By submitting information and documents to the County as part of this RFP, Contractors acknowledge and agree to the terms of this Section.

## 9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 9.1 Proposal packages shall be submitted electronically to County of Monterey at the link indicated on the **Signature Page** of this solicitation. The County of Monterey utilizes a secure, in-house online solicitation platform to facilitate the electronic submission of bids. This system is designed to enhance the safety of both bidders and County staff while ensuring a fair, transparent, and equitable procurement process. Bidders may withdraw their proposals at any time prior to the due date and time by submitting a notification of withdrawal signed by the Bidder's authorized agent by email to Susana Macias at [MaciasSE@countyofmonterey.gov](mailto:MaciasSE@countyofmonterey.gov)
- 9.2 Due Date: Proposal packages must be received by County ON OR BEFORE the time and date specified, at the location and to the person specified on the **Signature Page** of this solicitation. It is the sole responsibility of the Contractor to ensure that the proposal package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposals received after the deadline shall be rejected and returned unopened.
- 9.3 Shipping Costs: Unless stated otherwise, the F.O.B. for receivables shall be destination. Charges for transportation, containers, packaging, and other related shipping costs shall be borne by the shipper.

- 9.4 Acceptance: Proposals are subject to acceptance at any time within 90 days after opening. Monterey County reserves the right to reject any and all proposal packages, or part of any proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any formalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.
- 9.5 Ownership: All submittals in response to this solicitation become the property of the County of Monterey. If a Contractor does not wish to submit a proposal package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked "No Bid".
- 9.6 Compliance: Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores, or be deemed non-responsive.
- 9.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).
- 9.9 The award(s) resulting from this RFP will be made to the Contractor(s) that submit a response that, in the sole opinion of the County, best serves the overall interest of the County.

*This area is intentionally left blank*

## 10.0 SELECTION CRITERIA

- 10.1 The selection of Contractor and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. Contractor should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.
- 10.2 The selection criteria include the following: **(100 points total)**.

SCORING CRITERIA	Max Possible Score
Agency provides a detailed service delivery approach and project overview.	30
Agency demonstrates experience and effectiveness in providing reentry services.	30
Agency identified all key staff and their qualifications and experience for the services identified.	15
Agency provides a comprehensive budget narrative and cost of the project.	20
Agency is a local vendor as defined in the County of Monterey Local Vendor Preference Policy	5
<b>TOTAL</b>	<b>100</b>

- 10.3 AGREEMENT award(s) will not be based on cost alone.
- 10.4 To the extent of personnel and equipment to be provided under this agreement, Contractor, if so requested, shall afford the County an opportunity to inspect Contractor's equipment prior to award of the agreement.
- 10.5 The award(s) resulting from this RFP will be made to the Contractor(s) that submits a response that, in the sole opinion of the County, best serves the overall interest of the County.
- 10.6 The award made from this RFP may be subject to approval by the County Board of Supervisors.

## 11.0 PRICING

- 11.1 Contractor(s) will complete ATTACHMENT A - PRICING SCHEDULE for the provision of services as outlined within this RFP.

- 11.2 Contractor prices stated in ATTACHMENT A - PRICING SCHEDULE shall be effective from the date the proposal is submitted to the day the AGREEMENT is awarded and through the initial term of the AGREEMENT.
- 11.3 Prior to the start of each project, the County department and Contractor(s) will mutually agree upon the budget for the project.
  - 11.3.1 County will provide a defined scope
  - 11.3.2 Pricing may be based upon an hourly rate or by the project, based upon the direction of the user department.
- 11.4 Prices quoted for work assignments must remain in effect for a minimum of thirty (30) days.
- 11.5 Invoicing by Contractor(s) will clearly itemize but is not limited to the following:
  - 11.5.1 County Department receiving services,
  - 11.5.2 Purchase order number under which the invoice is to be charged,
  - 11.5.3 Services provided,
  - 11.5.4 Dates of services,
- 11.6 Proposals should include any early discounts and/or incentives offered.
- 11.7 Travel/Mileage
  - 11.7.1 Any travel/mileage must be agreed upon and approved by the County in writing prior to services being performed.
  - 11.7.2 Travel/mileage must adhere to the current rate per mile at the time of service as provide by the US General Services Administration. Rates are listed at: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>
  - 11.7.3 Travel/mileage fees must be listed as a line-item within the corresponding invoice for associated services.
    - 11.7.3.1 Travel/mileage fees more than the US GSA rate at the time services are provided will not be processed. Contractor must correct the invoice containing the incorrect fee to adhere to the current GSA rates at the time of service prior to processing of invoice.

## 12.0 PREFERENCE FOR LOCAL CONTRACTORS

- 12.1. General Requirements: Each local supplier funded in whole or in part by County funds, or funds which County expends or administers, shall be eligible for a local preference as provided in this section.
- 12.2. Rights of First Refusal: Each local supplier who is within five percent (5%) of the lowest responsible bid and who is otherwise responsive and responsible to the call for bids shall be provided the opportunity to reduce the local supplier's bid to the amount equal to the amount of the lowest responsible bid, if the lowest responsible bid is submitted by other than a local

supplier. The opportunity to reduce the amount of the bid shall be provided first to the lowest eligible local supplier and, if not accepted by such local supplier within five (5) business days of the opening of bids, who is within five percent (5%) of the lowest responsible bid. In the event an eligible local supplier reduces the bid to the amount of the lowest responsible bid, the eligible local supplier shall be deemed to have provided the lowest responsible bid and shall be awarded the AGREEMENT.

- 12.3. The foregoing provisions apply only to competitive bids that require that contracts be awarded to the lowest responsible bidder. For contracts awarded pursuant to RFQs or requests for quotations, the awarding authority may consider, as one (1) of the factors in determining the most suitable proposal or quotation, whether or not a local supplier submits the proposal or quotation.
- 12.4. Definitions: For the purpose of this section, the following terms have the meanings indicated:
- 12.4.1. "Area" means Monterey County, San Benito County, and Santa Cruz County.
- 12.4.2. "Bid" includes any competitive bid, whether formal or informal.
- 12.4.3. "Local Supplier" shall mean a supplier doing business in the Area for not less than the past five (5) consecutive years.
- 12.4.4. "Supplier" shall mean a business or resident providing goods, supplies, or professional services.
- 12.4.5. "Local Vendor" means a Vendor for which all of the following criteria apply:
- 12.4.5.1. Vendor either owns, leases, rents or otherwise occupies a fixed office or other commercial building, or portion thereof, having a street address within the Area. Vendor possesses a valid and verifiable business license, if required, issued by a city within the Area or by one of the three counties within the Area when the address is located in an unincorporated area within one of the three counties as defined as "Area"; and
- 12.4.5.2. Vendor employs at least one full time employee within the "Area", or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the "Area"; and
- 12.4.5.3. Vendor's business must have been in existence, in Vendor's name, within the "Area" for at least two (2) years immediately prior to the issuance of either a request for competitive bids or request for qualifications for the County; and
- 12.4.5.4. Newly established businesses which are owned by an individual(s) formerly employed by a Local Vendor for at least two (2) years also qualifies for the preference; and
- 12.4.5.5. If applicable vendor must possess a valid resale license from the California Department of Tax and Fee Administration showing vendor's local address within the "Area" and evidencing that payment of the local share of the sales tax goes to

either a city within the "Area" or to one of the three counties within the defined "Area".

12.5. Link to County's Local Preference Policy:

<https://www.countyofmonterey.gov/home/showdocument?id=22313>

## 13.0 INSURANCE REQUIREMENTS

13.1 Evidence of Coverage:

13.1.1 Prior to commencement of an AGREEMENT, Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, Contractor upon request shall provide a certified copy of the policy or policies.

13.1.2 This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. Contractor shall not receive a "Notice to Proceed" with the work under an AGREEMENT until it has obtained all insurance required and such, insurance has been approved by County. This approval of insurance shall neither relieve nor decrease the liability of Contractor.

13.2 Qualifying Insurers:

All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than VII, according to the current A.M. Best's Rating Guide or a company of equal financial stability that is approved by County's Purchasing Officer.

13.3 Insurance Coverage Requirements:

13.3.1 Without limiting Contractor's duty to indemnify, Contractor shall maintain in effect throughout the term of an AGREEMENT a policy or policies of insurance with the following minimum limits of liability:

Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence, and \$2,000,000 in aggregate.

*(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*



**Auto Liability Coverage:** must include all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit or Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

Workers' Compensation Insurance, if Contractor employs others in the performance of an AGREEMENT, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

*(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made while rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, Contractor shall, upon the expiration or earlier termination of an AGREEMENT, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of an AGREEMENT.

*(Note: Professional liability insurance coverage is required if the contractor is providing a professional service regulated by the state. Examples of service providers regulated by the state are insurance agents, professional architects and engineers, doctors, certified public accountants, lawyers, etc. However, other professional Contractors, such as computer or software designers, technology services, and services providers such as claims administrators, should also have professional liability. If in doubt, consult with your risk or contract manager.)*

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor.

#### 13.4 Other Insurance Requirements:

13.4.1 All insurance required by an AGREEMENT shall be with a company acceptable to County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by an AGREEMENT, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three (3) years following the date Contractor completes its performance of services under an AGREEMENT.

13.4.2 Each liability policy shall provide that County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Contractor shall require and verify

that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractor.

#### 13.4.3 Additional Insured Status

The County of Monterey, its officers, officials, employees, and volunteers are to be covered as additional insureds on the commercial general liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

#### Primary Coverage

For any claims related to this contract, the Contractor's insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

#### Waiver of Subrogation

Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

- 13.4.4 Prior to the execution of this Agreement by the County, Contractor shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the Contractor has in effect the insurance required by this Agreement. The Contractor shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect. Contractor shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify Contractor and Contractor shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by Contractor to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

## 14.0 CONTRACT AWARDS

- 14.1 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any AGREEMENT(S) resulting from this solicitation.
- 14.2 Board of Supervisors: The award(s) made from this solicitation may be subject to approval by the County Board of Supervisors.
- 14.3 Interview: County reserves the right to interview selected Contractor before a contract is awarded. The costs of attending any interview are the Contractor's responsibility.
- 14.4 Incurred Costs: County is not liable for any cost incurred by Contractor in response to this solicitation.
- 14.5 Notification: All Contractors who have submitted a Proposal Package will be notified of the final decision as soon as it has been determined.
- 14.6 In County's Best Interest: The award(s) resulting from this solicitation will be made to the Contractor that submit(s) a response that, in the sole opinion of County, best serves the overall interest of County.

## 15.0 SEQUENTIAL CONTRACT NEGOTIATION

County will pursue contract negotiations with the Contractor that submit(s) the best Proposal or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either County or Contractor, County may pursue contract negotiations with the entity that submitted a Proposal that County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

## 16.0 AGREEMENT TO TERMS AND CONDITIONS

CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with County for the provision of the requested service. The AGREEMENT shall be written by County in a standard format approved by County Counsel, similar to the <https://www.countyofmonterey.gov/home/showdocument?id=81980>. Submission of a signed bid/proposal and the **SIGNATURE PAGE** will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the **SAMPLE AGREEMENT** Section herein. County may but is not required to consider including language from the Contractor's proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of Contractor's proposal.

## 17.0 COLLUSION

CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

## 18.0 PIGGYBACK CLAUSE

Contractor shall indicate below if Contractor agrees to extend the same prices, terms and conditions of their proposal to other public agencies that have delivery locations within the State of California limits: \_\_\_\_ Yes \_\_\_\_ No. Contractor's response to this question will not be considered in award of the AGREEMENT resulting from this solicitation. When Contractor extends the prices, terms and conditions of their proposal to other public agencies, any resulting agreement shall be between Contractor and the other public agencies and County shall bear no responsibility or liability for any agreements between Contractor and the other public agencies.

## SAMPLE AGREEMENT SECTION

The COUNTY OF MONTEREY STANDARD AGREEMENTS with all terms and conditions (which are hereby incorporated by reference as though set forth entirely herein) may be viewed at: <https://www.countyofmonterey.gov/home/showdocument?id=81980>

*-- End of Sample Agreement Section --*

## ATTACHMENTS/EXHIBITS AND SIGNATURE PAGE

### ATTACHMENT A: PRICING SCHEDULE

AGENCY NAME:

TOTAL PROJECT BUDGET:


I. DIRECT COSTS	First Year Amount
<b>A. PERSONNEL SALARIES</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>B. FRINGE BENEFITS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>C. OPERATING DIRECT COSTS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>D. SUBCONTRACTORS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>II. OVERHEAD/INDIRECT/ADMINISTRATIVE COSTS</b> (Not to exceed 5% of total budget)	
<b>SUBTOTAL</b>	<b>\$</b>
<b>GRAND TOTAL FIRST YEAR</b>	<b>\$</b>

<b>I. DIRECT COSTS</b>	<b>Second Amount</b>	<b>Year</b>
<b>E. PERSONNEL SALARIES</b>		
<b>SUBTOTAL</b>	<b>\$</b>	
<b>F. FRINGE BENEFITS</b>		
<b>SUBTOTAL</b>	<b>\$</b>	
<b>G. OPERATING DIRECT COSTS</b>		
<b>SUBTOTAL</b>	<b>\$</b>	
<b>H. SUBCONTRACTORS</b>		
<b>SUBTOTAL</b>	<b>\$</b>	
<b>II. OVERHEAD/INDIRECT/ADMINISTRATIVE COSTS</b> (Not to exceed 5% of total budget)		
<b>SUBTOTAL</b>	<b>\$</b>	
<b>GRAND TOTAL SECOND YEAR</b>	<b>\$</b>	

<b>III.DIRECT COSTS</b>	<b>Third Year Amount</b>
<b>I. PERSONNEL SALARIES</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>J. FRINGE BENEFITS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>K. OPERATING DIRECT COSTS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>L. SUBCONTRACTORS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>IV. OVERHEAD/INDIRECT/ADMINISTRATIVE COSTS</b> (Not to exceed 5% of total budget)	
<b>SUBTOTAL</b>	<b>\$</b>
<b>GRAND TOTAL THIRD YEAR</b>	<b>\$</b>

<b>V. DIRECT COSTS</b>	<b>Fourth Year Amount</b>
<b>M. PERSONNEL SALARIES</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>N. FRINGE BENEFITS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>O. OPERATING DIRECT COSTS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>P. SUBCONTRACTORS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>VI. OVERHEAD/INDIRECT/ADMINISTRATIVE COSTS</b> (Not to exceed 5% of total budget)	
<b>SUBTOTAL</b>	<b>\$</b>
<b>GRAND TOTAL FOURTH YEAR</b>	<b>\$</b>



<b>VII. DIRECT COSTS</b>	<b>Fifth Year Amount</b>
<b>Q. PERSONNEL SALARIES</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>R. FRINGE BENEFITS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>S. OPERATING DIRECT COSTS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>T. SUBCONTRACTORS</b>	
<b>SUBTOTAL</b>	<b>\$</b>
<b>VIII. OVERHEAD/INDIRECT/ADMINISTRATIVE COSTS</b> (Not to exceed 5% of total budget)	
<b>SUBTOTAL</b>	<b>\$</b>
<b>GRAND TOTAL FIFTH YEAR</b>	<b>\$</b>

**SUMMARY:**

- A. GRAND TOTAL FIRST YEAR: \$
- B. GRAND TOTAL SECOND YEAR: \$
- C. GRAND TOTAL THIRD YEAR: \$
- D. GRAND TOTAL FOURTH YEAR: \$
- E. GRAND TOTAL FIFTH YEAR: \$

TOTAL FIVE-YEAR COST (A+B+C+D+E): \$

-- End of Attachment A --

## ATTACHMENT B: LOCAL BUSINESS DECLARATION FORM

### COUNTY OF MONTEREY LOCAL BUSINESS DECLARATION FORM

If a business entity is claiming to be a "Local Vendor" as defined by the "Monterey County Local Preference Policy," adopted by the Monterey County Board of Supervisors on August 29, 2012, it must certify it meets the definition of "Local Vendor" as defined and in accordance with the adopted policy. Any business entity claiming to be a local business as defined by the policy, shall so certify, in writing herein, that it meets all of the criteria listed within the policy, which can be accessed online at the following link: <https://www.countyofmonterey.gov/home/showdocument?id=22313>.

#### **"Local Vendor" is defined as follows:**

1. Vendor either owns, leases, rents or otherwise occupies a fixed office or other commercial building, or portion thereof, having a street address within the Area. Vendor possesses a valid and verifiable business license, if required, issued by a city within the Area or by one of the three counties within the Area when the address is located in an unincorporated area within one of the three counties as defined as "Area"; **and**
2. Vendor employs at least one full time employee within the "Area", or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the "Area"; **and**
3. Vendor's business must have been in existence, in Vendor's name, within the "Area" for at least two (2) years immediately prior to the issuance of either a request for competitive bids or request for qualifications for the County; **and**
4. Newly established businesses which are owned by an individual(s) formerly employed by a Local Vendor for at least two (2) years also qualifies for the preference; **and**
5. If applicable vendor must possess a valid resale license from the State Franchise Tax Board showing vendor's local address within the "Area" and evidencing that payment of the local share of the sales tax goes to either a city within the "Area" or to one of the three counties within the defined "Area".

County shall not be responsible or required to verify the accuracy or any such certifications and shall have sole discretion to determine if a bidder meets the definition of "local vendor" as provided herein.

Any business which falsely claims a preference pursuant to Monterey County Local Preference Policy shall be ineligible to bid on County purchases or contracts for a period of three (3) years from the date of discovery of the false certification(s).

Any business eligible for the local preference who desires to have the preference applied during the award selection process shall return this completed Local Business Preference Declaration form with its proposal or qualifications package response. Upon request, bidder agrees to provide additional information to substantiate this certification.

As per the policy: "**Area**" shall mean Monterey County, San Benito County, and Santa Cruz County.

Note: If applicable your organization must possess a valid resale license from the California Department of Tax and Fee Administration showing its local address within the "Area" and evidencing that payment of the local share of the sales tax goes to either a city within the "Area" or to one (1) of the three (3) counties within the defined "Area."

**On behalf of my business entity (i.e., organization) I certify under penalty of perjury that I have both read and confirm that my business entity meets the requirements as outlined within the County's Local Preference Policy for the procurement in question.**

*Business Legal Name (and dba name if any):* \_\_\_\_\_

*Business Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip Code:* \_\_\_\_\_

*Signature of Authorized Representative:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Title of Authorized Representative:* \_\_\_\_\_

*Telephone Number:* (\_\_\_\_) \_\_\_\_\_ *E-Mail:* \_\_\_\_\_

**This form must be submitted within a bidder's proposal package in order for the County to apply the applicable local preference.**

**Bidders who do not qualify as a local business as per the policy should not submit this form.**

*-- End of Attachment B --*

## SIGNATURE PAGE

COUNTY OF MONTEREY  
CONTRACTS/PURCHASING DIVISION

RFP # **10947**  
ISSUE DATE: March 13, 2025



RFP TITLE: REENTRY SERVICES FOR THE COUNTY OF MONTEREY SHERRIF'S OFFICE

ELECTRONIC PROPOSALS ARE DUE AT THE FOLLOWING LINK BY  
3:00 P.M., LOCAL TIME, ON April 24, 2025:  
<https://www.countyofmonterey.gov/government/departments-a-h/administrative-office/contracts-purchasing/solicitation-center>

**MAILING ADDRESS:**  
COUNTY OF MONTEREY  
CONTRACTS/PURCHASING OFFICE  
SUSANA MACIAS  
1488 SCHILLING PLACE  
SALINAS, CA 93901

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO  
SUSANA MACIAS, MACIASSE@COUNTYOFMONTEREY.GOV, (831) 755-4921

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL (Electronic submissions):

☐ ALL REQUIRED CONTENT AS DEFINED PER SECTION 8.1 HEREIN

This Signature Page must be included with your submittal to validate your proposal.  
**Proposals submitted without this page will be deemed non-responsive.**

☐ **CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.**

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

License No. (If applicable): \_\_\_\_\_

License Classification (If applicable): \_\_\_\_\_