

*Contra Costa County*

**REQUEST FOR QUALIFICATION (RFQ)**

**County Measure X Innovation Fund**

**Phase I: Concept Paper**

**RFQ #: 2211-605**

**release date: November 1, 2022**

**Proposal Due Date: November 28, 2022**

**NO LATER THAN 3:00 P.M. PDT**

**Contact: Julie Enea, Senior Deputy County Administrator**

**CONTRA COSTA COUNTY**

**County ADMINISTRATOR’S OFFICE**

**1025 ESCOBAR ST., 4TH FL.**

**MARTINEZ, CALIFORNIA 94553**

**Statement of Qualification (SOQ) Information:**

Contra Costa County (County) has allocated Two Million Dollars ($2,000,000) of Fiscal Year (FS) 22/23 Measure X sales tax revenue for planning and implementation of innovative projects that improve equitable access to public services, remove structural barriers that cause inequities and poverty, provide the greatest impact for every dollar spent, and have potential for transformative change. Grants will be made available to qualified nonprofit community-based organizations in a two-phase process.

During Phase I – Planning Grants, the County is seeking SOQ/Concept Papers from qualified Contra Costa nonprofit community-based organizations for innovated projects. Planning grants in the amount of $5,000 will be awarded to selected project concepts for development of comprehensive Phase II-Project Grant proposals.

During Phase II – Project Grants, proposals for innovative projects will be eligible for up to One Million Nine Hundred and Fifty Thousand Dollars ($1,950,000) in supplemental one-time funding for implementation.

Award of a Planning Grant will not guarantee award of a Project (Implementation) Grant.

Table of Contents

**Page**

**Section I: Introduction**4

**Section II: Requirements and Qualifications6**

**Section III: Instructions to Responders8**

**Section IV: Evaluation and Selection Process10**

|  |  |
| --- | --- |
| **Exhibits** | **Attachments** |
| * Exhibit A – Statement of Qualification | * Attachment A – Addenda acknowledgement |
| * Exhibit B – Anti-Collusion Statement | * Attachment B – Contra Costa County General Terms |
| * Exhibit C – Contra Costa County Business Opportunity Registration |  |

Section I: Introduction

1. **Purpose**

The County is soliciting Statement of Qualification (SOQ) and/or Concept Papers from interested and qualified California registered nonprofit organizations who wish to develop and submit comprehensive Project Grant proposals for innovative projects that respond to local service needs, improve equitable access to public services, remove structural barriers that cause inequities and poverty, provide the greatest impact for every dollar spent, and have potential for transformative change in Contra Costa County.

1. **Objectives**

The County Board of Supervisors has approved a one-time allocation of Two Million ($2,000,000) of FY 22-23 Measure X sales tax dollars to fund the planning and implementation of one or more selected projects in the following categories:

1. **Safe & Engaged Communities** – Improving health, wellness, and public safety outcomes through community outreach/awareness, education, and engagement.
2. **Agriculture and Food Systems** – Improving environmental health, economic profitability, and social and economic equity.
3. **Economic Vitality** – Providing education, job training, decent jobs, and viable businesses to reduce the number of people at a poverty level.
4. **Clean & Sustainable (Clean and Green) Environment** – Safe food and water, proper waste disposal, clean air, pest control; preventing waste.
5. **Reliable & Accessible Infrastructure** – Modernization, technology, or equity in digital access, cybersecurity, and resilience.

Phase I of the Innovation Fund grant process offers Five Thousand ($5,000) to each of up to ten (10) selected projects to fund the development of a comprehensive Project Grant proposal.

1. **Calendar of Phase I Events**

|  |  |
| --- | --- |
| **Event** | **Date** |
| RFQ Release date | November 1, 2022 |
| Last date to submit written questions | November 14, 2022, no later than 3:00 P.M. PDT |
| RFQ due date | November 28, 2022, no later than 3:00 P.M. PDT |
| Vendor interview date | TBD (Likely between December 19-30, 2022) |
| Mandatory Bidders’ Conference Covering Phase II: Project Grant Proposal Requirements | TBD (Likely during the week of January 24, 2023) |

1. **Correspondence**

As of the issuance of this SOQ, proposers are specifically directed not to contact County personnel for meetings, conferences or technical discussions related to this SOQ. Failure to adhere to this policy may result in disqualification of the proposer.

1. **Questions**

All questions regarding the proposal will be accepted through the BidSync site only. The deadline for submitting questions for this RFQ is on or before November 14, 2022, no later than 3:00 PM PDT. All questions will be answered and disseminated to those registered on the BidSync website. Contact customer service if you need technical assistance with any part of the bid process; support@bidsync.com or call (800) 990-9339.

1. **Correspondence**

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

1. **Addenda Acknowledgement**

All bidders shall acknowledge receipt of any amendments to this bid event by returning a signed hard copy with the bid. Failure to acknowledge receipt of any amendments may render the proposal to be non-responsive. Changes to this bid event shall be issued only by the County. See attachment A.

Section II: Requirements and Qualifications

The County is soliciting responses from Contra Costa nonprofit community-based organizations that have innovative project concepts meeting the County’s Objectives that cannot be implemented without supplemental funding.

Your response shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your response.

1. **Qualifications**. The qualified proposer must have the following qualifications:

* Tax Exempt Organization
  + IRS designation under section 501(c)(3) of the Internal Revenue Code (most nonprofits), or
  + IRS designation under section 501(c)(6) of the Internal Revenue Code (chambers of commerce)
  + Most recent IRS Form 990, 990-EZ, 990-N (postcard) or Form 1023/1024 indicating religious or other exemption from filing
* “Current” status with the California Secretary of State
  + California Business Portal printout (bizfileonline.sos.ca.gov), attached to e-application
* Operate in Contra Costa County or provide documented services for residents of Contra Costa County
* Meet County insurance requirements, including:
* General Liability Insurance coverage of at least $500,000
* Indemnifying the County, and covering for any emergent liabilities
* Workers compensation insurance is required for organizations that have employees, or if volunteers receive ANY stipends/payment
* Have bylaws or policies that describe the way business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest.
* Have at least one year of experience with the project or in the program area being proposed.
* Have staff or authorized representatives adequately trained to administer and provide the program described.

**B. Requirements**. All proposals shall include the following information, organized as separate sections of the proposal. An ideal Concept Paper will detail the following within four pages:

* **Contact Information (via Exhibit A):**
* Applicant Agency/Organization Name and business address
* Applicant Contact Person Name and Direct Contact Information:
  + Salutation, First Name, Last Name
  + Title
  + Telephone Number Extension (if available)
  + Mobile phone (if available)
  + Email Address (required)
* Organization web site address (if available)
* IRS Employer Identification Number (EIN)

**Eligibility and Qualifications (via Exhibit A):**

* Eligibility of offerer (how offerer meets the required qualifications)
* Offerer qualifications such as specialized experience and technical competence, capability to perform and complete the project, past performance of the offeror’s team, financial management experience, communication/outreach experience.

**Project Concept (not to exceed three pages)**:

* Project Idea/Concept description
* Describe the need for your project
* Target population/clients
* Eligibility criteria for client receipt of services. Be specific in stating the criteria.
* Project goals, and outcomes
* Scalability

If selected, offerer shall provide evidence of eligibility and proof of insurance, as specified in their contract with the County.

Section III: Evaluation and Selection Process

1. **Selection Process**

All proposals received will be evaluated by a RFQ Review Committee. The following criteria, not listed in the order of importance, will be used to determine which concept proposals best meets the needs of the County. Proposals will be evaluated based on the following criteria:

* + Eligibility
  + Quality of the project being proposed in meeting the County Objectives and Innovation Fund priorities
  + Qualifications of proposer to plan and implement the proposed program
  + Program/Project Management Experience
* Experience in providing proposed services
* Financial management experience, such as grant writing, budget monitoring, or building an accountable implementation and funding plan for a program
* Communications experience, such as public speaking, marketing/outreach, grant/report writing, etc.

1. **Evaluation and Interview**

Upon completion of the review period, the County shall notify those Proposers who will be considered for an interview. Any delay caused by Proposer's failure to respond to direction from the County may lead to a rejection of the Proposal. The individual and/or team members identified in the proposal should attend the interview.

1. **Award of Agreement**

If the County determines to award a $5,000 Phase I Planning Grant, a Professional Services Contract shall be sent to the successful Proposer for the Proposer's signature. No proposal shall be binding upon the County until after the Agreement is signed by duly authorized representatives of both Proposer and the County.

1. **Proposals are Public Records**

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

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

1. **Protest Procedures**

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

Cindy Shehorn, Purchasing Services Manager

Contra Costa County

Public Works Department

40 Muir Road, 2nd Floor

Martinez CA, 94553

Section IV: Instructions to Responders

1. **Proposal Submission**
2. Response to this RFQ MUST be submitted electronically through the BidSync web site – NO EXCEPTION
3. Late submittals WILL NOT be accepted – NO EXCEPTION
4. Fax submittals WILL NOT be accepted – NO EXCEPTION
5. **Proposal Expenses**

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

1. **Proposer Responsibility**

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFQ. No special consideration will be given after bid proposals are opened because of a proposer’s failure to be knowledgeable as to all of the requirements of this RFQ.

1. **Interpretation**

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

1. **Reservation**

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

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

1. **Truth and Accuracy of Representation**

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

1. **Sub-Contract and Assignment**

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

1. **Addenda**

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

1. **Addenda Acknowledgement**

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

1. **Non-Collusion**

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

Exhibit A: Statement of Qualification

**Exhibit - A**

**SECTION A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Status:**

\_\_\_\_\_Nonprofit Corporation

\_\_\_\_\_Corporation State of Incorporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_General Partnership

\_\_\_\_\_Limited Partnership

\_\_\_\_\_Sole Proprietorship

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Number of years in business under present business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Business Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years under prior name if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**SECTION D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Similar services/projects completed during the last five years?

Period Services $ Amount Paid Location Agency Name

1 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION E\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION F\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is your firm authorized to do business in the State of California? \_\_\_\_\_Yes \_\_\_\_\_\_\_\_No

**SECTION G\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is your firm a State of California registered small business? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

**SECTION H\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is your firm a local Business? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

**SECTION I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION J**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION K\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

License Provisions

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

Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION L\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Name** **Classification**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION M\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

License Number Type Expiration Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibit B: Anti-Collusion Statement

**Exhibit - B**

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

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

NAME OF FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Sign in ink in the space provided below]

SIGNED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY & STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibit C: Contra Costa County Business Opportunities Registration

Place Holder

See Attached

Attachment A: Addenda Acknowledgement

**TO BE RETURNED WITH REQUEST FOR PROPOSAL**

RFQ No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)**

Addendum #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Addendum #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Addendum #4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.: \_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment B: Contra Costa County Terms and Conditions

Place Holder

See Attached