

REQUEST FOR PROPOSALS
(Secondary Method)

**AFFORDABLE HOUSING &
SUSTAINABLE COMMUNITIES (AHSC)
TECHNICAL ASSISTANCE PILOT PROGRAM**

SGC #15100

http://www.sgc.ca.gov/s_ahscprogram.php

State of California
Strategic Growth Council
December 2015

REQUEST FOR PROPOSAL (SECONDARY METHOD)
Notice to Prospective Proposers
RFP Nos. SGC 15100

The Strategic Growth Council (SGC) invites interested parties to review and respond to the following Request for Proposals (RFPs) titled “SGC Affordable Housing and Sustainable Communities (AHSC) Technical Assistance Pilot Program.”

This Pilot intends to support technical assistance efforts at a regional scale. Proposers can submit one proposal with multiple geographic focuses, but should prepare separate responses and qualifications addressing the geographic area(s) proposed.

Reference #	Geographic Focus	Counties
1	Sacramento	Sacramento, Yolo, Sutter, Yuba, Placer, El Dorado
2	San Diego	San Diego
3	San Francisco Bay Area	Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma
4	San Joaquin Valley	Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare
5	Southern California	Los Angeles, Orange, Riverside, San Bernardino, Ventura, Imperial
6	All Other Regions	Any County not covered in above

In submitting your proposal, you must comply with the instructions found herein.

The intent of this RFP is to establish a competitive process for selecting eligible technical assistance providers to support eligible participants that are located in disadvantaged communities throughout the state, as identified by the California Environmental Protection Agency through the California EnviroScreen 2.0 Tool. Contractors will provide targeted assistance to these applicants, in order for potential AHSC Program applicants to develop and submit high-quality applications to the SGC for consideration of a funding award in the 2015-16 Affordable Housing and Sustainable Communities Program funding round.

Eligible “Technical Assistance Provider(s)” may include 1) public agencies, including state, local, and regional agencies, including but not limited to councils of governments, metropolitan planning organizations, air districts, and conservancies; public community colleges and universities; 2) nonprofit organizations; 3) private consultants, and 4) others with a history of working with disadvantaged communities and providing analytical and project management support as noted in the scope of this RFP.

Your response to this RFP must include the following seven (7) components. Specific information for each of these required documents is described in the RFP.

- 1) Title Page and Letter of Commitment
- 2) Table of Contents
- 3) Proposal Checklist
- 4) Scope of Work
- 5) Qualifications
- 6) Budget & Cost Detail
- 7) Attachments
 - a. Completed Contractual Agreement Packet
 - b. Optional Attachments

This RFP is published online in the California State Contracts Register (CSCR) at: <http://www.eprocure.dgs.ca.gov/pd/CSCRAds.htm>. To ensure receipt of any addenda to this RFP that may be issued, interested parties are encouraged to register online at: <http://www.bidsync.com>.

Written questions with regard to this RFP shall be accepted no later than TUESDAY, December 8, 2015 at 5:00 pm. Responses to submitted questions will be posted via BidSync by Friday, December 11, 2015. In addition, in order to receive additional updates and information on SGC Technical Assistance efforts, please sign up at http://sites.focalbeam.com/13mobph8ii0tlco/SGC_AHSC_Tech.

The Strategic Growth Council (SGC) deadline for receipt of proposals is **Wednesday, December 16, 2015, no later than 3:00 p.m. Pacific Daylight Time (PDT)**. Neither late received, faxed, or emailed proposals are acceptable. **All late, faxed, and emailed proposals will be rejected** and returned to the potential proposer. Sealed proposals must be received on or before the date and time specified herein at the following location:

Mailing and Street Address:

Strategic Growth Council
Attn: Kathy Leuterio
1400 10th Street
Sacramento, CA 95814
kathy.leuterio@sgc.ca.gov

Please be advised that you are responsible for ensuring that your proposal is received by the above listed contact person by the time and date required. Any proposal reaching the contact person after the deadline date and time will be returned unopened.

In the opinion of the Strategic Growth Council, this RFP is complete and without need of explanation. However, if you have questions, notice any discrepancies or inconsistencies, or need any clarifying information, contact person listed below. **All questions must be submitted in accordance with the RFP instructions contained herein and sent via email directly to the above listed contact person and not through the BidSync system.**

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I. PURPOSE / BACKGROUND / SCOPE OF WORK:

A. PURPOSE

This Request for Proposal (RFP) is to solicit competitive proposals from experienced and qualified contractors who will be engaged to provide technical assistance and specific services to eligible participants through a contract(s) with the California Strategic Growth Council (SGC) for the 2015-16 Affordable Housing and Sustainable Communities (AHSC) program funding round.

Selected contractors for the SGC Technical Assistance Pilot (SGC TA) will provide direct grant writing, analytical, and project management support to applicants to ultimately achieve successful AHSC applications for projects benefiting disadvantaged communities that reduce greenhouse gas (GHG) emissions. Contractors shall be available to provide services for both the Concept and Full Application phases. The work of this contract is expected to require up to 8 (eight) months; no work shall begin until all required signatures and approvals are obtained.

Additional information about the AHSC program and timelines can be found on the SGC website located at: http://www.sgc.ca.gov/s_ahscprogram.php. The 2014-15 AHSC Concept and Full Application can be found

- Concept Application (.xls) - scroll to "Lessons Learned Section"
http://www.sgc.ca.gov/s_ahscprogram.php
- Full Application:
http://www.sgc.ca.gov/docs/AHSC_FY1415_Full_Application_Parts_A_to_G.PDF

Concept and Full Applications for the 2015-16 AHSC funding rounds are not expected to be posted until the Notice of Funding Availability is released, although draft applications may be available earlier.

Eligible recipients of SGC TA have been identified as past 2014-15 AHSC applicants from disadvantaged communities who did not receive awards in the 2014-15 funding round. This list is depicted in **Table 1**.

This project has a cumulative budget amount of **\$500,000**, allocated based on the number of applicants served and the technical work provided for each on a reimbursement basis. Because of the various types of technical assistance required by AHSC Program applicants, awards will be regional and bidders can apply for one or more regions as follows, reflecting the geographic distribution of Round 1 applicants from disadvantaged communities:

- Sacramento
- San Diego

- San Francisco Bay Area
- San Joaquin Valley
- Southern California
- All Other Regions

The total budget available for this RFP will be allocated by region. Regional proposals should reflect a smaller percentage of the total funds available, and should assume the maximum number of applications from each region, as depicted in **Table 1**.

Please note that the specific Projects for which participants requested funding in 2014-15 AHSC may differ from the application submitted by the eligible participant in the 2015-16 AHSC application. SGC recognizes that not all applicants may wish to apply or be eligible for 2015-16 AHSC Program funding, and will coordinate with SGC TA contractor(s) to identify need for each Technical Assistance Project (TA Project).

Additionally, SGC recognizes that significant technical assistance needs exist for potential AHSC applicants, beyond those that applied in 2014-2015. It is the intention of SGC to document and learn from the technical assistance activities undertaken through this task, with the goal of refining and expanding technical assistance in future years should additional funding be made available.

Any changes to this agreement must be approved by the Executive Director of the SGC. This project will begin on January 25, 2016, or upon approval of the Department of General Services (DGS), whichever is later, and continue through September 30, 2016. Work Plan may be modified by SGC to account for any delays in implementing the contract, if the project objectives can adequately be met.

PLEASE NOTE: Initial identification and coordination of SGC TA interest for eligible recipients will be done under a separate effort lead by SGC staff, and not through this RFP.

Table 1
AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM
Eligible Projects for 2015-16 Technical Assistance Pilot

Project Name	Applicant / Developer	MPO	County	Project Jurisdiction
Fancher Creek Town Center - Senior	Chelsea Investment Corporation	FRESNO	Fresno	Fresno
Kings Canyon	Cesar Chavez Foundation	FRESNO	Fresno	Fresno
Van Ness/Mariposa BRT TOD Connectivity Project	City of Fresno	FRESNO	Fresno	Fresno
Huron Transportation/Housing Infrastructure ICP Project 2015	City of Huron	FRESNO	Fresno	Huron
Kings River Village in Reedley, California	Kings River Community Partners, LLC	FRESNO	Fresno	Reedley
Kern River Parkway Multi-Use Trail Improvements	City of Bakersfield	KERN	Kern	Bakersfield
Lamont Transit Connectivity Project	Kern County Roads Department	KERN	Kern	Lamont
Gateway Terrace II	City of Merced	MERCED	Merced	Merced
94th and International	City of Oakland	MTC/ABAG	Alameda	Oakland
West Grand & Brush, Phase I	East Bay Asian Local Development Corporation	MTC/ABAG	Alameda	Oakland
Fruitvale Transit Village	Spanish Speaking Unity Council of Alameda County, Inc.	MTC/ABAG	Alameda	Oakland
San Leandro Senior	BRIDGE Housing Corporation	MTC/ABAG	Alameda	San Leandro
Filbert Townhomes	Community Housing Development Corporation	MTC/ABAG	Contra Costa	Richmond
Heritage Pointe affordable housing, transit and streetscape	Community Housing Development Corporation	MTC/ABAG	Contra Costa	Richmond
Plaza San Pablo, San Pablo, California	Domus Development, LLC	MTC/ABAG	Contra Costa	San Pablo
Hunters View Block 10	The John Stewart Company	MTC/ABAG	San Francisco	San Francisco
Candlestick Point-Harney Way TRI / Gilman Avenue TRI	Law Office of Patrick R. Sabelhaus	MTC/ABAG	San Francisco	San Francisco
South San Francisco Complete Streets	Townsend Public Affairs	MTC/ABAG	San Mateo	South San Francisco
City of Morgan Hill - Monterey Road Corridor	City of Morgan Hill	MTC/ABAG	Santa Clara	Morgan Hill
South 1st Street Apartments	Pacific West Communities, Inc.	MTC/ABAG	Santa Clara	San Jose
North San Pedro Housing and Urban Greening	First Community Housing	MTC/ABAG	Santa Clara	San Jose
Horizons (TOD) - City of Rancho Cordova	City of Rancho Cordova	SACOG	Sacramento	Rancho Cordova
Phase 2-Mather Veteran's Village (ICP) - City of Rancho Cordova	City of Rancho Cordova	SACOG	Sacramento	Rancho Cordova
Courtyard Inn Redevelopment Phase 1	Mercy Housing California	SACOG	Sacramento	Sacramento County
West Sac Family Apartments	Meta Housing Corporation	SACOG	Yolo	West Sacramento
Sycamore Trail Phase 3	City of West Sacramento	SACOG	Yolo	West Sacramento
Crescent Villa Apartments	Wasatch T Street	SANDAG	San Diego	Chula Vista
Main Street Residences	Affirmed Housing Group, Inc.	SANDAG	San Diego	El Cajon
San Diego Regional Inland Rail Trail	San Diego Association of Governments	SANDAG	San Diego	Oceanside
Northwest Village	Chelsea Investment Corporation	SANDAG	San Diego	San Diego
Downtown Bellflower Multi-Modal Center	City of Bellflower	SCAG	Los Angeles	Bellflower
Aidan's Walk Seniors	Premiant Development, LLC	SCAG	Los Angeles	Burbank
Rosecrans Villas in Compton, CA	Neighborhood Housing Services of Los Angeles County	SCAG	Los Angeles	Compton
Style Outlets at LA, Hawthorne CA	City of Hawthorne	SCAG	Los Angeles	Hawthorne
PATH Ventures Metro Villas Site I and Site II	PATH Ventures	SCAG	Los Angeles	Los Angeles
LA River Valley Greenway	City of Los Angeles	SCAG	Los Angeles	Los Angeles
King 1101	Clifford Beers Housing, Inc.	SCAG	Los Angeles	Los Angeles
Manali Town Homes	Manali Town Homes, L.P.	SCAG	Los Angeles	Los Angeles
Bartlett Hill Manor Apartments	LINC Housing Corporation	SCAG	Los Angeles	Los Angeles

Table 1
AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM
Eligible Projects for 2015-16 Technical Assistance Pilot

Project Name	Applicant / Developer	MPO	County	Project Jurisdiction
Manchester Villas in South Los Angeles	Neighborhood Housing Services of Los Angeles County	SCAG	Los Angeles	Los Angeles
Mosaic Gardens at Willowbrook	LINC Community Development Corporation	SCAG	Los Angeles	Los Angeles County
Branford Villa Apartments Acquisition and Rehabilitation	Wasatch T Street	SCAG	Los Angeles	Pacoima
Mosaic Gardens at Pomona	LINC Community Development Corporation	SCAG	Los Angeles	Pomona
Holt Family Apartments	Clifford Beers Housing, Inc.	SCAG	Los Angeles	Pomona
The Horizons in South El Monte	City of South El Monte	SCAG	Los Angeles	South El Monte
Westside Active Transportation Network Enhancement Project	South Gate, City of	SCAG	Los Angeles	South Gate
Las Tunas Drive Complete Street Improvements	Temple City	SCAG	Los Angeles	Temple City
17275 Derian Affordable Apartments	C&C Development, LLC	SCAG	Orange	Irvine
SR-22 Intercounty Express Buses	Orange County Transportation Authority	SCAG	Orange	Orange County
Coachella Circulator	City of Coachella	SCAG	Riverside	Coachella
SunLine's Hydrogen Transportation Improvements	Sunline Transit Agency	SCAG	Riverside	Indio
Cajalco Road Paved Shoulder and Transit Stop Improvement Project	Riverside County	SCAG	Riverside	Mead Valley
6th Street Sidewalk Construction and Transit Stop Improvement Project	Riverside County	SCAG	Riverside	Mecca
San Antonio del Desierto	Pueblo Unido CDC	SCAG	Riverside	Mecca
Moreno Valley Gateway Pedestrian and Bicycle Improvements	City of Moreno Valley	SCAG	Riverside	Moreno Valley
Juan Bautista de Anza Trail Connectivity Enhancements	City of Moreno Valley	SCAG	Riverside	Moreno Valley
SEASONS at Chino	LINC Housing Corporation	SCAG	San Bernardino	Chino
Lakeview Village Townhomes	Lakeview Village Townhomes, LLC	SCAG	San Bernardino	Victorville
J Street Linear Park & Trail	City of Oxnard	SCAG	Ventura	Oxnard
Grand View Village	VCOR	SJCOG	San Joaquin	Stockton
Lindsay Village	Self Help Enterprises	TULARE	Tulare	Lindsay
Traver Intermodal Complete Streets Improvements	COUNTY OF TULARE	TULARE	Tulare	Traver
Complete Streets Program-Goshen	COUNTY OF TULARE	TULARE	Tulare	Tulare County

Total Eligible Projects	63
By Geographic Area	
Bay Area	13
Sacramento	5
San Diego	4
Southern California	29
San Joaquin Valley	12

B. BACKGROUND

This pilot program focuses on providing direct grant writing, analytical, and project management support to applicants to ultimately achieve successful applications for projects benefiting disadvantaged communities that reduce greenhouse gas (GHG) emissions. The reductions of these emissions were targeted as part of the following laws:

- Senate Bill (SB) 862, Statutes of 2014 established the AHSC program, to be administered by the Strategic Growth Council “to reduce greenhouse gas emissions through projects that implement land use, housing, transportation, and agricultural land preservation practices to support infill and compact development...”
- SB 535 (De Leon, Chapter 830, Statutes of 2012) directs State and local agencies to make significant investments that improve California’s most vulnerable communities. To this end, the AHSC program is also statutorily required to invest at least 50 percent of its annual appropriation in Disadvantaged Communities, as identified by the California Environmental Protection Agency through the California EnviroScreen 2.0 Tool.
- The Budget Act of 2015 (Chapter 321, Statutes of 2015) appropriated \$500,000 in Greenhouse Gas Reduction Fund for a pilot technical assistance grant program for the AHSC program, administered by the SGC, to maximize the funding of projects located in disadvantaged communities.

C. SCOPE OF WORK

The scope of work shall be comprised of four primary components. For the detailed Scope of Work, please see **Attachment 8**, Draft Contract, Exhibit A.

Task 1: Administrative Coordination and Reporting. The Contractor shall manage a team capable of undertaking all work assignments identified in this Scope of Work. The Contractor will prepare and define the scope of work, the schedule of deliverables, and the project budget. This task includes an initial kick-off meeting, regular status updates or meetings, as well as feedback and evaluation of AHSC technical assistance efforts by the Contractor.

Task 2: 2015-16 Concept Application Support. Successful respondents will provide a range of project coordination, grant writing, and analytical services to eligible applicants. SGC TA proposals should include sufficient meeting time to meet with applicant(s), identify critical application needs including partnership development and coordination, preliminary greenhouse gas (GHG) emissions reduction analysis, and other supportive duties to complete and submit a concept application for the 2015-16 AHSC Program cycle.

The list of eligible participants in this Task include are found in **Table 1** (page 3 of this RFP). Please note that the specific Projects for which participants requested funding in 2014-15 AHSC may differ from the application submitted by the eligible participant in the 2015-16 AHSC application. For example, a project may have applied for AHSC funds in 2014-15 with a transportation-only project in a Disadvantaged Community, and not received funding. In the 2015-16 AHSC funding round, the applicant may wish to apply for funding for a joint transportation and housing project, located in a Disadvantaged Community, and not serve as the lead applicant. The application may still receive Technical Assistance through this program.

Task 3: 2015-16 AHSC Full Application Support. Successful respondents will continue project coordination, grant writing, and analytic services to applicants invited to submit a Full Application for the 2015-16 AHSC Program cycle. SGC TA proposals in this phase should include sufficient meeting time to meet with applicant(s), identify critical application needs, full greenhouse gas (GHG) emissions reduction analysis, and other support duties to complete and submit a Full Application for the 2015-16 AHSC Program cycle.

Eligible participants in this Task include those found in **Table 1** who are invited to submit Full Applications in the 2015-16 cycle. Should additional funding be available, contractors may support additional 2015-16 applicants whose applications benefit a disadvantaged community, but did not submit an application in the previous year.

Task 4: Capacity Building for Future AHSC Funding Cycles. The SGC intends to increase the capacity of communities to develop economically prosperous, equitable, and healthy communities that reduce greenhouse gas emissions. This task recognizes that significant technical assistance needs exist for potential AHSC applicants, and provides this task for proposers to develop a small program, focused on a geographic area, community, or technical topic that supports future AHSC applications.

Overall capacity building and knowledge sharing goals include but are not limited to:

- Community organizations and local jurisdictions learning new approaches to align and coordinate public infrastructure investments to support reduction of greenhouse gas emissions and other co-benefits;
- Local and regional planning efforts that effectively coordinate transportation, housing, land cleanup, and water investments that meet community and regional goals on where and how to grow;
- Developing a common set of performance measures for tracking progress towards more sustainable communities,
- Providing models or technical trainings that are transferrable to encourage replication and improvement on successful programs.

No more than 10% of the total proposed scope may be proposed for Task 4.

Table 2 Estimated 2015-16 AHSC Application Timeframe		
Milestone	Estimated Applicant Turnaround	Estimated Date
Final Guidelines to SGC for Approval		December 17, 2015
Release of 2015-16 Notice of Funding Availability and Application	6 weeks	Late January 2016
2015-16 Concept Applications Due		March 2016
Notification of Invitation to Submit Full Application	8 weeks	April 2016
2015-16 Full Application Due		June 2016
Staff Awards Recommendations posted for SGC Approval		August 2016

II. GENERAL PROPOSAL REQUIREMENTS AND INFORMATION

This section contains instructions for the submission of your proposal. It is the responsibility of the proposer to carefully read and follow all proposal requirements within this RFP. Compliance with the RFP instructions is mandatory for your proposal to be considered for award. Failure to comply with the RFP instructions may cause your proposal to be deemed non-compliant and non-responsive, thus, ineligible for award.

A. Key Action Dates

Below is the time schedule for this RFP. SGC reserves the right to modify the RFP and/or change the date and time at its sole discretion, prior to the date fixed for submission of proposals, by the issuance of an addendum that will be posted on the eProcurement system of the State of California at:

<http://www.bidsync.com>.

1. SGC reserves the right to modify or cancel in whole or any part of this solicitation.
2. Clarifications to the solicitation will only be provided in the form of a written addendum to all proposers.

Table 3 Timeline for AHSC Pilot Technical Assistance Program		
Key Actions	Dates	Time
RFP available to prospective proposers	11/30/15	
Written Question Submittal Deadline	12/08/15	5:00 p.m.
Questions and Answers Addendum Posted	12/11/15	
Final Date for Proposal Submission/Receipt by SGC	12/16/15	3:00 p.m.
Review/Evaluation of Proposals	12/17 – 12/23/15	
Posting of Intent to Award Notice(s) (Notice is posted for five days)	12/23/15	
Contract forms sent to Successful Proposer(s)	12/31/15	
Signed Contracts returned to SGC for counter signature	1/07/16	
Contract to DGS for approval	1/15/16	
Contract Approved & Executed – work begins	1/25/16	
Project Complete	September 2016	

Dates listed above are estimates only, and subject to change at SGC's sole discretion. The date work begins will be considered to be different from the actual start date of the contract/agreement. No work shall begin until all required approvals and signatures, including DGS Office of Legal Services if applicable, are obtained.

B. Questions Regarding RFP Requirements

1. It is the Proposer's responsibility to promptly notify the SGC contract analyst identified in the solicitation, by phone, letter, fax, or e-mail, if the Proposer believes that the solicitation is unfairly restrictive, contains errors or discrepancies, or is otherwise unclear. Notification must be done immediately upon receipt of the solicitation in order that the matter may be fully considered and appropriate action taken by SGC prior to the written question submittal deadline.
2. All questions or concerns related to the RFP requirements must be directed electronically to:
Strategic Growth Council
Contact: Kathy Leuterio
Phone: (916) 324-9723
Email: kathy.leuterio@SGC.CA.GOV
3. Questions must be received by the date and time specified under Section II, Key Action Dates. Answers to all questions submitted will be in the form of an addendum posted to the DGS California State Contracts Register (CSCR) website <http://www.eprocure.dgs.ca.gov/CSCRADs.htm>. Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum to all parties/participants. All questions must be submitted referencing the RFP number in the subject line, directly to the above listed contact person and not through the BidSync system.
4. No oral understanding or agreement shall be binding on any party.

C. General Proposal Requirements

1. Proposals should provide a work plan and schedule for completion of the tasks described in Section I, Scope of Work. The work plan should identify each major task, necessary subtasks, all meetings, calls, and workshops by which progress can be measured and payments made. All work should be completed as soon as possible, but no later than September 30, 2016.
2. The proposer should provide straightforward and concise descriptions of the proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies, or misstatements will be sufficient cause for rejection of a proposal.
3. The Proposer should identify opportunities to make use of past work products and/or shared data, research, and partnerships during this contract, with other state, regional, and local agencies, as well as nonprofit organizations and stakeholders, as appropriate to save time and expense, if feasible.

4. Proposals must be submitted for the performance of all services described herein. Any deviation from the work specifications (Section I, Scope of Work and Section IV, Proposal Requirements) will not be considered and will cause a proposal to be rejected.

D. Submission of Proposals

1. The proposal package should be prepared in the least expensive method.
2. All proposals must be submitted under sealed cover and sent to the SGC by dates and times shown in the Key Action Dates in Section A above. Proposals received after this date and time will not be considered. Individuals, organizations and businesses submitting proposals have the burden of proof to confirm that their proposal was actually received in accordance with this announcement should there be any dispute about meeting the filing deadline.
3. A minimum of 6 copies of the proposal must be submitted. The original proposal must be marked "ORIGINAL COPY." Submit six (6) hard copies of the proposal (one (1) original plus five (5) copies), and one electronic copy of the proposal. All additional hard copy proposal sets may be photocopies of the original package.

Also to conserve paper, we require double-sided pages, single or one-and-a-half spacing. Please do not include lengthy, oversized company brochures. Any extra items submitted with the proposal shall be clearly marked and identified as to the name of the proposer and the RFP number.

4. Packaging/Mailing/Delivery Instructions
 - a) The proposal package/envelope must be clearly marked with the RFP number and title, your firm name, address, submitted under sealed cover, and must be marked with "DO NOT OPEN" (see sample below).

SEALED PACKAGE/ENVELOPE

Proposer Name (Agency, Firm, Individual)
Complete Address

RFP No. SGC 15100
"Pilot Technical Assistance Proposal"
DO NOT OPEN

- b) Proposals not submitted under sealed cover and marked as indicated shall be rejected. If the proposal is made under a fictitious name or

business title, the actual legal name of Proposer must be provided. Label (as instructed above), and mail or deliver package to the following location.

MAIL OR DELIVER* TO:
Strategic Growth Council
Attention: Kathy Leuterio
1400 Tenth Street
Sacramento, CA 95814

- c) If your proposal is hand delivered, it is recommended that you contact the analyst, Kathy Leuterio at (916) 324-9723, to ensure your proposal is received prior to bid submittal deadline.
5. Proposals received after the due date and time will not be considered. SGC does not accept final responsibility for any unopened proposals.
 6. Each proposal will be reviewed to determine if it meets the proposal requirements contained in Section IV, Proposal Requirements (Technical). Failure to meet the requirements for the RFP may be cause for rejection of the proposal.
 7. A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive any immaterial deviation in a proposal. The State's waiver of immaterial defect shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if the proposer is awarded the Agreement.
 8. SGC may modify the RFP up to the specified time of the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package. Any addenda will be issued through the BidSync system.
 9. More than one (1) proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered. Reasonable grounds for believing that any proposer has submitted more than one proposal for the work contemplated herein will cause the rejection of all proposals submitted by that proposer. If there is reason to believe that collusion exists among the proposers, none of the participants in such collusion will be considered, in this or future procurements.
 10. The SGC reserves the right to reject all proposals. The SGC is not required to award an agreement.

E. Modification and/or Withdrawal of Proposals

1. A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline. Proposer modifications offered in any other manner, oral or written, will not be considered.
2. A proposer may withdraw its proposal by submitting a written withdrawal request to SGC signed by the proposer or an agent authorized in accordance with Section II G, titled "Signature." A proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.

F. Proposer Responsibilities

1. Proposers should carefully examine the entire RFP, paying special attention to the tasks and deliverables found in **Attachment 9**, the Draft Standard Agreement, and Scope of Work. Proposers shall investigate obstacles that might be encountered. No additions or increases to the agreement amount will be made due to a lack of careful examination of the requirements.
2. Before submitting a response to this RFP, Proposer(s) should review their response, correct all errors, and confirm compliance with the RFP requirements. It is the proposer's responsibility to complete and submit all required documents as listed on **Attachment 1**.
3. Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to SGC.
4. It is the **proposer's responsibility** to promptly notify SGC's contract analyst identified in this solicitation, in writing, either by letter, fax, or e-mail, if the proposer believes that this solicitation is unfairly restrictive, contains errors or discrepancies, or is otherwise unclear. Notification **must be done immediately** upon receipt of this solicitation in order that the matter may be fully considered and appropriate action taken by SGC prior to the closing time set to receive solicitation responses. Such notification must be submitted no later than the question and answer period referenced in the Key Action Dates. All such correspondence received after the question and answer deadline will not be considered.
5. Proposer is responsible to review, read, understand, and comply in full with the State's General Terms and Conditions along with the Contractor's Certification Clauses as listed on: www.dgs.ca.gov/ols.

6. Each proposal must constitute an irrevocable offer for a period of at least 180 working days after proposal submission.

The evidence must illustrate that that they have the qualifications, competence, experience, resources, and business integrity necessary to carry out the work under the contract as expected. Proposers must complete the Proposer References Form, **Attachment 2**.

7. The Proposer must own and operate a legitimate business. If the Proposer is a corporation, said corporation must be registered in the State of California to operate said business in the State and be a corporation in good standing with the Secretary of State. All businesses must be registered with the Secretary of State or appropriate State jurisdiction prior to date of contract award. Evidence of registration will be from the Secretary of State's website: <http://kepler.sos.ca.gov>.

All business entities doing business within the State and not operating as a corporation or partnership must be registered with the appropriate jurisdiction (county or city). All businesses not registered with the appropriate jurisdiction, or with the Secretary of State, prior to award date will be deemed non-responsive and ineligible for contract award.

8. The Proposer must complete and submit to SGC, the Payee Data Record (STD 204) to determine if the selected proposer is subject to State income tax withholding, pursuant to California Revenue and Taxation Code, Section 18662. This form can be found on the Internet at: www.osp.dgs.ca.gov under the heading FORMS MANAGEMENT CENTER. No payment shall be made unless a completed STD 204 has been returned to SGC.
9. The Proposer must sign and submit to SGC, page one (1) of the Contractor Certification Clauses (CCC-307)., The form can be obtained via the Internet at: www.dgs.ca.gov/ols.
10. It is unlawful for any person engaged in business within this State to sell or use any article of product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

G. Signature

All documents requiring signatures contained in the original proposal package must have original signatures.

1. Only an individual who is authorized to bind the proposing firm contractually shall sign the required Cover Letter for the proposal. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.

2. All documents requiring a signature must bear an original signature of a person authorized to bind the bidding firm and must be duly authorized to sign the contract/agreement if selected for award.

H. Disposition of Proposals

Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code, Section 6250 et seq.) and subject to review by the public. The State cannot prevent the disclosure of public documents. However, the contents of all proposals, draft proposals, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of a proposer's proposal, shall be held in the strictest confidence until after the public cost opening.

III. MINIMUM QUALIFICATIONS

Proposers and proposals must meet the minimum qualifications in order to be further evaluated and considered for award. Proposals that do not meet the minimum qualifications will be determined non-responsive and ineligible for award.

A. Project Personnel:

Proposer must identify a project coordinator in Proposal. A copy of the coordinator's resume must be included in the proposal.

B. The proposer must provide evidence to show that members of the team possess the specific qualifications, competence, experience, resources and business integrity necessary to carry out the work under the contract as expected, by meeting the minimum qualifications in at least three of the following areas.

- At least five (5) years of experience providing Technical Assistance and Proposal/Grant writing.
- At least five (5) years of experience providing affordable housing finance and development, transportation and transit finance and planning, land use planning, infrastructure planning and development, and other programmatic aspects of the AHSC.
- At least five (5) years of experience conducting greenhouse gas emissions reduction quantification.
- At least five (5) years of experience coordinating public, private, and non-profit organizations or serving as a project manager with such entities.
- At least five (5) years of direct experience working with Eligible Applicants.

Examples of evidence include but are not limited to: résumés; letters of reference; and, project summaries that highlight the team's specific experience.

IV. PROPOSAL REQUIREMENTS

This Pilot intends to support technical assistance efforts at a regional scale. Proposers can submit one proposal package with multiple geographic focuses, but should prepare separate responses and qualifications addressing the geographic area(s) proposed.

The proposal must contain the seven (7) components outlined below. Each requirement must be listed in the Proposal Table of Contents. Also see Section II. D, Submission of Proposal, for general submittal details.

- 1) Title Page and Letter of Commitment
 - a. Title Page
 - b. Letter of Commitment
- 2) Table of Contents
- 3) Proposal Checklist
- 4) Scope of Work
 - a. Summary
 - b. Project Management Plan
 - c. Methodology/Approach to Work
 - d. Work Plan and Work Schedule
 - e. Subcontractors
- 5) Qualifications
 - a. Proof of Minimum Qualifications
 - b. Personnel/Team Resumes
 - c. Reference Forms (3)
- 6) Budget & Cost Detail
- 7) Attachments
 - a. Completed Contractual Agreement Packet
 - b. Optional Attachments

1. Title Page and Letter of Commitment

The purpose of this component is to summarize the information needed by SGC administrative staff, and to introduce our staff to your organization on official letterhead. Include the following:

a. Title Page

- The title of the proposal, which must be the same as the title of the RFP;
- The number of the RFP (No. SGC 15100);
- The date of proposal; and
- The name of the bidding institution
- Geographic Focus(es) for which the proposal addresses

b. Letter of Commitment

- The name and address of your company [NOTE: You may use a Post Office box, but please provide your company's street address for our records];

- The name, title, and signature of a company official authorized to bind the proposal; and
- A brief synopsis of your organization's interest in doing this work.

2. Table of Contents

3. Proposal Checklist (see Attachment 1)

4. Scope of Work

The technical portion of the Proposal must include a written response to all scoring elements listed in the Technical Evaluation Scoring Criteria, Section V, Evaluation, Selection and Award, B.2 and must include the following:

a. Summary

The abstract shall not be longer than one page. Include a brief description of the proposed project briefly summarizing the main point of the various sections of the proposal, including the approach of the Consultant team for that particular Geographic Focus.

b. Project Management Plan

A Project Management Plan must be submitted that includes the management structure and project organization. The Proposer shall designate, by name, the Project Manager to be employed. The selected proposer shall not substitute the Project Manager without prior written approval of the State.

c. Methodology / Approach

The proposer shall describe the overall approach to the work and geographic areas, administrative and operational management expertise that will be employed.

d. Work Plan and Work Schedule

The Proposer shall develop a Work Plan and Work Schedule for task completion, which shall specify each task and estimated dates of completion. The Work Schedule shall identify each major task, necessary subtasks, and milestones by which progress can be measured and payments made. The Work Schedule must reflect the total project timeline of 8 months. See the Sample Standard Agreement, Exhibit A, Scope of Work, for details on the tasks required. A sample work schedule is provided below:

Table 4 Sample Work Schedule		
TASK	RESPONSIBLE PARTY	SCHEDULE
TASK 1: Administrative Coordination & Reporting		
Kickoff Meeting	Prime contractor	January 2016
Project Administration and Updates	Prime contractor	January–September 2016
Project Evaluation and Final Report	Prime Contractor	September 2016
TASK 2: 2015-16 Concept Application Support	Prime, Sub Contractor	February-March 2016
TASK 3: 2015-16 Full Application Support	Prime, Sub Contractor	April–June 2016
TASK 4: Capacity Building for Future AHSC Applications	Prime, Sub Contractor	January–August 2016

e. Subcontracts/Subcontractors

If subcontractors are to be used, the Proposer must include a description of each person or firm, the work to be done by each subcontractor. Please use **Attachment 5**, Bidder Declaration Form (GSPD 05-105), to list all subcontractors used for this project.

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of their responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by the Contractor. The Contractor’s obligation to pay its subcontractors is an independent obligation from the State’s obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

5. Qualifications

a. Minimum Qualifications Response

The Proposer must provide a detailed response, outlining information as to how the Proposer meets each of the minimum qualifications listed in Section III, and to what extent if any, the minimum qualifications have been exceeded. Submit all applicable documentation and work samples, as appropriate.

- Affordable housing finance and development, transportation and transit finance and planning, land use planning, infrastructure planning and development, and other programmatic aspects of the AHSC
- Grant writing and project management

- Greenhouse gas emissions reduction quantification
- Coordination of public, private, and non-profit organizations
- Direct experience working with Eligible Applicants and disadvantaged communities
- Past experience with State or Federal Government agencies

b. Personnel (Experience)

The Proposer shall list all key personnel (i.e. Project Manager & Staff) who will be working on the project. Include their titles, qualifications, a summary of similar work or studies performed, a resume for each professional, a statement indicating how many hours each professional will be assigned to the Technical Assistance project and what tasks each professional will perform.

Substitute personnel must meet the same minimum qualifications as described in Section III, Minimum Qualifications of this RFP. Translators are not required to meet the minimum qualifications. The SGC Project Manager must be notified in advance and provide prior approval should staff need to be substituted.

c. References

Each proposer and subcontractor must provide at least three (3) references and qualifications detailing technical experience.

References must be provided using **Attachment 2**, Proposer References Form. Submission of this attachment is mandatory. Failure to fully complete and return this attachment with your proposal may cause your proposal to be rejected and deemed non-responsive. **Attachment 2** may be copied for additional references.

6. Budget and Cost Detail

Cost Proposals shall include all information listed in Cost Detail and properly account for the cost of entire contract length. All Proposals shall include any and all anticipated costs for completion for the work plan in Proposer's Cost Sheet, such as:

- Identification of position/classification titles funded
- Salary rates or ranges
- Percentage of time devoted to the work
- Fringe benefits
- Operating expenses
- Travel and per diem expenses
- Overhead or indirect costs – limited to no more than 20%
- Subcontractors with the same type of cost details
- Other costs.

A Contractor Cost Sheet, **Attachment 7**, is provided, with three templates on three tabs of the same worksheet which must be submitted as part of this proposal.

a. Budget

Please submit a detailed budget itemizing proposed costs by task, subtask, and staff hours attributed to each component for each contractor. The spreadsheet provided allows for additional detail by subtask and contractor, as appropriate.

b. Cost Detail: Per Applicant Cost

This Request for Proposal assumes that technical assistance will be estimated on a per applicant basis. The Proposer must indicate a per applicant cost based on the proposed geography to be served by the contractor, and by task associated with each phase of the application. Please provide justification or range for estimates based on complexity of application, and other detail on a separate sheet.

c. Cost Detail: Total Estimated Cost

Using the Team Cost worksheet, estimate the Total Estimated Cost for all applications that will be assigned to the Contractor team by task.

This Total Cost Offer includes but is not limited to, travel & per diem, labor, meetings, reproduction costs, reports, and any miscellaneous items necessary to perform the tasks of this project.

Contractor will be paid based on invoices submitted for actual services performed under contract, based on the actual classes conducted and materials distributed for the entire contract period. Costs for this contract include but are not limited to, travel & per diem, labor, meetings, reproduction costs, reports, subcontractors, and any miscellaneous items necessary to perform the tasks of this project.

7. Attachments

a. Required Attachments. The Proposal must include all of the completed attachments listed in **Attachment 1**, Required Attachment Check List.

b. Optional Attachments.

1. Socio-Economic and Preference Programs

All pages of the Cost Proposal; the Bidder Declaration Form (GSPD-05-105), The form is located at:

<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf> ; and, if applicable, any forms pertaining to socio-economic preferences or incentives (small business, DVBE), shall have the following header and page numbering format in the upper right-hand corner:

Cost Proposal
RFP No. SGC 15100
Exhibit B, Attachment 1
Page # of ##

- a. **Disabled Veteran Business Enterprise (DVBE) Incentive** –This solicitation does not require a minimum amount of Disabled Veteran Business Enterprises (DVBE) participation. However, you are strongly encouraged to either become certified, if eligible, or to subcontract a portion of the work to a certified DVBE.

If a prime bidder is a certified DVBE or commits to subcontracting with DVBE(s), it may be eligible to receive an incentive provided that the DVBE provides a commercially useful function as defined in California Code of Regulations, Title 2, Section 1896.61(l). For evaluation purposes only, the State shall apply an incentive to bids that propose California certified DVBE participation, as identified on **Attachment 4**, titled Bidder Declaration GSPD-05-105 and confirmed by the State.

The incentive amount varies in conjunction with the percentage of DVBE participation.

Table 5 Incentive for DVBE Participation	
Confirmed DVBE Participation of:	DVBE Incentive:
5% or Over	5%
4% to 4.99% inclusive	4%
3% to 3.99% inclusive	3%
2% to 2.99% inclusive	2%
1% to 1.99% inclusive	1%

b. Small Business or Microbusiness Preference

If Proposer is claiming the 5% certified Small Business or micro business preference, or is committing to subcontract 25% or more of their net bid price to one of more Certified Small Businesses or microbusinesses, complete the Bidder Declaration (GSPD-05-105), The form is located at:
<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>, and attach a copy of the certification.

Additional References: <http://www.pd.dgs.ca.gov>

Questions regarding the certification approval process or the Small Business program should be directed to the Department of General Services, Procurement Division at (800) 559-5529 or (916) 375-4940.

Small business or micro business bidders or proposers using the non-small business preference shall be granted a preference consisting of five percent of the bid price of the lowest responsive, responsible bidder that is not a small business.

c. Target Area Contract Preference Act (TACPA) Preference

Please see website at:

<http://www.dgs.ca.gov/pd/Programs/DisputeResolution.aspx> for information on applying for the TACPA preference in accordance with the Target Area Contract Preference Act.

V. EVALUATION, SELECTION, AND AWARD

Proposals will be scored using the Secondary Method for RFPs as outlined in the State Contracting Manual (SCM, Volume 1). This Secondary Method relies on a combination of both the Proposal's cost and the technical knowledge and specialties of Proposers as described in the Proposal. In this Secondary Method, technical quality is equal to or more important than cost. The following sub-sections and criteria will be reviewed by the State's evaluation team.

1. Final Scoring Methodology

- a. The proposals that meet the minimum qualifications will be evaluated and scored according to the criteria indicated below. A minimum of seventy (70) points must be achieved to be considered responsive. (A responsive proposal is one, which meets or exceeds the requirements stated in this RFP.)
- b. A minimum of five (5) points must be achieved for each rating/scoring criterion.
- c. The proposer with the highest score will be awarded the contract based on the following scoring rubric.

Rating/Scoring Criteria	Maximum Possible Points
Clarity and Organization of the Proposal	10
Technical Approach to the Scope of Work	40
Work Plan and Schedule	20
Experience	30
Cost	50
TOTAL POSSIBLE POINTS	150

Example: To help illustrate this process, refer to table below, for an example of the scoring methodology process. Scores in the example below explain the calculations and have no other significance.

SCORING METHODOLOGY EXAMPLE

PROPOSER	TECHNICAL SCORE (OUT OF 100)	COST SCORE (OUT OF 50)	TOTAL POINTS AWARDED
A	84	37.5	121.5
B	76	42.8	118.8
C	92	50	142.0

In this case the highest scored proposal from *Proposer C* would be the intended awardee (Subject to Small Business Preference Award).

- d. Preferences and incentives will be applied as required to eligible proposals. Please see Section IV, Item I, Socio-Economic and Preference Programs.

2. Administrative Evaluation

SGC will conduct an administrative evaluation in accordance with the RFP requirements to determine a Proposer’s responsiveness and responsibility. Each proposal will be checked for completeness and/or absence of all required information and to ensure that the proposer meets the minimum qualifications in conformance with the submission requirements. During evaluation period, if an item is unclear, or needs further clarification, Proposers may be requested to provide additional documentation.

A. Responsive and Responsible Proposer

Proposals and Proposers must meet all of the minimum qualification requirements stated in the RFP. Each proposal will first be reviewed to ensure the following items: proposal is received by date and time specified; proposal contains all the required documents (see **Attachment 1**, Required Attachment Checklist); and that the proposal meets the format requirements specified. A responsive proposal from a responsible Proposer is one that meets the definitions as stated below.

A. Definition of Responsive/Compliant Proposal:

A proposer’s solicitation response must be compliant with solicitation requirements without material deviation from the terms and conditions of the proposed contract.

A non-responsive proposal is one that does not meet the requirements stated in the RFP; fails to provide all required documents/ attachments or deviates substantially from requirements. A proposal that changes the

terms and conditions of the RFP or the proposed contract provisions will be considered as a counterproposal and will be rejected as non-responsive.

B. Definition of Responsible Bidder/Proposer:

The question of whether a particular proposer is responsible involves an evaluation of the proposer and other factors existing at the time of evaluation. If it is determined that you are not a responsible proposer, your proposal will be rejected.

In determining whether a proposer is a responsible proposer, SGC requires proposer(s) to submit evidence of their qualifications at such times, and under such conditions, as required. See Attachment 1, Required Attachment Check List.

3. Technical Evaluation

SGC will conduct an evaluation of the Proposal by a committee comprised of SGC and member agency staff. If deemed necessary, independent technical or policy experts may be called upon to answer any specific questions regarding the responses to the RFP. These individuals will not be voting members of the panel nor participate in the scoring process.

The evaluation team members will review each proposal and assign points for each criterion discussed below using the consensus scoring methodology.

A. Scoring Criterion Guidelines

The evaluation team shall determine a consensus score for each item, based on the team's verbal discussion of each proposer's responses. To determine the consensus scoring, evaluators will meet either in person or by teleconference to discuss in detail the strengths, weaknesses, and ratings of each proposal to determine scores. The evaluation team will carefully review and discuss the completeness of the proposer's response, as well as clarity of documentation presented in the proposals submitted in response to this RFP.

NOTE: There will be no individual sheets, no written scores, and no written notes.

The evaluation team will abide by the following Scoring Criterion Guidelines for the Technical Evaluation Scoring Criteria:

Table 6 Scoring Criterion Guidelines for Technical Evaluation		
% of Points Awarded	Interpretation	General Basis for Point Assignment
0%	Inadequate	Fails to address the requirement(s) being scored or proposer does not describe any experience related to the requirement(s). The omission(s), flaw(s), or defect(s) are significant and unacceptable.
30%	Barely Adequate	Minimally addresses the requirement(s) being scored, but one or more major considerations of the requirement(s) are not addressed, or addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
50%	Adequate	Proposal response addresses the requirement(s) being scored. Additional detail or clarification may be required regarding responses.
80%	Good	Proposal response fully addresses the requirement(s) being scored. Good degree of confidence in the contractor's response or proposed solution. Minimal weaknesses are acceptable.
100%	Excellent or Outstanding	Proposal response fully meets SGC's needs, requirements or expectations with a high degree of confidence in the contractor's response or proposed solution. Proposer offers one or more enhancing feature, method or approach exceeding basic expectations.

The Proposal Evaluation criteria listed specifies the total number of points available for each requirement. Using the Scoring Methodology, the evaluation team will determine the percentage of points to be awarded to each requirement, and multiply that percentage by the total number of points available for that requirement to determine the score. For each technical scoring criteria, numbers will be rounded up or down to a full digit (e.g., 4.5 will be rounded up to 5, and 4.4 will be rounded down to 4).

TABLE 7 PROPOSAL EVALUATION RUBRIC	
MINIMUM QUALIFICATIONS	
	Yes/No
1. Proposer must identify a project coordinator in Proposal. A copy of the coordinator's resume must be included in the proposal.	
2. At least one member of the Proposer's team must have at least five (5) years of experience in providing Technical Assistance and Proposal/Grant writing in three of five possible categories	
SCORING RUBRIC	
	Points Available
1. Clarity and Organization of Proposal (10 points) This criterion will assess whether the proposal is presented in a clear, organized manner that facilitates the technical assistance proposed.	10
2. Technical Approach to the Work (40 points) This criterion provides proposers the opportunity to demonstrate their knowledge in the subject of the RFP and to lay the groundwork for the actual work to be performed for this project. The technical approach and work plan are considered the heart of the proposal and will receive a high level of scrutiny. This part of the proposal will be compared against the RFP to ensure that all specified tasks and deliverables are responsive. This portion of the proposal should spell out, in adequate detail the following detail.	
1) Proposer has outlined a detailed project management plan, and project organization that names a Project Manager	10
2) Proposer has described the methodology and approach to the tasks described, including training techniques and outreach activities, as appropriate.	20
3) Proposer has described their approach to contract and operational management	5
4) Proposer's knowledge and experience of the technical assistance needed to address the AHSC Program and local implementation of SB 375 and AB 32.	5
3. Work Plan and Work Schedule (20 points) For this criterion, reviewers will consider the following aspects of the proposals:	
1) Identification of staff (i.e. Project Representative, Technical Staff) and their assigned task(s). Proposal will identify staff who will be working on the project, submitting a resume for all primary and assigned tasks for each staff.	10
2) The feasibility of the project schedule, estimated dates of completion, and proposed methods for measuring project progress against the work plan	10
4. Experience (30 points) Please provide a written narrative, with corresponding qualifications, resumes, and work samples which detail the following experience.	
1) Proposer has proven track record of successfully developing proposals and grants, has written and managed successful grant applications, and can provide substantive technical evaluations.	10
2) Proposer has specific expertise in data analysis, including greenhouse gas emissions reduction quantification.	5
3) Proposer has experience in and relationships with local governments where proposed applications will be developed, including housing and public works agencies	5
4) Proposer has experience in and relationships with nongovernmental	5

organizations and disadvantaged community stakeholders where proposed applications will be developed	
5) Proposer has experience in and relationships with regional governments where proposed applications will be developed, particularly around regional transportation plans and outreach	5
TOTAL MAXIMUM POINTS	100

4. Cost Proposal Evaluation

Proposers may achieve a maximum of 50 cost points, which is weighted at 33% of the total points available. This criterion allows staff to evaluate and compare the budgets of each proposal relative to those of its competitors. Each Proposer must complete the Contractor Cost Sheet (Attachment 3).

Each Proposer's cost score will be calculated based on the ratio of the lowest cost proposal to the Proposer's cost, multiplied by the maximum number of cost points available (50 as shown in the calculation below:

$$\frac{\text{Lowest Total Cost Proposal} \times 50 \text{ Total Cost Points Available}}{\text{Proposer Total Cost}}$$

Example: To help illustrate this process, refer to table below, for an example of the cost score calculation process. Cost figures in the example below explain the calculations and have no other significance.

COST EVALUATION METHODOLOGY EXAMPLE

PROPOSER	GRAND TOTAL COST	CALCULATION	COST POINTS AWARDED
A	\$40,000	$\frac{\$30,000 \times 50 \text{ points}}{\$40,000}$	37.5
B	\$35,000	$\frac{\$30,000 \times 50 \text{ points}}{\$35,000}$	42.9
C	\$30,000	$\frac{\$30,000 \times 50 \text{ points}}{\$30,000}$	50.0

5. Grounds for Proposal Rejection

- a. Proposals must be submitted for the performance of all the services, as described herein. Any material deviation from the RFP will not be considered and shall cause a proposal to be rejected.
- b. Proposals must be complete in all respects as required by the RFP. A proposal shall be rejected if it is conditional or incomplete, if it contains any alterations of form, or other irregularities of any kind. The State does not accept alternate contract language from a prospective Contractor. A proposal with such language will be considered a counterproposal and will be rejected.
- c. SGC reserves the right to reject any or all proposals for any reason. The State may reject any or all proposals and may waive any deviation deemed immaterial in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements, if awarded the agreement. All deviations will be examined to determine whether the deviation is immaterial (e.g., errors in mathematical computation or spelling). **A material deviation shall cause rejection of the proposal. A proposal shall be rejected if any such defect or irregularity constitutes a material deviation from the RFP requirements.** If a deviation is deemed immaterial, then the proposal may be processed as if no deviation has occurred.
- d. Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the proposal, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFP, it will be the basis for rejection of the proposal.
- e. Proposals received past the date and time specified in Section II, "Key Action Dates" will be deemed non-responsive and rejected. Under no circumstances will any proposals be accepted past the date and time stated in Section II. All such proposals received past the date and time will not be accepted, and will be returned to the proposer unopened.

6. Selection

- a. SGC staff will review all eligible proposals to determine which ones meet the format and minimum qualifications requirements specified in the RFP.
- b. Those proposals that meet the format requirements shall then be submitted to an agency evaluation committee. The evaluation committee will evaluate and score proposals using the methods specified in the RFP. The contract must

- be awarded to the responsible proposer whose proposal is given the highest score by an evaluation committee.
- c. Award shall be made to the lowest responsive and responsible bidder meeting or exceeding: a) The minimum qualifications; b) 100 points for its Technical Proposal; and c) 50 points for Cost Proposal.
 - d. Multiple contracts may be awarded to the same vendor.
 - e. If no proposals are received offering a price that in the opinion of SGC is a reasonable price, SGC is not required to award an Agreement (Public Contract Code, Section 10344 (d)).
 - f. The prospective Contractor is advised that should this RFP result in an award of an Agreement, the Agreement will not be in force and no work shall be performed until the Agreement is fully approved by the State and the Contractor is notified by the Contract Manager to begin work.
 - g. Contract shall be signed by the selected proposer and returned within (10) ten working days of receipt. If the selected proposer refuses or fails to execute the contract, SGC may award the contract to the second lowest cost proposer.

7. Notice of Proposed Award

- a. Notice of the proposed award shall be posted in a public place in the lobby on the 1st Floor of the Strategic Growth Council building at 1400 10th Street, Sacramento, California, and online at: www.bidsync.com for five (5) working days prior to awarding the Agreement.
- b. Proposers have the right to protest the proposed award subject to the following processes and procedures.
- c. Proposers may protest by filing a notice of protest with the Strategic Growth Council and the Department of General Services, Office of Legal Services. The Agreement(s) shall not be awarded until either the protest has been withdrawn or the State has decided the matter.
- d. Protest notices should contain full contact information, including a fax number, and must be filed with both offices listed below:

Strategic Growth Council Contract Services Section Attention: Kathy Leuterio 1400 Tenth Street Sacramento, CA 95814 Phone Number: (916) 324-9723 Fax Number: (916) 322-6210	Department of General Services Office of Legal Services Attention: Protest Coordinator 707 Third Street, 7 th Floor, Suite 7-330 West Sacramento, CA 95605 Phone Number: (916) 376-5080 Fax Number: (916) 376-5088
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- e. Within five (5) calendar days after filing a protest notice, the protesting Proposer shall file with the Department of General Services, Office of Legal Services, and the Strategic Growth Council, a detailed written statement specifying the grounds for the protest.

- f. The Agreement shall not be awarded until either the protest has been withdrawn or the State has decided the matter.

8. Standard Conditions of Service

- a. Service shall be available no sooner than the date set by the Strategic Growth Council and the Contractor, after all approvals have been obtained and the Agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the Strategic Growth Council, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's proposal price and the actual cost of performing work by the second responsive and responsible proposer or by another Contractor.
- b. All performance under the Agreement shall be completed on or before the termination date of the Agreement.
- c. The State does not accept alternate Agreement language from a prospective Contractor. A proposal with such language will be considered a counter proposal and will be rejected. **The State's General Terms and Conditions (GTC) are not negotiable.** The General Terms and Conditions GTC-610 may be viewed at Internet site: www.dgs.ca.gov/ols.
- d. The State does not negotiate rates and/or costs listed on any cost proposal submitted.
- e. No oral understanding or agreement shall be binding on either party.

9. Post Award Requirements

- a. Prior to execution of the contract and at SGC's sole discretion, the selected Proposer must comply with the following in a manner acceptable to SGC:
 - 1. Contract shall be signed by the Contractor and returned within ten (10) working days of receipt. If the Contractor refuses or fails to execute the contract, then SGC may award the contract to the next ranking proposer.
 - 2. Within ten (10) working days of award of the contract, Contractor must supply SGC with all required documents, including, but not limited to insurance certificates, as specified in **Attachment 9**, Exhibit D, section 7, to be reviewed and approved by DGS.
 - 3. Failure to comply with any post-award requirements may result in cancellation of the award. In that event, SGC reserves the right to award the contract to the next ranking bidder.