

COUNTY OF ORANGE

DISTRICT ATTORNEY



REQUEST FOR PROPOSAL (RFP)

FOR

VICTIM WITNESS ASSISTANCE PROGRAM SERVICES

RFP No. RFP 026-2900503-RA

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/ocgov>



County of Orange
District Attorney
Procurement and Contract Services
300 N. Flower Street
Santa Ana, CA, CA
92703

PROPOSALS MUST BE RECEIVED ON
OR BEFORE

Tuesday, April 7, 2026

2:00 pm

SCHEDULE OF ACTIVITIES

Release of RFP Solicitation	March 10, 2026
Question Submission Deadline	March 24, 2026, 2:00pm
RFP Submittal Closing	April 7, 2026, 2:00pm
Interviews with the Top Ranked Firm(s)	May 4, 2026, 10:00am

SECTIONS

- SECTION 1. INTRODUCTION AND INSTRUCTIONS TO RESPONDENTS
- SECTION 2. PROTEST PROCEDURES
- SECTION 3. SCOPE OF WORK
- SECTION 4. PROPOSAL SCORING CRITERIA
- SECTION 5. OCLSB AND DVBE PREFERENCE POLICIES CERTIFICATION REQUIREMENTS
- SECTION 6. VENDOR RESPONSES

Attachments:

A - Model Contract

B - Program Cost Tables

SECTION 1. INTRODUCTION AND INSTRUCTIONS TO RESPONDENTS

1.1 INTRODUCTION

The County intends that the successful Respondent shall provide Victim Witness Assistance Program Services proposed in accordance with contract requirements set forth in the solicitation and Model Contract, including Attachments.

1.2 COUNTY HOLIDAYS DURING SOLICITATION PERIOD

During this solicitation period, the District Attorney will be closed on the following County holidays:

- May 25, 2026, Memorial Day

1.3 INSTRUCTIONS TO RESPONDENTS AND PROCEDURES FOR SUBMITTAL

A. Proposals are to be uploaded via the County's eProcurement Portal at <https://procurement.opengov.com/portal/ocgov>. For assistance on uploading proposals via County's eProcurement Portal, please contact procurement-support@opengov.com or <https://help.procurement.opengov.com/en/>

B. Examine the Contract Documents and the site of the proposed work carefully before submitting a Proposal for the work contemplated. Investigate the conditions to be encountered, as to the character, quality, and quantities of work to be performed and materials to be furnished and as to the requirements of all Contract Documents. The County has attempted to provide all information available. It is the responsibility of each Respondent to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. If any person contemplating submitting a response to this Request for Proposals is in doubt as to the true meaning of any part of the solicitation documents attached hereto or finds discrepancies in or omissions from the specifications, they may submit a written request for clarification/interpretation to the County Deputy Purchasing Agent (DPA) via the County's eProcurement Portal under the bid page for this solicitation.

If clarification or interpretation of this solicitation is considered necessary by County, an addendum shall be issued, and the information will be posted via the County's eProcurement Portal. Any interpretation of, or correction to, this solicitation shall be issued by the DPA. It is the responsibility of each Respondent to periodically check the County's eProcurement Portal to ensure that they have received and reviewed any and all addenda to this solicitation.

The County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information. If an addendum is issued, proposers must acknowledge the addendum via the County's eProcurement Portal. All questions or requests for interpretations must be received within this solicitation

by Tuesday, March 24, 2026, before 2:00 pm. The DPA will provide all official communication concerning this solicitation. Any County response relevant to this solicitation other than through or approved by the DPA is unauthorized and will be considered invalid.

- C. Proposals must be valid for a period of at least three hundred sixty-five (365) calendar days from the closing date and time of receipt. No Proposal may be withdrawn after the submission date.
- D. Each Respondent must submit their proposal electronically via the County's eProcurement Portal.
- E. All pages must be numbered and identified sequentially by section. Proposals must be tabbed and indexed in accordance with the information requested in the Proposal Response Requirements Section. It is imperative that all Respondents comply, exactly and completely, with the instructions set forth herein. All responses to this solicitation shall be type written or word-processed (except where otherwise provided or noted), concise, straightforward, and must fully address each requirement and question. Although not as a substitute for a complete written response, additional material, such as technical documents, may be referenced in any response if the material is included in the same section as additional information.
- F. **Proposals are not to be marked as confidential or proprietary.** The County may refuse to consider any Proposal so marked. All Proposals and supporting documents will be subject to the provisions of the California Public Records Act (California Code Government Code 7920.000 et seq.) (PRA) and will be disclosed or withheld in accordance therewith. The County shall not be liable in any way for disclosure of any such records. Additionally, all Proposals shall become the property of the County.

Respondents should not request that certain information be treated as exempt from public disclosure, and statements in the Proposals should not be marked as confidential or proprietary. In the event that any information is marked as confidential or proprietary, as it may be absolutely necessary, Respondents have the sole responsibility of obtaining any applicable injunctive reliefs to prevent the disclosure of such confidential proprietary information in connection with any request made to County pursuant to the PRA or a subpoena for disclosure of such information.

- G. Each Respondent shall exercise reasonable care and diligence to avoid submitting a Proposal that could result in a conflict of interest if Respondent were to be selected. This obligation shall apply to the Respondent, the Respondent's employees, agents, and relatives, sub-contractors, and third parties associated with accomplishing work and

services in Proposal. In the event Respondent has done work for the County on this Project in the past or has reason to believe that a conflict of interest may exist for Respondent in regard to this Project, Respondent should consult with its legal counsel prior to responding to this solicitation. Any Respondent who is found to have an actual conflict of interest may have its Proposal rejected on that ground. Respondent, its employees and/or consultants may be subject to the provisions of the California Political Reform Act of 1974 (the “Act”), which (1) requires such persons to disclose any financial interest that may be materially affected by services provided under this Contract, (2) prohibits such persons from making, or participating in making, decisions that could reasonably affect such interest; and (3) may require the filing a Statement of Economic Interest (Form 700). If subject to the Act, Respondent shall conform to all requirements of the Act. Failure to do so shall constitute a material breach and is grounds for immediate termination of the Contract by County. Respondent shall indemnify and hold harmless County for any and all claims for damages resulting from Respondent’s violation of this Section.

- H. By submitting a Proposal, the Respondent represents that it thoroughly examined the County’s requirements, is familiar with the services required under this solicitation and is qualified and capable of providing the services to achieve the County’s objectives.
- I. Each Respondent must submit its Proposal in strict accordance with all requirements of this solicitation and compliance must be stated in the Proposal. **Deviations, clarifications and/or exceptions must be clearly identified and listed separately as alternative items on additional information section for the County’s consideration as specified in the Proposal Response Requirements Section, “Statement of Compliance.”** Note: Allow sufficient time to upload all required files. The County’s eProcurement Portal will not allow any uploads after the due date and time specified herein, e.g., if Part 1 and 2 uploaded successfully at 1:58:38 P.M. and Part 3 is in progress of being uploaded at 2:00:01 P.M., Part 3 will not upload successfully.
- J. Pre-contractual expenses are not to be included in the Cost Proposal, Attachment B, Pricing and Compensation. Pre-contractual expenses are defined as including, but not limited to, expenses incurred by the Respondent in: a) preparing its Proposal in response to this solicitation; b) submitting that Proposal to the County; c) negotiating with the County any matter related to the Respondent’s Proposal; and d) any other expenses incurred by the Respondent prior to the date of award and execution, if any, of the Contract.
- K. Any Proposal may be construed as non-responsive and ineligible for consideration if it does not comply with the requirements of the solicitation. Failure to comply with the technical features and acknowledgment of receipt of addenda are common causes for holding a Proposal nonresponsive.

- L. Where two or more Respondents desire to submit a single Proposal in response to this solicitation, they must do so on a prime/subcontractor basis rather than as a joint venture. The County intends to contract with a single firm that may subcontract with multiple firms (team) but not with multiple firms doing business as a joint venture.
- M. County does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.
- N. The County requires a valid D-U-N-S number prior to Contract Award. If needed, your company may obtain one at no cost at www.dnb.com. If you are unable to provide/obtain a D-U-N-S number, please indicate so in your proposal/bid submission response.**
- O. The County requires a valid UEI number and full registration prior to Contract Award. Your company must obtain one at no cost at www.usfcr.com. If you are unable to provide/obtain a UEI number, please indicate so in your proposal submission response.**
- P. Effective from the issuance date of this solicitation until a Contract is awarded or the solicitation is withdrawn, all individuals or entities responding—including their employees, agents, representatives, proposed partners, subcontractors, members, lobbyists, or attorneys (collectively "Respondents")—are prohibited from engaging in any direct or indirect communication with County personnel involved in the selection process, except with the designated Deputy Purchasing Agent (DPA). Respondents may continue conducting business with the County on matters unrelated to this solicitation and may communicate with County staff, provided the solicitation is not discussed. Any attempt to engage in discussion regarding this solicitation with anyone other than the designated DPA will be presumed to create an unfair competitive advantage and may result in disqualification.
- Q. After the closing date and time for receipt of proposals, evaluation, and if requested by the County, interviews will commence. Respondents who submit proposals most responsive to the County's requirements may be asked to give a presentation of their proposal to County staff. The County makes no guarantee as to the number of Respondents selected for interviews. Each selected Respondent should be prepared to make its presentation within five (5) business days after notification and be prepared to discuss all aspects of its proposal in detail, including technical questions regarding the proposal. Respondents shall not be allowed to alter or amend proposals through the use of the presentation process.

1.4 MINIMUM QUALIFICATIONS/REQUIREMENTS

Respondent's Proposal shall meet the following minimum requirements and qualifications to proceed to the evaluation process. Failure to have the ability to, upon County request, provide

any of the items requested below may result in disqualification of your Proposal. These qualifications must be maintained during the term of any resultant Contract.

- A. Have the ability to provide direct service to any location within Orange County, California.
- B. Have at least three (3) years of experience in providing Victim Witness Assistance Program services to an organization of similar size and complexity to the County of Orange.
- C. Have all applicable licensing certifications required to provide the services required in this RFP that require specific applicable licensing or certifications.
- D. Meet all applicable prerequisites that apply to CalOES Victim Services Branch Grant Subawards.
- E. Must follow all federal regulations, policies and guidelines pertaining to related services described in this RFP. This includes compliance with (1) general appropriations-law restrictions on the use of federal funds, (2) compliance with all applicable requirements pertaining to prohibited conduct related to the trafficking of persons, (3) compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 38, (4) compliance with the Uniform Administrative Requirements, Cost Principles, and audit requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. 2800, (5) compliance with 41 U.S.C 4712 including prohibitions on reprisal, and (6) compliance with applicable requirements regarding System for Award Management (SAM).
- F. Performed exact or closely similar services as those described in the Scope of Work (Attachment A of Model Contract of this RFP) for a minimum of five (5) years.
- G. Must be able to provide services for all programs listed in this RFP.

1.5 EVALUATION PROCESS

Proposals deemed to meet all minimum solicitation requirements will be scored based on the established evaluation criteria, and will be assigned points that measure the responsiveness to each identified criterion. The total number of points earned will be tallied for each Proposal, based upon the Respondent(s) submitted written materials.

Proposals shall be evaluated by an Evaluation Panel of job knowledge experts on the basis of the responsiveness to the requirements in this RFP. The County may request clarifications, or otherwise verify the contents of the Proposal, including information about the Respondent, Contractors and sub-contractors.

The scoring is based on evaluation of the Proposal as measured against the Proposal Scoring Criteria, which includes County of Orange Procurement Preference Policy, in accordance with

Sections 1.8-103 and 4.3-112 of the 2024 County Contract Policy Manual (CPM). A copy of the 2024 CPM can be found at <https://cpo.oc.gov/cpm>. Proposals will be evaluated from the most advantageous to the least advantageous to the County.

1.6 SELECTION/AWARD PROCEDURES

Upon the completion of the evaluation process, the Evaluation Committee will make a recommendation for an award to the County's DPA. Final award determination shall be subject to reference checks and past performance.

The Model Contract contained herein this RFP is the Contract proposed for execution. It may be modified to incorporate negotiated items and other pertinent terms and conditions set forth in this RFP, including special conditions and requirements and those added by addendum, necessary attachments and/or exhibits, and to reflect Respondent's Proposal and qualifications. Any additional exceptions to the terms and conditions made by any Respondent after submission of its Proposal may result in its elimination from further consideration.

Exceptions to the terms and conditions of the proposed Contract or the statements regarding Respondent's inability to comply with any of the provisions thereof are to be declared in the response to the RFP in VENDOR RESPONSES - Statement of Compliance.

Negotiations may or may not be conducted with the finalist(s); therefore, the Proposal submitted should contain Respondent(s) most favorable terms and conditions, since the selection and award may be made without further discussion or need for clarification. Any additional exceptions to the terms and conditions made by any Respondent(s) after submission of its proposal may result in elimination from further consideration.

The County will enter into negotiations with the selected Respondent and award a contract upon completion of negotiation of fees and contract terms. The award may be subject to/requires approval(s) by the County Board of Supervisors.

If a satisfactory Contract cannot be negotiated in a timely manner, County, in its sole discretion, may terminate negotiations with the selected Respondent and begin negotiations with the next Respondent.

1.7 RIGHTS RESERVED TO COUNTY

The County reserves the right to:

- A. Make use of any information or ideas in the Proposals submitted.
- B. Request proposal revisions and hold discussions and negotiations with any Respondent as necessary to serve the best interests of the County.
- C. Seek publicly available information about the Respondents.
- D. Conduct, or not to conduct, oral interviews and/or presentations with the highest-ranked Respondent(s) and additional Respondents.

- E. Waive, at its discretion, any procedural, non-material defects, irregularity, or informality, which County deems correctable or otherwise not warranting rejection of the proposal that do not result in any unfair competitive advantage. Any waiver will not excuse a proponent from full compliance.
- F. Verify and validate any information prior to Contract Award and during the entire term of the Contract.
- G. Negotiate the final Contract with any Respondent(s), including pricing/fee schedule, as necessary to serve the best interests of the County;
- H. Withdraw or cancel in part or in its entirety this solicitation at any time without prior notice and furthermore makes no representations that any Contract will be awarded to any Respondent responding to this solicitation;
- I. Award its total requirements to one Respondent or to apportion those requirements among two or more Respondents as the County may deem to be in its best interests;
- J. Reject any Proposal if it is conditional, incomplete or deviates significantly from the services requested in this solicitation;
- K. Request Best and Final Offer from any Respondent determined to be within the competitive range. Unless requested by the County, late Best and Final Offers will not be accepted by the County for any reason. In addition, negotiations may or may not be conducted with Respondents.
- L. Make multiple awards to Respondent(s) for services requested in this solicitation, at its sole discretion, to serve the best interests of the County; and/or
- M. Defer award of this Contract for a period of 180 days after the solicitation opening. During this period of time, Respondent shall guarantee the prices quoted in their Proposals. County and the lowest responsive, responsible Respondent may mutually agree in writing to a longer deferral period.

Therefore, Proposals submitted shall contain the Respondent's most favorable terms and conditions, since the selection and award may be made without discussion with any Respondent.

1.8 TITLE VI SOLICITATION NOTICE

The County of Orange, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

1.9 DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE FORM W-9/W-8 REQUIREMENTS

Effective June 3, 2006, all Contractors, entering into a Contract with County, that are not already established in Countywide ERP System as an Auditor-Controller vendor, will be required to submit to County a federal Form W-9, or form W-8 for foreign vendors. County will inform Contractor, at the time of award, if the Form W-9 or W-8 will be required.

In order to comply with this requirement, within ten (10) days of notification of selection of award of Contract but prior to official award of Contract, the selected Contractor agrees to furnish to Contract administrator, or the deputy purchasing agent (DPA) the required W-9 or W-8.

1.10 LEVINE ACT REQUIREMENT

Effective January 1, 2023, all contractors entering into a contract with the County, will be required to submit the Campaign Contribution Disclosure Form to report any contributions made on or after January 1, 2023. In order to comply with this requirement, Respondent agrees to furnish the required Campaign Contribution Disclosure Information form as a submittal with its Proposal. Failure to include the form as required may render the Proposal nonresponsive.

SECTION 2. PROTEST PROCEDURES

Any actual or prospective bidder or respondent who alleges an error or impropriety in the solicitation or award of a contract may submit a grievance or protest to Ruben Aguilar at ruben.aguilar@ocdapa.org, as set forth herein.

PROTEST PROCEDURES

All protests shall be typed under the protestor's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

- A. The name, address, and telephone number of the protestor;
- B. The signature of the protestor or the protestor's representative;
- C. The solicitation or contract number;
- D. A detailed statement of the legal and/or factual grounds for the protest; and,
- E. The form of relief requested.

Protest of Solicitation Specifications:

- A. All protests related to solicitation specifications must be submitted to the **Deputy Procurement Agent (DPA), Ruben Aguilar** at ruben.aguilar@ocdapa.org, no later than five (5) business days prior to the Closing Date of the solicitation. Protests received after the five (5) business-day deadline will not be considered by the County.
- B. In the event the protest of specifications is denied, and the protestor wishes to continue in the solicitation process, the protestor must still submit a bid/response prior to the close of the solicitation in accordance with the solicitation submittal procedures provided in this solicitation.

Protest of Award of Contract:

- A. Protests related to the award of a contract must be submitted to the **Deputy Procurement Agent, Ruben Aguilar** at ruben.aguilar@ocdapa.org, no later than five (5) business days after the Notice of Solicitation Ranking Results is provided by the DPA.
- B. Protests relating to a proposed contract award received after the five (5) business day deadline will not be considered by the County.

- C. If the five (5) business day period expires without the receipt of a protest, the department may move forward with the contract award or if necessary, file the item for approval by the Board of Supervisors.

Protest Process

- A. In the event of a timely protest, the County shall not proceed with the solicitation or award of the contract until the DPA issues a decision on the protest.
- B. Upon receipt of a timely protest, the DPA will, within ten (10) business days of receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
- C. The County may, after providing written justification, make the determination that an immediate award of the contract is necessary to protect the substantial interests of the County. The award of a contract shall in no way compromise the protester's right to the protest procedures outlined herein.
- D. If the protestor disagrees with the decision of the DPA, the protestor may submit a written appeal to the County Procurement Officer requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

APPEALS PROCESS

- A. If the protestor wishes to appeal the protest decision of the Deputy Procurement Agent, the protestor must submit, within three (3) business days from receipt of the Deputy Procurement Agent's decision, a written appeal to the Office of the County Procurement Officer.

Written appeals must be sent by mail to the address below with a courtesy copy by email;

County of Orange/County Executive Office

County Procurement Office

400 W. Civic Center Drive, 5th Floor

Santa Ana, CA 92701

Attn: County Procurement Officer

CPOAppeals@ceo.oc.gov

- B. Within fifteen (15) business days, the County Procurement Officer will review all materials in connection with the appeal, assess the merits of the protest and provide a written determination that shall contain his or her decision on whether the appeal shall be forwarded to the Procurement Appeals Board.

- C. The decision of the County Procurement Officer on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

SECTION 3. SCOPE OF WORK

3.1 BACKGROUND:

The Orange County Board of Supervisors, in order to ensure the provision of services to victims and witnesses of crime pursuant to California Penal Code Section 13835.2, subdivision (a), will designate the provider of victim/witness services for the County of Orange.

The contracted agency will administer the provision of the following services: Victim/Witness Services as provided in California Penal Code Section 13835.5; Restitution Services related to misdemeanor cases; Witness Services under the direction of the District Attorney's Office; assistance to domestic violence victims in obtaining protective orders; witness coordination and advocacy during Child Dependency hearings; advocacy for victims of gang violence and Human Trafficking; Gang Reduction Intervention Partnership program case management and event coordination; assistance with processing of claims for the unreimbursed financial losses of victims of crime; and, identification and provision of services to victims of crime in accordance with the Victim Services Steering Committee's objectives.

3.2 SCOPE OF WORK:

See Attachment A, Model Contract - Scope of Work

SECTION 4. PROPOSAL SCORING CRITERIA

Phase 1 - Written Proposal Scoring: 500 points maximum

Phase 2 - Presentation/Interview Scoring: 400 points maximum

Phase 3 - Price Proposal: 100 points maximum

4.1 PHASE 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	<p>Firm's Background, Qualifications & Experience</p> <p>This section of the proposal will establish the ability of Respondent to satisfactorily perform the required work by reasons of experience in performing services of a similar nature, demonstrated competence in the services to be provided, strength and stability of the team, staffing capability, work load, record of meeting schedule on similar projects, supportive client reference.</p> <ol style="list-style-type: none"> 1. Describe your organization's history and experience of providing services relevant or similar services to those in Attachment A, Scope of Work. 2. Brief synopsis of the Respondent's understanding of the County's needs and how the Respondent plans to meet these needs. This should provide a broad understanding of the Respondent's entire Proposal. It should also include a statement that the Respondent will provide all of the services included in Section III, Attachment A – Scope of Work. 3. Provide a minimum of three (3) reference letters, from clients outside the County of Orange organization, for the services cited as related experience. Reference letters shall include the name, title, e-mail address, address and telephone number of the person(s) at the client organization who is most knowledgeable about the services performed. Reference letters should be provided from previous clients who have received similar services to those listed within this RFP. If Respondent proposes to use sub-contractor(s) to perform services specified herein, County reserves the right to verify 	Points Based	175 (35% of Total)
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	<p>references for sub-contractor. It is Respondent's sole responsibility to ensure that the firm name, location, and point of contact's name, title, and phone number for each identified reference organization is current, complete, and accurate. County may disqualify Respondent if:</p> <ul style="list-style-type: none"> a. References fail to substantiate Respondent's description of services provided; b. References fail to support that Respondent has a continuing pattern of providing capable, productive, and skilled personnel; and, c. County is unable to reach the point of contact with reasonable effort. It is respondent's responsibility to inform the point of contact of normal County working hours. <p>4. List any previous or current contracts with the County of Orange within the last three (3) years.</p> <ul style="list-style-type: none"> a. Include Agency/Department name, address and contact person; b. Contract Number; c. Amount of Contract; and, d. Provide a brief description of these projects including client name, size, and duration of engagement and staffing levels. <p>5. Provide general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation,</p>		
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	<p>planned office closures, or impending merger/acquisitions) that may impede Respondent's ability to complete the services. Please include a copy of the firm's current financial statement.</p> <p>6. Provide the name and title of person(s) authorized to bind the Respondent, together with the main office address, and telephone number (including area code).</p> <p>7. Respondent shall describe additional relevant information concerning the services offered in this RFP that it considers important in evaluating its' services.</p> <p>8. Responses shall provide short description of your firm and the type of services they provide.</p>		
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2.	<p>Personnel Requirements</p> <p>Provide an organizational chart that reflects the name, classification and title of all key personnel and management contacts assigned to provide the services detailed in Respondent's proposal. This organization chart should include both project implementation personnel and personnel who will provide services, including the name(s) and classification(s) of the Project Manager and key personnel proposed to provide services to the County.</p> <p>Respondent shall provide staffing plan through resume for each individual who would be providing services for each program listed in this RFP, which will include experience, qualifications, education and licenses/designations.</p> <p>Explain how the proposed project/manpower structure can ensure that staffing has adequate personnel depth, in the event a project team member must be replaced.</p> <p>Assigned staff must have a minimum of five (5) years of expertise and experience with emphasis on the public sector with depth and breadth of services available.</p> <p>Provide the following information:</p> <ul style="list-style-type: none"> ● Current and past contracts ● State entity name ● Type of services ● Date of services <p>Respondent shall only provide documentation for the individuals that will be working on this project and provide resumes of key personnel assigned to the County's account which includes the following:</p> <ul style="list-style-type: none"> ● Education ● Experience/Qualifications ● Professional Credentials (where applicable) ● Area of Special Expertise in Victim Witness Assistance Program 	Points Based	150 <i>(30% of Total)</i>
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	Respondents should not include personal information on the resumes as the records provided are subject to public disclosure.		
3.	<p>Quality/Effectiveness of Work Plan/Approach</p> <p>A. Respondent shall provide a brief narrative that addresses the Scope of Work and demonstrates Respondent’s understanding of the County’s needs and requirements including any applicable techniques or methodology to be implemented and the roles of personnel in providing these services. This should provide a broad understanding of the Respondent’s proposal.</p> <p>B. Respondent shall complete and submit Attachment D - County Provided Resources of Model Contract for each program.</p>	Points Based	125 <i>(25% of Total)</i>
4.	<p>Organization/Completeness of Response</p> <p>A. Proposal demonstrates understanding of project and objectives as it relates to the scope of work.</p> <p>B. Proposal demonstrates requirements are addressed and adhered to.</p> <p>C. Proposal is complete, comprehensive, and well-organized.</p>	Points Based	25 <i>(5% of Total)</i>
5.	<p>Compliance with the County Model Contract</p> <p>*Note: Respondents submitting exceptions to the County Model Contract of this RFP, will receive a score of “0” for this criterion.</p>	Points Based	25 <i>(5% of Total)</i>

4.2 PHASE 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	<p>Presentation/Interview Scoring Format: 400 points maximum:</p> <p>County reserves the right to conduct, or to not conduct, oral interviews and/or presentations with the highest-scored Respondent(s). The decision whether to conduct oral interviews/presentations rests solely with County and the decision of the DPA is final. Respondents shall be ready to attend interview within fifteen (15) calendar days of notification. Any inquiry to determine the responsibility of a Respondent to this RFP may be conducted. Respondent agrees that the submission of a Proposal is permission by Respondent for County to verify all information contained therein. If County believes it necessary, additional information may be requested from Respondent. The County may also send written questions and ask for written responses within five (5) business days. Failure to comply with any such request may disqualify a Respondent from further consideration. Respondents must be prepared to discuss all aspects of their proposal in detail, including technical questions. Respondents will not be allowed to alter or amend their Proposal through the use of the presentation process.</p> <p><i>NOTE: If interview/presentations are not conducted, the Written Proposal shall account for 900 total points of the scoring.</i></p>	Points Based	400 (100% of Total)
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4.3 PHASE 3

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	<p>Cost Proposal</p> <p>Direct and Projected Costs (Cost Proposal)</p> <p>Respondent shall provide a sealed Cost Proposal for each program listed in this RFP (see Attachment B - Program Cost Tables), which includes the cost(s) for all identified direct and administrative positions. Cost Proposal shall be for both Respondent, and if applicable, any subcontractors, at the time of interview. The Cost Proposal will be evaluated as follows:</p> <p>A. Lowest Overall Salary Rates receives the full score of 100 points.</p> <p>B. Other scores are proportional to the lowest price.</p> <p>In addition, Respondent shall include projected costs for Respondent's employee benefits. Costs must be broken down by fixed hourly rates or a pay range for each level of staff. Hourly rates include all administrative overhead and related costs. It is expected these costs will be included in the billed hourly rates. Any Indirect costs shall not exceed 10% of each total budget propose and not exceed the total funding for each program.</p> <p>Note: Cost shall be evaluated and scored upon completion of written/interview phases 1 and 2.</p> <p>The proposal with the lowest cost receives the maximum points allowed for this criterion. All other proposals receive a percentage of the points available based on their cost relationship to the lowest proposal.</p> <p>If County elects not to conduct interviews for this solicitation, Deputy Purchasing Agent will contact Respondents to coordinate the submission of the Cost Proposal.</p> <p>Should any Preference Policies apply, the Preference Policy Applicable to Cost Proposal criteria will be scored.</p>	Points Based	100 (100% of Total)
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SECTION 5. OCLSB AND DVBE PREFERENCE POLICIES CERTIFICATION REQUIREMENTS

County of Orange Local Small Business (OCLSB) Preference and Disabled Veteran Business Enterprise (DVBE) Preference Policies Certification Requirements

5.1 OCLSB:

Effective January 1, 2020, County of Orange Board of Supervisors adopted the OCLSB Preference policy. Implementation of the OCLSB Preference policy supports local businesses, the local economy and the development of the County's tax base.

To be certified as a Local Small Business by the County of Orange, a business shall meet (1) and (2) below:

A. Local Business Requirements:

1. Maintains their principal center of operations (i.e. headquarters) within Orange County, and:
2. Has:
 - a. A business address located in the County of Orange that is not a post office box, or
 - b. A valid business license or certificate of occupancy issued by the County of Orange or by an Orange County city, or other documentation acceptable to the County of Orange.

B. Small Business Requirements:

1. Must be certified as a Small Business by the State of California Department of General Services (DGS): and,

C. Above requirements must be valid at the time of proposal submittal through the time of award of the contract. The terms and conditions of the contract shall additionally require the contractor to remain in compliance with the Local Business requirements (pursuant to subsection (a) above) through the term of the contract, including any extensions or renewals, and shall provide that contractor's failure to comply may be construed by County as a material breach of the contract.

5.2 DVBE:

Effective January 1, 2021, County of Orange Board of Supervisors adopted the DVBE Preference policy. The DVBE Preference policy supports local business opportunity, economy and the development of County's tax base, and in addition recognizes the service and sacrifice given by the men and women of our Armed Forces.

To be certified as a Disabled Veteran Business Enterprise by the County of Orange, a business shall meet (A) and (B) below:

- A. Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
- B. DGS DVBE requirements must be valid at the time of bid/proposal submittal through the time of award of the contract.

To participate as an OCLSB and/or DVBE please read and follow the process outlined in **COUNTY OF ORANGE LOCAL SMALL BUSINESS (OCLSB) AND DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) CERTIFICATION REQUIREMENTS** in the VENDOR RESPONSES.

***NOTE: DVBE PREFERENCE IS NOT APPLICABLE TO PUBLIC WORKS OR A-E CONSTRUCTION PROJECTS.**

5.3 OCLSB/DVBE CERTIFICATION REQUIREMENTS:

County Of Orange Local Small Business (OCLSB) Preference And Disabled Veteran Business Enterprise (DVBE) Certification Requirements

- A. To participate as an OCLSB and/or DVBE the following requirements must be met:
1. Must be certified with State of California the Department of General Services (DGS) as a Small Business. - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
 2. Must be certified with DGS as a DVBE. - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
 3. Maintains their principal center of operations (i.e. headquarters) within Orange County.
 4. Certification must be valid at the date/time solicitation is closed, and it shall remain in effect at the time of contract award. County reserves the right to verify and/or reject incomplete documents.
 5. Complete and sign the Affirmation form attached herein. The signed Affirmation form and the OCLSB Certification are required and must be returned with the solicitation response.
- B. OCLSB or DVBE Preference provides for the following:
1. Invitation for Bid – IFB
A five percent (5%) deduction in the original bid price shall be applied to all confirmed OCLSB or DVBE bidders for evaluation purposes. If the lowest bidder is a certified OCLSB or DVBE bidder, the contract will be awarded at the certified OCLSB or DVBE's original bid price. The maximum allowable preference deduction is \$100,000.
 2. Request for Proposal - RFP
 - a. No Cost - Any Request for Proposals that does not include cost as a scoring criteria shall instead apply the five percent (5%) or eight percent (8%) preference percentage pursuant to the eligibility requirements above to a scoring criteria in the RFP that makes up no more than twenty percent (20%) of the total RFP.

- b. With Cost - An additional five percent (5%) shall be applied to the total cost of each certified OCLSB or DVBE to obtain their final score. If the final score of any OCLSB or DVBE matches the final score of a respondent who is not an OCLSB or DVBE, preference shall be given to the certified OCLSB or DVBE. If two or more OCLSBs and/or DVBEs have the same final score, the County shall determine the contract award based on the County's best interests. Notwithstanding these preference procedures, the Orange County Board of Supervisors reserves the right to award contracts in any other permissible manner in consideration of the County's best interests.

C. Dual OCLSB and DVBE Preference provides for the following:

1. Business Certified as OCLSB and DVBE

If a State-certified OCLSB is also a State-certified DVBE, the preference given to that business shall be 8% instead of 5%.

D. Subcontractors

If bidder is submitting subcontractors to qualify for the OCLSB or DVBE preference, bidder must demonstrate through the Staffing Plan that 20% of the total bid amount is allocated to the OCLSB and/or DVBE subcontractor(s).

***NOTE: DVBE PREFERENCE IS NOT APPLICABLE TO PUBLIC WORKS OR A-E CONSTRUCTION PROJECTS.**

SECTION 6. VENDOR RESPONSES

Proposals must be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis. **Proposals (Part 3) are limited to 75 Page Maximum Page Maximum.**

Note: Proposals that exceed the page limit noted above may be disqualified from further consideration.

Proposals are electronically organized into three (3) Parts and are indexed in the order outlined below. Complete all required questions within each part.

Part 1 - Compliance Statements (will not count against the page limit)

Part 2 - Company Profile & References (will not count against the page limit)

Part 3 - Respondent's Proposal (counts against the page limit, no exceptions)

6.1 PART 1: COMPLIANCE STATEMENTS

Some *required questions might not be applicable to your company. Do not leave any required fields blank. Please indicate "N/A" when necessary. A required field that is left blank will prohibit your response from being submitted.

*indicates that it is required.

6.1.1 Validity of Proposal*

The County requires that all Proposals be valid for at least three hundred sixty-five (365) calendar days. Submissions not valid for at least three hundred sixty-five (365) days will be considered nonresponsive. The Respondent shall state the length of time for which the submitted Proposal shall remain valid below:

Please state 365 calendar Days if your proposal will be valid for that period of time. If your proposal will be valid for a different period of time please list the appropriate number of calendar days.

Maximum response length: 100 characters

*Response required

6.1.2 Certification of Understanding*

The County assumes no responsibility for any understanding or representation made by any of its officers, employees or agents during or prior to the execution of any Contract resulting from this solicitation unless:

- A. Such understanding or representations are expressly stated in the Contract; and
- B. The Contract expressly provides that the County therefore assumes the responsibility.

Representations made but not expressly stated and for which liability is not expressly assumed by the County in the Contract shall be deemed only for the information of the Respondent.

Respondent certifies that such understanding has been considered in this response.

Please confirm

*Response required

6.1.3 Minimum Qualifications/Requirements Statement*

The Respondent certifies that it has thoroughly examined the County's requirements and meets all minimum qualifications and requirements set forth in this RFP.

Please confirm

*Response required

6.1.4 Certificate of Insurance *

The Respondent shall certify its willingness and ability to provide the required insurance coverage and certificates as set forth in the Model Contract.

Please confirm

*Response required

6.1.5 Department of the Treasury, Internal Revenue Service Form W-9 Requirements

All Contractors will be required to submit to County a federal Form W-9, or form W-8 for foreign vendors. County will inform Contractor, at the time of award, if the Form W-9 or W-8 will be required.

In order to comply with this County requirement, within ten (10) days of notification of selection of award of Contract but prior to official award of Contract, the selected Contractor agrees to furnish to the agency Deputy Procurement Agent (DPA) the required W-9 or W-8.

You may upload the appropriate form here or comply within the ten (10) days as described above.

6.1.6 Conflict of Interest*

Does the Respondent have an existing relationship with the County, past or current, for any financial or business reasons, or any other reason?

An answer of "NO" shall be considered as Respondent certifying that no relationship exists or has existed as outlined below. An answer of "YES" will allow you to disclose the necessary information to the County.

Respondent with an existing or past relationship with the County, for any reason, shall answer "YES" to this question and disclose:

- A. Any financial, business or other relationship with the County, any other entity that the County Board of Supervisors governs, or any County Board member, officer or employee, which may have an impact, affect or influence on the outcome of the services you propose to provide. Provide a list of current clients, employees, principals or shareholders (including family members) who may have a financial interest in the outcome of services you propose to provide.
- B. Any financial, business or other relationship within the last three (3) years with any firm or member of any firm who may have a financial interest in the outcome of the work.

Yes

No

*Response required

When equals "Yes"

6.1.7 Conflict of Interest Follow Up Question 1*

Disclose any financial, business or other relationship with the County, any other entity that the County Board of Supervisors governs, or any County Board member, officer or employee, which may have an impact, affect or influence on the outcome of the services you propose to provide. Provide a list of current clients, employees, principals or shareholders (including

family members) who may have a financial interest in the outcome of services you propose to provide.

*Response required

When equals "Yes"

6.1.8 Conflict of Interest Follow Up Question 2*

Disclose any financial, business or other relationship within the last three (3) years with any firm or member of any firm who may have a financial interest in the outcome of the work.

*Response required

6.1.9 Statement of Compliance*

A statement of compliance with all parts of this RFP or a listing of exceptions and suggested changes must be submitted in response to this RFP.

- Yes = No Exceptions: This response is in strict compliance with said RFP, including, but not limited to, the terms and conditions set forth in the Contract and its Attachments, and **no exceptions thereto are proposed.**
- No = Exceptions: If there are any proposed exceptions, This response shall proceed to upload a list of any and all exceptions in accordance with the instructions provided after "No" is selected.

Note: Respondents submitting exceptions to the County Model Contract listed in this RFP will receive a score of "0" for that criteria.

Yes

No

*Response required

When equals "No"

6.1.10 Attachment for each proposed exception must include:*

- A. The RFP page number and section of the provision Respondent is taking exception to;
- B. The complete provision Respondent is taking exception to;
- C. The Respondent's suggested rewording;
- D. Reason(s) for submitting the proposed exception; and
- E. Any impact the proposed exception may have on cost, scheduling, or other areas.

*Response required

6.1.11 Non-Collusion Affidavit*

Each Respondent must execute the Non-Collusion Declaration contained in the RFP and submit it with the Proposal.

The County of Orange may require that the Respondent, before awarding any subcontract, secure Non-Collusion Declarations from proposed Subcontractors. The County of Orange does not conduct business with Respondents who engage in the act of Collusion.

- [Non-Collusion Declaration.pdf](#)
- [Non-Collusion Affidavit.docx](#)

*Response required

6.1.12 Non-Collusion Declaration - A*

Has your firm ever initiated discussions with competing consulting firms about the payment structure of an existing or potential future contract with the County of Orange? **Respondent must select one (1).**

If Respondent selects Yes answer, Respondent must provide a brief explanation below. A “Yes” answer may preclude you from moving forward in the RFP Process. Respondent must certify both questions below:

- Yes
 No

*Response required

When equals "Yes"

6.1.13 Reason for Collusion:*

*Response required

6.1.14 Non-Collusion Declaration - B*

If not, has your firm participated in any discussions with competing firms in an effort to influence the payment structure for existing or potential County contracts? **Respondent must select one (1). A “Yes” answer may preclude you from moving forward in the RFP Process.**

- Yes
 No

*Response required

When equals "Yes"

6.1.15 Provide names of competing firms: *

*Response required

6.1.16 Litigation against County of Orange in the past seven (7) years*

Respondent must certify either Yes or No:

A. (Yes) Respondent certifies current/past litigation as follows:

1. Respondent shall provide detailed information regarding litigation (court and case number), liens, or claims involving Respondent, or any company that holds a controlling interest in Respondent, against County of Orange in the past seven (7) years.

B. (No) Respondent certifies that Respondent or any proposed subcontractors do not have any past or current litigation described above.

Yes

No

*Response required

When equals "Yes"

6.1.17 Respondent shall provide detailed information regarding litigation (court and case number), liens, or claims involving any proposed subcontractors, or any company that holds a controlling interest in subcontractor firm(s), against County of Orange in the past seven (7) years.*

*Response required

6.1.18 Name/Ownership Changes:*

Respondent must certify either Yes or No below:

A. (Yes) Respondent certifies past company name changes and/or ownership changes, for Respondent's firm and any proposed subcontractor firm, as follows:

1. Respondent shall provide detailed information regarding any company name changes (including legal business names) in the past seven (7) years.

B. (No) Respondent certifies that Respondent or any proposed subcontractors have not had any company name change or ownership changes in the past seven (7) years.

Yes

No

*Response required

When equals "Yes"

6.1.19 Respondent shall provide detailed information regarding any company ownership changes (including legal business names) in the past seven (7) years. *

*Response required

6.1.20 The Levine Act: County of Orange Campaign Contribution Disclosure*

The Levine Act compliance is a minimum submittal requirement of this solicitation.

Please complete and sign the County of Orange Campaign Contribution Disclosure Form attached hereto. A proposer's failure to provide a completed and signed copy will render its proposal as incomplete and nonresponsive.

- [Levine Act - Campaign Contr...](#)

*Response required

6.1.21 Political Reform Act Confirmation (Statement of Economic Interest - Form 700)*

Check the box to confirm - If subject to the Political Reform Act, Respondent shall conform to all requirements of the Act.

Failure to do so shall constitute a material breach and is grounds for immediate termination of the Contract by County. Respondent shall indemnify and hold harmless County for any and all claims for damages resulting from Respondent's violation of this Section.

Please confirm

*Response required

6.1.22 Preference Policy - OCLSB/DVBE*

Orange County Local Small Business (OCLSB) or a Disabled Veteran Business Enterprise (DVBE)

To participate as an OCLSB and/or DVBE, the requirements in the [OCLSB AND DVBE PREFERENCE POLICIES CERTIFICATION REQUIREMENTS](#) must be met

Yes

No

*Response required

When equals "Yes"

6.1.23 OC Local Small Business (OCLSB) Preference And Disabled Veteran Business Enterprise (DVBE) Certifications*

Instructions are located here: <https://cpo.ocgov.com/doing-business-oc/preference-policies>

- [Local Small Business \(OCLSB...](#)

*Response required

6.1.24 Contract Signatures*

Upon recommendation of contract award, Respondent will be required to submit the Signed Contract within ten (10) days of County notification, unless otherwise specified in the RFP.

Selected Respondent will be required to sign a contract upon award. If selected Respondent is a corporation, signature will be provided in accordance with the corporation's code as specified in this solicitation.

Please confirm

*Response required

6.1.25 I HAVE READ, UNDERSTOOD AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL, AND TO THE TERMS, CONDITIONS AND ATTACHMENTS REFERENCED HEREIN*

Please confirm

*Response required

6.2 PART 2: COMPANY PROFILE & REFERENCES

Some *required questions might not be applicable to your company. Do not leave any required fields blank. Please indicate "N/A" when necessary. A required field that is left blank will prohibit your response from being submitted.

*indicates that it is required.

6.2.1 Company Legal Name:*

*Response required

6.2.2 Company Legal Status (corporation, partnership, etc.):*

*Response required

6.2.3 Active licenses issued by the California State Contractor's License Board:*

Enter License Number

*Response required

6.2.4 DVBE Certification No:*

To be certified as a Disabled Veteran Business Enterprise by the County of Orange, a business shall meet (1) and (2) below:

- A. Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
- B. DGS DVBE requirements must be valid at the time of bid/proposal submittal.

*Response required

6.2.5 SBA Certification No:*

Enter certification number

*Response required

6.2.6 Corporate Office Address*

What is the address of the company's corporate office? Please provide the full street/ mailing address.

*Response required

6.2.7 Local Business Address(es):*

Please provide the local business address for the company named above. If there are multiple local addresses then please provide all.

*Response required

6.2.8 Telephone Number:*

*Response required

6.2.9 Fax Number:*

*Response required

6.2.10 Email Address:*

*Response required

6.2.11 Length of time Respondent has been in business:*

*Response required

6.2.12 Length of time at current location:*

*Response required

6.2.13 Is your firm a sole proprietorship doing business under a different name?*

Yes

No

*Response required

When equals "Yes"

6.2.14 If yes, please indicate sole proprietor's name and the name you are doing business under:*

*Response required

6.2.15 Is Respondent incorporated?*

Yes

No

*Response required

When equals "Yes"

6.2.16 If yes, State of Incorporation:*

*Response required

When equals "Yes"

6.2.17 Contract Signature Authority - Executive Signature*

If incorporated, please provide the name, contact number, and email of the person who would provide this signature authority. The Executive Signer Authority comes from the President, Vice-President, or Chairperson of the Board.

- Contact Full Name:
- Contact Number:

- E-mail Address:

*Response required

When equals "Yes"

6.2.18 Contract Signature Authority - Financial Signature*

If incorporated, please provide the name, contact number, and email of the person who would provide this signature authority. The Financial Signer Authority comes from the Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer.

- Contact Full Name:
- Contact Number:
- E-mail Address:

*Response required

When equals "No"

6.2.19 Contract Signature Authority*

If not incorporated, please provide the name, contact number, and email of the person who has the binding and signature authority of this contract.

- Contact Full Name:
- Contact Title:
- Contact Number:
- E-mail Address:

*Response required

6.2.20 Unique Entity Identifier Number (UEI) *

The County requires a valid UEI number and complete registration. Your company may obtain one at no cost at <https://sam.gov/entity-registration>.

*Response required

6.2.21 Federal Taxpayer ID Number:*

*Response required

6.2.22 D-U-N-S Number*

Please provide your company's DUNS number.

The County requires a valid D-U-N-S number prior to Contract Award. If needed, your company may obtain one at no cost at www.dnb.com. If you are unable to provide/obtain a D-U-N-S number, please indicate so in lieu of the number.

*Response required

6.2.23 Regular business hours:*

*Response required

6.2.24 Regular holidays observed:*

*Response required

6.2.25 Contact person in reference to this RFP:*

Please include the following information in this response and note that this person is responsible for monitoring and responding to all communications for this solicitation:

- A. Contact Person Full Name:
- B. Telephone Number:
- C. Fax Number:
- D. Email Address:
- E. Mobile Number:

*Response required

6.2.26 Contact person for Accounts Payable:*

Please include the following information in this response:

- A. Contact Person Full Name:
- B. Telephone Number:
- C. Fax Number:
- D. Email Address:
- E. Mobile Number:

*Response required

6.2.27 Contact person for Project Manager:*

Please include the following information in this response:

- A. Contact Person Full Name:
- B. Telephone Number:
- C. Fax Number:
- D. Email Address:
- E. Mobile Number:

*Response required

6.2.28 Company Emergency Contact*

State the following for the emergency contact person in reference to this services:

- Full Name (First and Last) of contact during non-business hours
- Telephone Number (including area code)
- Fax Number (including area code), if applicable
- Cell Phone Number (if different than regular phone)
- Full Email Address

*Response required

6.2.29 References*

Respondent must demonstrate successful prior performance of comparable services in the public sector arena and provide a minimum five (5) references with three (3) references from public sector entities and clients that are comparable to the County of Orange for which these types of services have been performed within the past five (5) years. **References cannot be from one of the County of Orange departments or from more than one of the same entity.**

Please provide the following information for each of the five references:

- Company Name
- Contact Name
- Email
- Telephone number
- Address
- Contract Effective Dates
- Contract Amount
- Brief Contract Description

*Response required

6.3 PART 3: RESPONDENT'S PROPOSAL

6.3.1 Respondent's Proposal*

Please upload responses for each of the Proposal Scoring Criteria.

*Response required

6.3.2 Additional Information (Optional)

Please **do not upload any information already provided** in previous Vendor Response questions. Any pages included in this question will count toward the maximum page limit.