



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

Requested Board Meeting Date: June 6, 2017

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THE PIMA COUNTY COMMUNITY ACTION AGENCY (CAA) REQUEST FOR PROPOSALS PROCESS FOR  
**Title:** THE PERIOD BEGINNING JULY 1, 2017 FOR ALLOCATION OF COMMUNITY SERVICES BLOCK GRANT FUNDS RECEIVED FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES.

### **Introduction/Background:**

Pima County received U.S. Department of Health and Human Services (HHS) Community Service Block Grant (CSBG) funds for low-income families. County allocated some funds for emergency rent and mortgage assistance, and in addition conducted a Request for Proposal (RFP) CAA-CSBG-2017-05 to solicit program services for low-income families as per the CSBS priority areas: 1) Inability to meet emergency needs, 2) Starvation/malnutrition, 3) Inadequate housing, 4) Youth services and 5) Incomplete use of programs and services.

### **Discussion:**

The purpose of the RFP was to select programs that meet the mission and goals of the CSBG legislation. The Community Action Agency Advisory Board (CAAAB) issued an RFP on January 4, 2017 for the CSBG program year July 1, 2017 to June 30, 2018. The RFP outlined a two-round process: proposals passing the first round with a score of 70 or better are reviewed in the second round. Awards are recommended for proposals that successfully met the program criteria in the second round. Success will be measured via the HHS Results Oriented Management and Accountability Program. Proposals were submitted by the deadline of January 25, 2017. The CAAAB met on March 1, 2017 and recommended 13 proposals for awards. Three funding scenarios were presented to the CAAAB on March 30, 2017. The attached list of organizations and awards is the CAAAB recommendations to the Pima County Board of Supervisors.

### **Conclusion:**

The RFP process was included in and approved by Arizona Department of Economic Security (DES) Request for Application (RFA) which resulted in the allocation of CSBG funds to Pima County. Failure to complete the RFP process and distribute funds as outlined in the RFA would result in loss of CSBG funds to Pima County.

### **Recommendation:**

It is recommended that the Board of Supervisors approve the attached list of selected organizations, appropriate funding in the amount of \$299,985.00 to fund the CSBG Program, and authorize the Chair of the Board to sign subrecipient contracts with each of the organizations listed.

**Fiscal Impact:**

Federal Community Services Block Grant (CSBG) - Emergency Needs awarded to Arizona Department of Economic Security

**Board of Supervisor District:**

- 1       2       3       4       5       All

Department: CSET

Telephone: 724-6742

Department Director Signature/Date:

*Charles Can*

*5/9/17*

Deputy County Administrator Signature/Date:

*Jur*

*5/11/2017*

County Administrator Signature/Date:

*C. DeWalt*

*5/14/17*



Issue Date: 05/05/17

### NOTICE OF RECOMMENDATION FOR AWARD

The Community Services, Employment and Training Department/Community Action Agency Division hereby issues formal notice to respondents to **RFP-CSET-WFS-2016-06** to provide services to alleviate poverty, revitalize communities, and employer low-income families to become self-sufficient. While recommendations are contingent on federal funding, we anticipate that the award will be executed no later than July 1, 2017.

Recommendations are as follows:

<b><u>CSBG RFP AGENCY NAME</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>ACTUAL BID</u></b>
Arivaca Coordinating Council/ Human Resource Group, Inc.	\$21,433.00	\$30,000.00
Catholic Community Services of Southern Arizona, Inc. <i>dba</i> Catholic Social Services	\$16,928.00	\$20,000.00
Community Food Bank, <i>dba</i> Ajo Community Food Bank	\$11,951.00	\$12,600.00
Community Food Bank, <i>dba</i> Amado Community Food Bank	\$28,479.00	\$30,000.00
Community Home Repair Projects of Arizona, Inc.	\$25,403.00	\$30,000.00
El Rio Santa Cruz Neighborhood Health Center, Inc.	\$24,321.00	\$30,000.00
Greater Littleton Area Human Resource Group, Inc.	\$25,627.00	\$30,000.00
Green Valley Assistance Services, Inc. <i>dba</i> Valley Assistance Services	\$21,171.00	\$24,300.00
Interfaith Community Services	\$23,844.00	\$30,000.00
International Sonoran Desert Alliance (Inadequate Housing)	\$25,000.00	\$30,000.00
International Sonoran Desert Alliance (Youth Services)	\$25,000.00	\$30,000.00
Southern Arizona AIDS Foundation	\$24,923.00	\$30,000.00
The Good Shepherd, United Church of Christ <i>dba</i> Sahuarita Food Bank	\$25,905.00	\$30,000.00

Protests must be filed in accordance to the Pima County Procurement Code - Protests Procedures, § Section 11.20.010 and the formal protest must be emailed to [Rosemary.CoraCruz@pima.gov](mailto:Rosemary.CoraCruz@pima.gov) on or before 3 p.m. on March 7, 2017. Visit <http://www.pima.gov/procure/procodes.htm#pc1120010>.

Issued By: Charles Casey Telephone Number: 520-724-6742

This notice is in compliance with Pima County Procurement Code §§11.12.010, 11.12.020, and 11.20.010C.

xc: Pima County Procurement

**PIMA COUNTY COMMUNITY SERVICES  
EMPLOYMENT AND TRAINING DEPARTMENT (CSET)  
COMMUNITY ACTION AGENCY (CAA)  
REQUEST FOR PROPOSAL (RFP) Community Services Block Grant Funds (CSBG)  
Proposal No: CAA-CSBG-2017-05  
Program Year: 2017-2018**

**RFP PROCESS, ACTIVITIES AND TIMELINE**

**Fall/Winter 2016**

CAA staff works with Community Action Advisory Board (CAAB) members to write the RFP and design the process for evaluating proposals in accordance with CSBG legislation and Results Oriented Management and Accountability (ROMA) guidelines.

**January 4, 2017**

Request for Proposal (RFP) released via Pima County news release, legal notice and blast emails to community based organizations.

**January 10, 2017, 3:00 p.m. & January 13, 2017, 10:00 a.m.**

Technical Assistance Sessions

**January 25, 2017, 12:00 p.m.**

**Proposals due to CAA office  
(2797 E. Ajo Way, 3<sup>rd</sup> Floor) by 12:00 p.m.**

**January 27-31, 2017**

CAAB members receive copies of proposals for review.

**February 13-16, 2017 *First Round Review, Open to the Public***

***Agency Presentations to CAAB Committees* CAAB committee members rank proposals.**

**March 1-2, 2017 *Second Round Review Open to the Public Agencies Invited***

Full member CAAB meeting to review and rank proposals achieving 70 points or better in first round.

**March 7, 2017**

**Protest Period**

**April – May 2017**

Schedule formal award recommendations for approval by Pima County Board of Supervisors. Notify agencies of potential award and begin contract preparation process.

**Excerpted from CSBG RFP:**

- **SECTION 4: PROPOSAL EVALUATION**
- Pima County shall evaluate proposals deemed *Responsive and Responsible*. Proposals shall be evaluated to determine which response is most advantageous to the County considering evaluation criteria, conformity to the specifications and other factors. Proposals shall be evaluated according to the evaluation criteria set forth herein. Evaluation of cost shall be made without regard to applicable taxes.
- The evaluation criteria will be used by the Task Force committee members when scoring the Proposer's answers to the questions contained in Appendix C: Program Information and Appendix D: Program Budget/Resources. Proposer should respond in the form of a thorough narrative to each specification as guided by the Questionnaire. The narratives along with required supporting materials will be evaluated and awarded points accordingly. Forms provided and requested for inclusion in this proposal shall not be modified.
- Task Force committee members are appointed by the CAA Board to screen and score by category responses to this RFP. Pima County CAA staff will determine if a proposal is appropriate to the category under which funds are being requested at the time of submission. The Community Action Agency reserves the right to move a proposal into the appropriate category.
- **In the first step, the Task Force Committee members will identify the responses that meet minimum content and quality requirements (defined as a score of at least 70 out of a possible 100) and will forward these proposals to the Pima County CAA Advisory Board for the second step. The first step of the proposal process cannot be appealed.**
- **In the second step, the Pima County CAA Advisory Board will review and score all eligible proposals. Proposals receiving at least 85 out of a possible 100 points in the second step are recommended in rank order of score and contingent on funds available, to the Board of Supervisors for funding.**



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