



City of Merced Request for Proposals for Community Funding

Proposals due:
March 4, 2022, 5 p.m.



678 W. 18th Street, Merced, CA 95340

www.cityofmerced.org



TABLE OF CONTENTS

- I. INTRODUCTION 1
- II. BACKGROUND & PURPOSE 1
- III. SCOPE OF SERVICES 2
- IV. SUBMISSION REQUIREMENTS 2
 - 1. Introductory Letter 2
 - 2. Individual Staff Experience 2
 - 3. Proposed Project & Scope of Services 2-3
 - 4. Program Budget 3
 - 5. References 3
- V. APPLICATION REVIEW & SELECTION 3
- VI. NOTIFICATION 4
- VII. AWARD OF CONTRACT FOR SUCCESSFUL APPLICANTS 4
- VIII. SPECIAL MATTERS & REQUIREMENTS 4
 - 1. Form and Execution of Contract 4
 - 2. Labor Code 4
 - 3. Insurance 4
 - 4. Conflict of Interest 4
 - 5. Public Record 4
 - 6. Withdrawals of Proposals 5
- IX. QUESTIONS OR TECHNICAL ASSISTANCE 5
- X. TIMELINE 6

I. INTRODUCTION

As part of the American Rescue Plan Act (ARPA) Strategic Investment Plan, the City of Merced is accepting proposals from non-profit organizations who are seeking monetary support to mitigate the impact COVID-19 within the community since the onset of the pandemic. The City Council will select and award eligible non-profit organization/s a one-time lump sum amount to implement their proposal during the upcoming fiscal year. The award amount will be determined by Council.

II. BACKGROUND & PURPOSE

The City of Merced is a dynamic community of more than 90,000 people, with friendly small-town living in a mid-size city. The University of California Merced campus, opened in 2005, provides new educational and economic opportunity, adding to the already-established growth of the region. Merced's population is youthful and diverse.

Located in the heart of California's agricultural Central Valley, Merced is the region's hub for education, culture, and business. The community offers abundant shopping, pleasant neighborhoods, and tree-lined streets. Bicycle paths along creeks link major City parks. Even with recent increases in prices, Merced's housing remains affordable compared to many other California locations. In addition, Merced's revitalized downtown is emerging as the area's entertainment center. Annual events and festivals bring regional and even national recognition.

The APRA Strategic Investment Plan funding allocated to non-profit organizations totals \$1,500,000. As directed by the City Council, an open competitive process is being offered to interested non-profit organizations seeking monetary support to mitigate the impact of COVID-19 within the community. This process is crafted to align with City policies, best practices, ensuring fair and equitable access and transparency for all groups seeking funding from the City of Merced. An ad-hoc committee, consisting of members of the City Council, will review and score submitted proposals and make recommendations for Council's consideration. After Council's approval, the selected non-profit organizations will enter into a contractual agreement with the City of Merced and receive funding to execute their program proposal.





III. SCOPE OF SERVICES

When developing a response to this RFP, services proposed should fall within the general area of supporting community public health and economic impacts as outlined by the Department of Treasury Regulations and must demonstrate a direct impact due to COVID-19.

Eligible uses of American Rescue Plan Act funding include the following:

- Household Assistance
- Communities Hit Hardest by COVID-19 – socioeconomic disparities and homeless services
- Capital investments to facilities accessed by the public to meet pandemic operational needs
- Payroll & Benefit expenses related to COVID-19
- PPE, Medical Expenses, and Capital Improvements – increasing access to services during pandemic operations

Proposals should avoid providing services in the following categories as these will be offered through a separate RFP process:

- Food, Rental and/or Utility Assistance
- Community Violence Prevention
- Affordable Housing
- Vaccine Programs
- Tourism, Travel, and Hospitality
- Small Business Support

IV. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. INTRODUCTORY LETTER

- a) The letter shall include the non-profit organization's name, primary contact, mailing address, physical address, telephone number, and email address.
- b) State the mission, goals, and objectives of the organization.
- c) The letter shall address the understanding of the service being requested and any other pertinent information the proposer believes should be included.
- d) Provide the organization's experience, past and current projects which have been completed within the past five (5) years. The project list should include a description of each project, date, location, cost of services, and (if possible) the address and telephone number of a contact person.
- e) The letter shall be signed by the individual authorized to legally bind the organization to the contract.

2. INDIVIDUAL STAFF EXPERIENCE

- a) Provide a listing of each key staff who will be assigned to the project and background information demonstrating their capabilities and qualifications to perform the assigned tasks.
- b) For each staff member, provide current professional credentials/education, related experience, and years of experience with the organization.

V. APPLICATION REVIEW & SELECTION

3. PROPOSED PROJECT & SCOPE OF SERVICES

This section should include a clear description of the Applicant's proposed project and state the approaches and methodologies which the Applicant proposes to undertake to achieve a successful program outcome.

Provide a Scope of Services with as much detail as required to describe how the proposed services and scope of work will be performed.

The Scope of Services shall include, but is not limited to:

- a) Detailed scope of services describing all services to be provided.
- b) What needs will you address? How will you achieve them?
- c) What are the project activities?
- d) Provide a project timeline.
- e) Description of project deliverables for each phase of your work.

4. PROGRAM BUDGET

Proposals shall include the program's anticipated operating budget for the 12 months beginning July 1, 2022 through June 30, 2023. The budget shall contain line items/descriptions, including any in-kind funding, grant funding, other funding sources, and state where City funding will be expended.

5. REFERENCES

Provide a minimum of three (3) references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

The following criteria will be considered in the application review process:

1. Organizational Capacity – Applicant is qualified to implement project and achieve said objectives.
2. Project Plan – Project Plan is clear with a realistic timeline; project activities are well-defined and technically feasible and meets desired services.
3. Benefit the Needs of the Community – The proposed services target the overall needs of the community in response to the COVID-19 pandemic.
4. Financial Viability – Applicant demonstrates in-kind support or other sources of funding for the project, provides a sound budget, and clearly states how City funding will support a successful outcome of the program.
5. Applicant's Experience – Applicant's experience of achieving proposed program.
6. Overall Quality – The overall quality of the response and conformance with RFP requirements for content.

An ad-hoc committee, consisting of no more than three members of the City Council, will review and score submitted proposals. The Committee will make recommendations for Council's consideration. Council will select applicants for community funding and award amount. The selected applicants will receive funding to execute their proposal.

VI. NOTIFICATION

All applicants will be notified of Council's decision of award within ten (10) days of the Council's action. The City reserves the right to reject any and all proposals and to waive informalities and irregularities.


VI. AWARD OF CONTRACT FOR SUCCESSFUL APPLICANTS

Upon approval of funding by the Council, the successful Applicant organization or entity will be required to enter into a performance based contractual agreement with the City of Merced. Program activities must occur in Fiscal Year 2022-23 (July 1, 2022 – June 30, 2023). Applicants will be required to submit progress reports with invoices for payment.

VII. SPECIAL MATTERS & REQUIREMENTS

1. **Form and Execution of Contract** – The form of contract is Attachment A.
2. **Labor Code** – The Applicant shall comply with Sections 3700 et seq. of Labor Code of the State of California, requiring every employer to be insured against liability for worker's compensation.
3. **Insurance** – The Applicant shall meet the insurance requirements in Section 9 of the contract, including liability insurance in the amount of \$1,000,000, naming the Agency as additional insured.
4. **Eligibility** - Organizations must be a nonprofit or non-governmental organization with recognized legal status equal to 501(c)(3) under the United States Internal Revenue Code.
5. **Conflict of Interest** – The Applicant must be aware of and comply with conflict-of-interest rules included in the California Political Reform Act, and Section 1090 et. Seq. of the Government Code. The Political Reform Act requires City/Agency officers and committee members to file statements of interest and abide by a Conflict-of-Interest Code. Section 1090 limits or prohibits a public official from contracting with a body of which an official is a member. Section 1090 applies even where the officer only reviews the contract for the approving body.
6. **Public Record** – Responses to this RFP become the exclusive property of the City of Merced. All proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, except for those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary". The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Merced may not accept or approve that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City shall provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

- 
7. **Withdrawals of Proposals** – The Applicant may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by providing a written request (via email or mail) for withdrawal signed by, or on behalf of, the non-profit organization.

VIII. QUESTIONS OR TECHNICAL ASSISTANCE

General assistance is available upon request through Friday, April 8, 2022 by 5:00 PM (PDT).

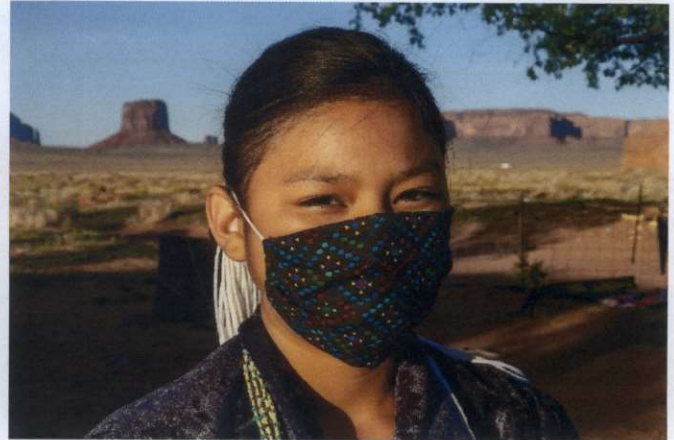
All questions and requests for technical assistance concerning the RFP for Community Funding are to be directed to the official contact person via email or mail:

Email: dietzs@cityofmerced.org

Mail:

Attn: City Manager Stephanie R. Dietz
City of Merced
678 W. 18th Street
Merced, CA 95340

Official proposals must be received via mail on March 4, 2022 by 5:00 PM (PDT) at the address listed above.



X. TIMELINE (dates are subject to change)

