



REQUEST FOR PROPOSAL
Non-Congregate Bridge Housing Program Services

PROPOSAL DUE DATE:
Monday, July 8, 2021 AT 5:00 PM

**CITY OF ANTIOCH
REQUEST FOR PROPOSAL
Non-Congregate Bridge Housing Program Services**

RELEASE DATE: May 24, 2021

CLOSING DATE: Proposals must be received by Thursday, July 8, 2021
at 5:00 p.m. PST at the address listed below.

CONTACT PERSON: Rosanna Bayon Moore, Assistant City Manager
925-779-6863
925-779-2002 (fax)
rosannabmoore@antiochca.gov

Mailing address:

City of Antioch
City Manager Department
P.O. Box 5007
Antioch, CA 94531-5007

Delivery Address:

City of Antioch
City Manager Department
200 H St
Antioch, CA 94509

Office Hours: M-F 8:00 a.m. – 5:00 p.m.

NOTICE TO BIDDERS

Notice is hereby given that the City of Antioch invites sealed bids for Non-Congregate Bridge Housing Program Services. Each proposal shall be in accordance with the conditions and specifications on file in the Office of the Finance Department, City Hall, 200 H St, Antioch, California 94509, where copies of said conditions and specifications may be inspected or obtained. All bids must be in the format specified, enclosed in a sealed envelope and clearly identified with bid title, name of bidder and date of bid opening.

A Pre-Bidders Conference shall be held on Friday, June 11, 2021 at 10:00 a.m. PST. This meeting is to allow potential bidders to ask questions and receive additional information.

Sealed bids shall be delivered to the City Manager's Department at the above indicated address on or before 5:00 p.m. PST Thursday, July 8, 2021. It is the bidder's responsibility to ensure that bids are received prior to the 5:00 p.m. PST bid closing time as late bids will not be accepted. The City of Antioch reserves the right to award or reject bids in part or in whole and on any basis it deems in the best interest of the City. Reference is hereby made to said specifications for further details which specifications, general conditions, and this "Notice to Bidders" shall be considered part of any contract made pursuant thereto.

If you downloaded this document from the City of Antioch's website, <https://antiochca.gov/rfps/>, it is the vendor's responsibility to check back with the website for any addenda that may have been issued, prior to the proposal due date.

I. INTRODUCTION

The City of Antioch is seeking proposals from suitably qualified community-based providers to participate as contractors for Non-Congregate Bridge Housing Program Services, referred to as NCBH hereafter.

NCBH will provide supportive services to adults experiencing unsheltered homelessness in a non-congregate temporary housing setting at a location to be determined by the City. The goals of NCBH are to provide participants with a safe place to stay; connect participants with community, mainstream, and personal resources based on individual need; and assist participants in transitioning to more stable or permanent housing. The NCBH Program will be overseen by the City of Antioch, in alignment and coordination with Contra Costa County's homelessness response system, including Coordinated Entry. Participation in the Contra Costa County Continuum of Care (CoC) and Coordinated Entry system will allow the provider to leverage permanent housing resources available through the CoC.

The City of Antioch intends to award one contract that provides the supportive services to be implemented through this program. Applicants are encouraged to develop partnerships with other organizations as appropriate to provide services to NCBH participants. The contract period is for two (2) years, with an option for up to 2 additional years at the mutual agreement of the City and the contractor. Applicants should provide an initial budget and service model to address a maximum of 30-45 people at one time for an initial period of 2 years. Applicants must be able commence program operation 90 days after signing the contract.

Target Population

NCBH will serve adult households (without children) in the City of Antioch who are unhoused, particularly adults who are currently staying in outdoor locations, in a vehicle, or in other unsheltered situations and places not meant for human habitation. Entry criteria and prioritization policies will be developed by the City of Antioch, in collaboration with the Contractor and the Contra Costa County Continuum of Care (H3). It is anticipated adults with longer lengths of homelessness and/or who meet priority vulnerability criteria established through Coordinated Entry may be prioritized for entry into NCBH.

The primary source of referrals for NCBH will be via City's Departments (e.g., code enforcement, public safety, public works) and the County's (H3) CORE Outreach team. Specific referral pathways and processes will be established by the Contractor, in close coordination with the City of Antioch and H3. Participants may be asked to agree to abide by NCBH program guidelines prior to program enrollment. Verification of homelessness will be required as a condition of participation.

Program Goals and Desired Outcomes

This program is intended to serve individuals who are currently unsheltered and prioritized for program participation based on longer lengths of homelessness and/or priority vulnerability criteria. Once in NCBH, the primary program goal is to assist as many participants as possible to secure stable housing.

Specific contract objectives will be developed and determined collaboratively with the selected contractor for the performance measures below. At a minimum, the contract will include outcome objectives for the following measures:

- Bed utilization rate
- Average length of stay in the program

- Rate of exit to permanent or stable housing for persons who exit the program
 - Permanent housing is to be defined as any non-time-limited indoor housing situation; while this most often will be a situation in which the participant is a leaseholder (with or without rental assistance), participants may also move in with friends or family without a lease with a plan to stay indefinitely.
 - Stable housing is to be defined as any indoor housing situation; in addition to the permanent housing situations defined above, stable housing is a broader category that also includes other temporary/interim shelter in the community or staying temporarily with family or friends..

II. BACKGROUND

The City of Antioch was incorporated in 1872 as a General Law City operating under the City Council/City Manager form of government. The City Council is responsible for adopting ordinances, resolutions and the budget, appointing commissions and committees, and hiring the City Manager and City Attorney. The City Manager is responsible for implementing the Council's policies, ordinances and directives, for overseeing the day-to-day operations of the City, and for appointing the directors of the City's departments. Antioch is a suburban city providing quality police, water, streets, parks, engineering, planning, and administrative services. The City of Antioch has a population in excess of 112,000 and covers approximately 30 square miles. Antioch is the second largest City in Contra Costa County.

III. SCOPE OF WORK

Non-Congregate Bridge Housing Services

This section describes the preliminary Scope of Work for the selected Contractor and communicates the City's general expectations. To the maximum extent possible, the Contractor should identify how the desired services may be provided by leveraging of existing community resources, including programs operated by H3 or other departments within Contra Costa County; City resources; private resources; and partnerships with other non-profit providers. This would include participation in CoC trainings, attending CoC meetings, participation in the Coordinated Entry system and other activities to best leverage community resources and learn best practices.

The successful agency or entity should identify any additional services beyond what is described below that will be needed to meet the City's expectations. The successful agency or entity will be expected, at a minimum, to provide the following:

- **Temporary Housing**

Contractor will operate and manage housing facilities for up to forty-five(45) adults at one time in a non-congregate temporary housing setting. The site and facility are to be determined and will be secured by the City. The program will be sited within Antioch.

Temporary housing should operate in alignment with Housing First principles, including harm reduction practices, as well as strengths-based and trauma-informed approaches. Participants may bring pets and personal belongings into the program. Contractor may establish limits for the quantity of pets or belongings each individual may bring into program, with policy approval from the City of Antioch.

Contractor will provide:

- Twenty-four-hour on-site staffing: the intent is for on-site services and supports to always be available to participants (see supportive services requirements below):
 - Programs may elect to include security services (directly or by subcontract) in addition to the on-site staffing requirement above if it is part of the program's proposed service model; for programs that do not include security in their proposal, the City may elect to request partial or full security service coverage during the contracting process;
- Clean linens/towels for use while in program;
- Provision or access to laundry machines;

- Programs should include a plan for off-site preparation and delivery of optional meals for participants, as the secured site may not include on-site meal preparation facilities.
- **Supportive Services**
Contractor will provide supportive services for participants of NCBH, with a focus on services that promote households obtaining and retaining permanent housing. Required services include housing navigation case management services for participants, including housing plan development, document readiness for housing application process, housing search assistance, housing placement and linkages to Coordinated Entry, H3 programs, support with obtaining income, including access to public benefits, other County services, and community resources for financial or supportive service assistance. It is expected that a minimum of 1.0 FTE staff member be assigned to supportive services provision for participants.

Additional on-site services that may be provided directly or through partnership with other organizations include but are not limited to physical and behavioral health care, substance use recovery support, transportation assistance, employment training and linkages, and veterinary care for pets of participants.

- **Data Entry**
Contractor will be responsible for Homeless Management Information System (HMIS) data entry for all participants in the program and for services provided.
- **Reporting**
Contractor will:
 - Provide strategic guidance to City staff and periodic updates to the Transitional Housing Ad Hoc Committee (or its successor standing committee) and City Council.
 - Prepare monthly reports and correspondence as required.

City Commitment: Program Siting

As noted above, the City intends to secure a site location in Antioch appropriate for non-congregate bridge housing. Costs for securing and purchasing/leasing the facility are not accounted for in this RFP, as the City will be procuring the facility under a separate process. The secured site will meet habitability standards and have the capacity to accommodate up to 45 participants at one time. In addition, the facility will have on-site office and meeting space for program staff members to conduct business and meet with participants. At this time, it is not known if the site will have on-site cooking or meal preparation facilities. As such, proposers are asked to include proposed costs for off-site meal preparation and delivery.

The City would like to keep the program requirements somewhat flexible during the process as needs may change as circumstances require.

IV. PROPOSAL/BID REQUIREMENTS

Proposer Minimum Qualifications

Proposers must meet the following minimum qualifications:

- The Proposer must be a registered 501(c)(3) organization. The selected contractor may sub-contract or partner with other organizations or community groups for program or ancillary

services. Proposers planning to sub-contract with other organizations or groups should reflect this within the proposal.

- The Proposer must have relevant experience providing temporary housing and/or housing-focused services for people experiencing homelessness.
- The Proposer must have relevant experience providing services using Housing First, trauma-informed care, and/or strengths-based approaches.
- The Proposer should have strong written and verbal communication skills to deliver public presentations and staff reports to City Council. Antioch City Council meetings are the second and fourth Tuesdays of the month.
- Current enrollment in Contra Costa County's Coordinated Entry System.

The following qualifications are preferred, but not required, for Proposers:

- Relevant experience utilizing Homeless Management Information System, including data input and report processing.

Proposal/Bid Submission Requirements

Bidders must submit the following information:

- Name and contact information of individual submitting the proposal.
- Name of organization submitting the proposal.
- A brief Proposal Narrative (4-6 pages) that includes the following information:
 - Brief explanation of how your organization meets the minimum qualifications and preferred qualifications.
 - Description of the proposed program model, including the types and frequency of services that will be offered to participants.
 - Plan for staffing of the project, including a description of how the organization utilizes supervision or other internal strategies to promote effective service delivery.
 - How the program will connect participants to housing pathways.
 - Estimated average length of program stay and estimated number of participants the program will serve in a year.
 - Proposed goal for percentage of participants that will exit to permanent housing in a year.
 - How the program will link to and leverage services in the community that may be relevant resources for participants, such as health care, employment training, public benefits, childcare resources, substance use recovery support, transportation assistance, etc.
- Budget for 2-year contract period, using the Budget Template (attached).

- References: Provide a list of three (3) applicable references, one from a non-profit partner or funder. Include name, title, and contact information for each reference as well as a brief description of the specific services provided or relationship between reference and proposer.

V. SELECTION PROCESS

The City Manager may appoint a selection committee to review the responses and perform the evaluation. The information in each proposal will be reviewed and evaluated based the following criteria:

Criteria	Percent
Responsiveness to this Request for Proposals – response reflects understanding of the City’s goals and objectives, proposal is complete in its responses to all RFP elements and is accurate	15%
Proposed Program Model, including service delivery approach, staffing model, and alignment with recognized effective practices	25%
Relevant qualifications and experience, including program outcomes, demonstrated understanding of and alignment with Housing First, trauma-informed care, and strengths-based approaches	25%
Cost of proposed services and ability of proposer to leverage in-kind or public/private funding resources	20%
Regional reputation and reference contact results	15%

The City shall not be obligated to accept the lowest priced response but shall recommend such response that is the most responsive and in the best interest of the City.

VI. CONTRACT REQUIREMENTS

1. Robbins-Rosenthal Fair Debt Collection Practices Act: The successful contractor(s) must operate in accordance with ethical collection practices and obey all laws, including the Robbins-Rosenthal Fair Debt Collection Practices Act.
2. Insurance requirements: The successful contractor(s) will maintain in force, during the full term of the contract, insurance as indicated by the City upon award of proposal/bid. See page 12 for minimum insurance requirements.
3. Indemnification Agreement: To the full extent permitted by law, Contractor shall defend, indemnify and hold harmless City, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever incurred in relation to, as a consequence of or arising out of or in any way attributable in whole or in part to the performance of this agreement. All obligations under this provision are to be paid by the Contractor as the City incurs them.

Without affecting the rights of City under any provision of this agreement or this section, Contractor shall not be required to indemnify and hold harmless City as set forth above for liability attributable to the sole fault of City, provided such sole fault is determined by agreement between

the parties of the findings of a court of competent jurisdiction. This exception will apply only in instances where the City is shown to have been solely at fault and not in instances where City's fault accounts for only a percentage of the liability involved. In those instances, the obligation of Contractor will be all-inclusive, and City will be indemnified for all liability incurred, even though a percentage of the liability is attributable to conduct of the City.

Contractor acknowledges that its obligation pursuant to this section extends to liability attributable to City, if that liability is less than the sole fault of the City.

Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every Sub-Contractor, sub tier contractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this agreement. In the event Contractor fails to obtain such indemnity obligations from others as required here, Contractor agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth herein is binding on the successors, assigns, or heirs of Contractor and shall survive the termination of this agreement or section.

4. Remittance and Reporting Requirements: The successful contractor(s) will be required to submit to the City of Antioch regular monthly remittances and statements no later than thirty (30) days following the end of the month.

VII. PROPOSAL/BID SUBMISSION INFORMATION

- a. Inquiries concerning the Request for Bid must be submitted via email to Rosanna Bayon Moore, Assistant City Manager, at the following email address: rosannabmoore@antioch.ca.gov.
- b. Responses will not be made to telephone inquiries.
- c. Proposal/Bid Submittal: An original and three copies of complete proposals are required. The original must be clearly marked and contain original signatures and must be easily reproducible. Failure to clearly mark the original and provide original signatures will result in a proposal being found non-responsive and given no consideration.

The Proposal/Bid should be submitted no later than **5:00pm on Monday June 7, 2021** to:

Mailing address:

City of Antioch
City Manager Department
P.O. Box 5007
Antioch, CA 94531-5007

Delivery Address:

City of Antioch
City Manager Department
200 H St

Antioch, CA 94509

- d. The City reserves the right to reject any and all proposals/bids submitted, to request clarifications of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal/bid. Finalist entities may be asked to present their qualifications to the City Manager. Following proposal/bid evaluations, interviews and reference calls, the City Manager will recommend the award of contract to the Antioch City Council. The decision to award the contract is at the City Council's sole discretion at a public meeting.
- e. The City reserves the right to cancel the awarded contract with a 30-day written notice for non-compliance of agreed upon proposed specifications.
- f. The entity chosen by the City will be required to obtain a City business license prior to starting services.
- g. The entity chosen by the City will be required to execute an Agreement that has been prepared by the City. A sample agreement is included as Exhibit A and is subject to final review and approval by the City.

CITY OF ANTIOCH
Insurance Requirements for Contractors

Before beginning any work under this Agreement, Contractor, at its own cost and expense, shall procure insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work by the Contractor and its agents, representatives, employees, and subcontractors. Contractor shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Contractor shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Contractor's proposal. Contractor shall not allow any subcontractor to commence work on any subcontract until Contractor has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Insurers shall have an A.M. Best's rating of no less than A:VII unless otherwise accepted by the City in writing.

Commercial General Liability (CGL):

Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. If Contractor's services include work within 50 feet of a railroad right of way, the Contractor shall have removed any exclusion on their liability policy limiting coverage for work near a railroad, or shall provide a Railroad Protective Liability policy in favor of the City. Limits for such coverage shall be no less than \$5,000,000.

Automotive Liability Insurance:

ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

Workers' Compensation Insurance:

As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Errors and Omissions) Insurance:

Insurance appropriate to Contractor's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- (1) *Additional Insured Status.* The City, its officers, officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

- (2) *Primary Coverage.* For any claims related to the services provided by the Contractor, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- (3) *Notice of Cancellation.* Each insurance policy required above shall provide that coverage shall not be cancelled except with notice to the City.
- (4) *Waiver of Subrogation.* Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
- (5) *Deductibles and Self-Insured Retentions.* Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- (6) *Claims made policies.* If any of the required policies provide claims-made coverage:
 - (i) *The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.*
 - (ii) *Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract work.*
 - (iii) *If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.*

Certificate of Insurance and Endorsements

Contractor shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in this Agreement, including but not limited to naming additional insureds.

Higher Limits

If the contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage or other special circumstances.

Remedies

In addition to any other remedies City may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Contractor's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both stop work and withhold any payment, until Contractor demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

CITY OF ANTIOCH
Indemnification and Contractor's Responsibilities

1. CONTRACTOR shall, to the fullest extent permitted by law, indemnify, defend (with council acceptable to the CITY) and hold harmless CITY, and its employees, officials, volunteers and agents ("Indemnified Parties") from and against any and all losses, claims, damages, costs and liability arising out of any personal injury, loss of life, damage to property, or any violation of any federal, state, or municipal law or ordinance, arising out of or resulting from the performance of this Agreement by CONTRACTOR, its officers, employees, agents, volunteers, SUB-CONTRACTORS or SUB-CONSULTANTS, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of CITY.
2. In the event that CONTRACTOR or any employee, agent, SUB-CONTRACTOR or SUB-CONTRACTOR of CONTRACTOR providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, CONTRACTOR shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONTRACTOR or its employees, agents, SUB-CONTRACTORS or SUB-CONTRACTORS, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.
3. Acceptance by City of insurance certificates or endorsements required under this Agreement does not relieve CONTRACTOR from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply.
4. By execution of this Agreement, CONTRACTOR acknowledges and agrees to the provision of this Section and that it is a material element of consideration, and that these provisions survive the termination of this Agreement.

CITY OF ANTIOCH
Legal Requirements

1. *Governing Law.* The laws of the State of California shall govern this Agreement.
2. *Compliance with Applicable Laws.* CONTRACTOR and any SUB-CONTRACTORS shall comply with all laws applicable to the performance of the work hereunder.
3. *Other Governmental Regulations.* To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, CONTRACTOR and any SUB-CONTRACTORS shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
4. *Licenses and Permits.* CONTRACTOR represents and warrants to City that CONTRACTOR and its employees, agents, and any SUB-CONTRACTORS have all licenses, permits, qualifications and approvals of whatsoever nature that are legally required to practice their respective professions. CONTRACTOR represents and warrants to City that CONTRACTOR and its employees, agents, any SUB-CONTRACTORS shall, at their sole expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In additions to the foregoing, CONTRACTOR and any SUB-CONTRACTORCS shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
5. *Nondiscrimination and Equal Opportunity.* CONTRACTOR shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, sexual orientation or any other legally protected status, against any employee, applicant for employment, SUB-CONTRACTOR, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by CONTRACTOR under this Agreement. CONTRACTOR shall comply with all applicable federal, state and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of the CONTRACTOR thereby.

CONTRACTOR shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

6. *Prevailing Wages.* Should the scope of work fall under the requirements of the California Labor Code and implementing regulations for the payment of prevailing wages, then CONTRACTOR shall comply and pay prevailing wages.

**CITY OF ANTIOCH
NCBH Budget Template**

Proposers should use the template below to describe their proposed budget to operate the NCBH Program for **2 years**. The budget should include the Proposer's plan for leveraging public and private funding and in-kind resources to maximize services available to adults in program.

Category		City of Antioch Request	Leveraged and In-Kind Resources	Total 2 Year Budget
Personnel				
Position	FTE*			
Payroll Taxes				
Benefits				
SUBTOTAL				
Services and Supplies				
Participant Meals/Food				
Participant Supplies (Laundry, Transportation Passes, Clothing, etc.)				
Program Supplies				
Office Supplies and Expenses				
Equipment				
Communications				
Staff Transportation				
Staff Training				
Insurance				
SUBTOTAL				
Facility Costs				
Rent		<i>The City will acquire or contract for use of a facility for NCBH. Rent/utilities should not be included in this budget.</i>		
Utilities				
Maintenance				
Building Supplies/Minor Facility Improvements				
SUBTOTAL				
Administrative Expenses				
Indirect Costs (10% maximum)				
SUBTOTAL				
TOTAL BUDGET				

**FTE should reflect amount of staff time that will be allocated towards NCBH program.*