



DAVID SCRIBNER  
DIRECTOR

State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)



GAVIN NEWSOM  
GOVERNOR

## Date of Addendum

May 3, 2023

## Notice to Applicants

The 2022-RFP-98 for Low Income Household Water Assistance Program Payment Disbursement Services is modified as outlined in this Addendum. Deletions are indicated by “~~black strikethrough~~” font and additions are indicated by “red underlined” font. The original RFP remains in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Proposers shall consider this Addendum when preparing and submitting their proposal.

## RFP Revision 1

Original Text (Pages 6)	<p><b>1.3 Key Action Dates</b></p> <table border="1"> <thead> <tr> <th data-bbox="402 279 889 317">DATE</th> <th data-bbox="898 279 1427 317">KEY ACTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 327 889 394">April 21, 2023</td> <td data-bbox="898 327 1427 394">Request for Proposal (RFP) Made Available</td> </tr> <tr> <td data-bbox="402 394 889 462">May 2, 2023, 10:00 a.m. to 12:00 p.m. PDT</td> <td data-bbox="898 394 1427 462">Bidders' Conference (Attendance Optional)</td> </tr> <tr> <td data-bbox="402 462 889 529">May 5, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 462 1427 529">Deadline for Written Question Submission</td> </tr> <tr> <td data-bbox="402 529 889 646">May 11, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 529 1427 646">Responses to Written Questions Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a></td> </tr> <tr> <td data-bbox="402 646 889 714">May 12, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 646 1427 714">Deadline for Request for Requirements Change</td> </tr> <tr> <td data-bbox="402 714 889 781">May 12, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 714 1427 781">Deadline for Intent to Submit Proposal</td> </tr> <tr> <td data-bbox="402 781 889 806">May 19, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 781 1427 806">Deadline for Proposal Submission</td> </tr> <tr> <td data-bbox="402 806 889 873">May 24 – June 16, 2023</td> <td data-bbox="898 806 1427 873">Evaluation of Submitted Proposals</td> </tr> <tr> <td data-bbox="402 873 889 940">June 19, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 873 1427 940">Notice of Intent to Award Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a></td> </tr> <tr> <td data-bbox="402 940 889 966">June 22, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 940 1427 966">Release Contract</td> </tr> <tr> <td data-bbox="402 966 889 1024">June 26, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 966 1427 1024">Contract Execution</td> </tr> </tbody> </table>	DATE	KEY ACTION	April 21, 2023	Request for Proposal (RFP) Made Available	May 2, 2023, 10:00 a.m. to 12:00 p.m. PDT	Bidders' Conference (Attendance Optional)	May 5, 2023, by 5:00 p.m. PDT	Deadline for Written Question Submission	May 11, 2023, by 5:00 p.m. PDT	Responses to Written Questions Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a>	May 12, 2023, by 5:00 p.m. PDT	Deadline for Request for Requirements Change	May 12, 2023, by 5:00 p.m. PDT	Deadline for Intent to Submit Proposal	May 19, 2023, by 5:00 p.m. PDT	Deadline for Proposal Submission	May 24 – June 16, 2023	Evaluation of Submitted Proposals	June 19, 2023 ( <i>Estimate</i> )	Notice of Intent to Award Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a>	June 22, 2023 ( <i>Estimate</i> )	Release Contract	June 26, 2023 ( <i>Estimate</i> )	Contract Execution
DATE	KEY ACTION																								
April 21, 2023	Request for Proposal (RFP) Made Available																								
May 2, 2023, 10:00 a.m. to 12:00 p.m. PDT	Bidders' Conference (Attendance Optional)																								
May 5, 2023, by 5:00 p.m. PDT	Deadline for Written Question Submission																								
May 11, 2023, by 5:00 p.m. PDT	Responses to Written Questions Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a>																								
May 12, 2023, by 5:00 p.m. PDT	Deadline for Request for Requirements Change																								
May 12, 2023, by 5:00 p.m. PDT	Deadline for Intent to Submit Proposal																								
May 19, 2023, by 5:00 p.m. PDT	Deadline for Proposal Submission																								
May 24 – June 16, 2023	Evaluation of Submitted Proposals																								
June 19, 2023 ( <i>Estimate</i> )	Notice of Intent to Award Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a>																								
June 22, 2023 ( <i>Estimate</i> )	Release Contract																								
June 26, 2023 ( <i>Estimate</i> )	Contract Execution																								
Addendum Text	<p><b>1.3 Key Action Dates</b></p> <table border="1"> <thead> <tr> <th data-bbox="402 1108 889 1146">DATE</th> <th data-bbox="898 1108 1427 1146">KEY ACTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 1157 889 1224">April 21, 2023</td> <td data-bbox="898 1157 1427 1224">Request for Proposal (RFP) Made Available</td> </tr> <tr> <td data-bbox="402 1224 889 1291">May 2, 2023, 10:00 a.m. to 12:00 p.m. PDT</td> <td data-bbox="898 1224 1427 1291">Bidders' Conference (Attendance Optional)</td> </tr> <tr> <td data-bbox="402 1291 889 1358">May 5, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 1291 1427 1358">Deadline for Written Question Submission</td> </tr> <tr> <td data-bbox="402 1358 889 1476">May 11, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 1358 1427 1476">Responses to Written Questions Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a></td> </tr> <tr> <td data-bbox="402 1476 889 1543">May 12, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 1476 1427 1543">Deadline for Request for Requirements Change</td> </tr> <tr> <td data-bbox="402 1543 889 1610">May 12, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 1543 1427 1610">Deadline for Intent to Submit Proposal (<b>MANDATORY</b>)</td> </tr> <tr> <td data-bbox="402 1610 889 1635">May 19, 2023, by 5:00 p.m. PDT</td> <td data-bbox="898 1610 1427 1635">Deadline for Proposal Submission</td> </tr> <tr> <td data-bbox="402 1635 889 1703">May 24 – June 16, 2023</td> <td data-bbox="898 1635 1427 1703">Evaluation of Submitted Proposals</td> </tr> <tr> <td data-bbox="402 1703 889 1770">June 19, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 1703 1427 1770">Notice of Intent to Award Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a></td> </tr> <tr> <td data-bbox="402 1770 889 1795">June 22, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 1770 1427 1795">Release Contract</td> </tr> <tr> <td data-bbox="402 1795 889 1862">June 26, 2023 (<i>Estimate</i>)</td> <td data-bbox="898 1795 1427 1862">Contract Execution</td> </tr> </tbody> </table>	DATE	KEY ACTION	April 21, 2023	Request for Proposal (RFP) Made Available	May 2, 2023, 10:00 a.m. to 12:00 p.m. PDT	Bidders' Conference (Attendance Optional)	May 5, 2023, by 5:00 p.m. PDT	Deadline for Written Question Submission	May 11, 2023, by 5:00 p.m. PDT	Responses to Written Questions Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a>	May 12, 2023, by 5:00 p.m. PDT	Deadline for Request for Requirements Change	May 12, 2023, by 5:00 p.m. PDT	Deadline for Intent to Submit Proposal ( <b>MANDATORY</b> )	May 19, 2023, by 5:00 p.m. PDT	Deadline for Proposal Submission	May 24 – June 16, 2023	Evaluation of Submitted Proposals	June 19, 2023 ( <i>Estimate</i> )	Notice of Intent to Award Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a>	June 22, 2023 ( <i>Estimate</i> )	Release Contract	June 26, 2023 ( <i>Estimate</i> )	Contract Execution
DATE	KEY ACTION																								
April 21, 2023	Request for Proposal (RFP) Made Available																								
May 2, 2023, 10:00 a.m. to 12:00 p.m. PDT	Bidders' Conference (Attendance Optional)																								
May 5, 2023, by 5:00 p.m. PDT	Deadline for Written Question Submission																								
May 11, 2023, by 5:00 p.m. PDT	Responses to Written Questions Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a>																								
May 12, 2023, by 5:00 p.m. PDT	Deadline for Request for Requirements Change																								
May 12, 2023, by 5:00 p.m. PDT	Deadline for Intent to Submit Proposal ( <b>MANDATORY</b> )																								
May 19, 2023, by 5:00 p.m. PDT	Deadline for Proposal Submission																								
May 24 – June 16, 2023	Evaluation of Submitted Proposals																								
June 19, 2023 ( <i>Estimate</i> )	Notice of Intent to Award Posted on <a href="#">Cal eProcure</a> and <a href="#">CSD's Website</a>																								
June 22, 2023 ( <i>Estimate</i> )	Release Contract																								
June 26, 2023 ( <i>Estimate</i> )	Contract Execution																								
Justification	CSD has added language to clarify the Intent to Submit Proposal is mandatory.																								

## RFP Revision 2

<p>Original Text (Pages 7-8)</p>	<p><b>1.6 Bidder's Library</b></p> <p>This RFP references and incorporates program documents contained within a Bidders' Library, access available upon request, on <a href="#">CSD's Contracting Opportunities webpage</a>. The Bidders' Library will be made available at the time the formal RFP is released. The following is the list of documents included in the Bidders' Library:</p> <ol style="list-style-type: none"><li>1. Appendix A – List of water systems currently enrolled in LIHWAP Direct Pay Agreement</li><li>2. Invoice Schedule</li><li>3. Sample Standard Agreement (STD 213)</li><li>4. Example – Direct Pay Agreement</li><li>5. Payment Flow</li><li>6. Contract Related Requirements (non-negotiable)<ol style="list-style-type: none"><li>a. Confidentiality Agreement</li><li>b. Addendum A - CSD Contractor Security Addendum A</li><li>c. Non-IT General Provisions</li><li>d. Exhibit C – General Terms and Conditions</li><li>e. Exhibit D – Special Terms and Conditions</li><li>f. Exhibit E – Lobbying Certification</li></ol></li></ol> <p>Bidders are strongly cautioned to read and understand these documents prior to submitting their proposals. CSD may update or replace documents in the Bidders' Library prior to and after the award. The current (i.e., updated, including draft) versions of these documents shall be updated as necessary throughout the term of the contract.</p>
<p>Addendum Text</p>	<p><b>1.6 Bidder's Library</b></p> <p>This RFP references and incorporates program documents contained within a Bidders' Library, access available upon request, on <a href="#">CSD's Contracting Opportunities webpage</a>. The Bidders' Library will be made available at the time the formal RFP is released. The following is the list of documents included in the Bidders' Library:</p> <ol style="list-style-type: none"><li>1. Appendix A – List of water systems currently enrolled in LIHWAP Direct Pay Agreement</li><li>2. Invoice Schedule</li><li>3. Sample Standard Agreement (STD 213)</li><li>4. Example – Direct Pay Agreement</li><li>5. Payment Flow</li><li>6. Contract Related Requirements (non-negotiable)<ol style="list-style-type: none"><li>a. Confidentiality Agreement</li><li>b. Addendum A - CSD Contractor Security Addendum A</li><li>c. Non-IT General Provisions</li><li>d. Exhibit C – General Terms and Conditions</li></ol></li></ol>

	<p>e. Exhibit D – Special Terms and Conditions  f. Exhibit E – Lobbying Certification  <u>7. Attachment 9 Cost Proposal</u></p> <p>Bidders are strongly cautioned to read and understand these documents prior to submitting their proposals. CSD may update or replace documents in the Bidders’ Library prior to and after the award. The current (i.e., updated, including draft) versions of these documents shall be updated as necessary throughout the term of the contract.</p>
Justification	CSD has revised language to clarify Attachment 9 Cost Proposal can be located in the Bidder’s Library.

**RFP Revision 3**

Original Text (Page 17)	<p><b>Task 4 Deliverables:</b></p> <p>Deliverable 9: Vendor shall cooperate with CSD technical assistance audit and contract monitoring. Vendor shall develop a monitoring and oversight plan to be approved by CSD to periodically evaluate a sampling of water systems to verify customer accounts are accurately and timely credited. Bidders must allot 1,000 hours for this deliverable.</p>
Addendum Text	<p><b>Task 4 Deliverables:</b></p> <p>Deliverable 9: Vendor shall cooperate with CSD technical assistance audit and contract monitoring. Vendor shall develop a monitoring and oversight plan to be approved by CSD to periodically evaluate a sampling of water systems to verify customer accounts are accurately and timely credited. Bidders must allot <u>no more than</u> 1,000 hours for this deliverable.</p>
Justification	CSD has revised language to clarify the Deliverable 9 shall not exceed 1,000 hours.

**RFP Revision 4**

Original Text (Page 19)	<p><b>Section 4.1. Minimum Qualifications</b></p> <p>The bidder must have, at minimum, the following qualifications and experience:</p> <ol style="list-style-type: none"> <li>1. The bidder must be qualified to do business in the State of California.</li> <li>2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United States is the principal market for the public trading of the corporation’s stock.</li> <li>3. The bidder shall have key staff in place or partner agreements executed at the time of the proposal submission or within thirty</li> </ol>
----------------------------	---

	<p>(30) days of contract execution to carry out the Scope of Work requirements upon contract execution.</p> <p>4. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with the either California Uniform Accounting System, relevant Office of Management and Budget guidelines for federal or state funds.</p> <p>5. Lead personnel in charge of water system account has at least two (2) years of experience in payment disbursement.</p>
Addendum Text	<p><b>4.1. Minimum Qualifications</b></p> <p>The bidder must have, at minimum, the following qualifications and experience:</p> <ol style="list-style-type: none"> <li>1. The bidder must be qualified to do business in the State of California.</li> <li>2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United States is the principal market for the public trading of the corporation's stock.</li> <li>3. The bidder shall have key staff in place or partner agreements executed at the time of the proposal submission or within thirty (30) days of contract execution to carry out the Scope of Work requirements upon contract execution.</li> <li>4. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with <del>the either California Uniform Accounting System, relevant Office of Management and Budget guidelines for federal or state funds</del> <u>Generally Accepted Accounting Principles (GAAP)</u>.</li> <li>5. Lead personnel/<u>Project Manager</u> in charge of water system account has at least two (2) years of experience in payment disbursement.</li> </ol>
Justification	<p>CSD has revised language to clarify the accounting practices must be in accordance with Generally Accepted Accounting Principles.</p>

**RFP Revision 5**

Original Text (Page 34)	Minimum Qualification	Please check the appropriate boxes
	1. Organization is qualified to do business in the State of California.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United States is the principal market for the public trading of the corporation's stock.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with the either California Uniform Accounting System, relevant Office of Management and Budget guidelines for federal or state funds.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4. Lead personnel in charge of water system account has at least two (2) years of experience in payment disbursement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Addendum Text	Minimum Qualification	Please check the appropriate boxes
	1. <del>Organization is</del> <u>The bidder must be</u> qualified to do business in the State of California.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. The bidder must not be a publicly traded corporation or subsidiary thereof that is incorporated offshore, even if the United States is the principal market for the public trading of the corporation's stock.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. <u>The bidder shall have key staff in place or partner agreements executed at the time of the proposal submission or within thirty (30) days of contract execution to carry out the Scope of Work requirements upon contract execution.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	34. The bidder shall have a minimum of five (5) years of experience maintaining fiscal controls and accounting practices in accordance with <del>the either California Uniform Accounting System, relevant</del>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Office of Management and Budget guidelines for federal or state funds <u>Generally Accepted Accounting Principles (GAAP)</u> .	
	45. Lead personnel/ <u>Project Manager</u> in charge of water system account has at least two (2) years of experience in payment disbursement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification	CSD has revised language to clarify the minimum qualifications criteria.	

**RFP Revision 6**

Original Text (Page 43)	<p><b>ATTACHMENT 9 – Cost Proposal</b></p> <p>Cost proposals, including the costs for individual water systems as well as the average hourly rate of staff, may not exceed \$4,500,000 for services with \$150,000,000 for direct household benefit to complete all water system enrollments and disbursement payments within the scope of this engagement.</p> <p>The cost sheet sample has been made available for download through the Bidders' Library.</p>	
Addendum Text	<p><b>ATTACHMENT 9 – Cost Proposal</b></p> <p>Cost proposals, including the costs for individual water systems as well as the average hourly rate of staff, may not exceed \$4,500,000 for services with \$150,000,000 for direct household benefit to complete all water system enrollments and disbursement payments within the scope of this engagement.</p> <p>The <u>required</u> cost sheet <u>template</u> <del>sample</del> has been made available for download through the Bidders' Library.</p>	
Justification	CSD has revised language to clarify Attachment 9 Cost Proposal sheet is required.	