



Request for Qualifications & Proposals

#731

for

Youth/Family Homelessness Services

Notice Inviting Qualifications and Proposals
RFQ-P #731 Youth/Family Homelessness Services

Notice is hereby given that the Oxnard Union High School District (“District”) is inviting proposals from firms to provide **Youth/Family Homelessness Services** as requested by the District.

A proposal form may be obtained from the District website:

<https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals>

Statements of Qualifications and Proposals must be submitted electronically to Deanna.Rantz@oxnardunion.org no later than **10:00 a.m. on 7/29/26**. Proposals received after the above-stated time and date will not be considered. The District is not responsible for any technical issues in a respondent’s ability to timely submit its proposal response, or portion thereof.

The District reserves the right to accept or reject any or all proposals or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Responses shall remain valid and subject to acceptance anytime within ninety (90) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Proposing firms are hereby made aware that the District will not reimburse costs for the preparation of the proposal to any proposing firm for any reason.

Respondent represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this RFP, and that no person having any such interest shall be subcontracted in connection with this RFP, or employed by Respondent. Should an Agreement result from this process, Respondent represents that no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Agreement or shall become directly or indirectly interested in the Agreement.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

By authority of the Governing Board of Oxnard Union High School District, Ventura County, State of California.

Publication Dates: 7/13/26 & 7/20/26

PROJECT DETAILS and REQUIRED SERVICES

The Oxnard Union High School District ("District") is seeking properly certified/licensed agencies to provide services to students and families experiencing homelessness. Services will include a referral system between the agency and OUHSD.

1. SERVICES OVERVIEW

Contractor will provide all labor, materials, tools, equipment, services, incidentals, sources, and work as necessary to fully and adequately supply professional services to currently enrolled students and families, including, but not limited to:

- a. Basic Necessities: clothing, hygiene products, housing information, laundry services, cell phones (to eligible families), tutoring, etc
- b. Food Pantry: support access and education to food pantry information and services
- c. Clothing and Hygiene Supplies
- d. Housing Assistance and Case Management, and Temporary Housing Resources
- e. Tutoring/Computer access
- f. Health Care - Insurance Enrollment - Gold Coast Health Plan, etc- support families in need with local medical programs
- g. Assistance with CalWORKS, CalFresh, and other government-provided resources

2. COMMUNICATION

Contractor will conduct its services acting as a liaison between the District and students/families. The contractor will contact students/families at the request of the District, on an as-needed basis. Contractor will communicate with the students/families to document needs and inform the District of services provided. The contractor will provide the necessities as listed in the Services Overview. Communication logs of detailed services provided to all OUHSD students/families must be supplied to the District upon request (monthly and yearly). The Contractor shall not assign any of these services to another party without the express written consent of the District.

3. CONTRACTOR MINIMUM QUALIFICATIONS

- Three (3) years providing youth/family homelessness services
- Experience working with K–12 schools or districts
- Ability to pass fingerprinting/background requirements
- Appropriate insurance coverage
- Capacity to begin services by the contract start date
- Demonstrated case management infrastructure and ability to provide service data and reporting
- Responsive RFQ/P submittal

GENERAL INSTRUCTIONS and CONDITIONS

1. Submittal of Proposals

Proposals should be reviewed for accuracy before submission to the District as proposals cannot be adjusted after submission. The District will not be responsible for errors or omissions in any proposals. The District reserves the right to reject any and all proposals, or to waive any irregularities or informalities in the proposals.

Electronic proposals must be delivered via email to Deanna.Rantz@oxnardunion.org no later than **7/29/26 at 10:00 a.m.** Proposal packages must be clearly marked, “**Youth/Family Homelessness Services RFQ-P 731**” in the email subject area. The District is not responsible for any technical issues with a Proposer’s ability to timely submit its proposal or portion thereof. It is strongly recommended that proposers submit the email hours prior to the due date and time and follow up with a request for receipt.

In order for the Proposer’s response to be accepted, Attachment 1 Proposal Form must be submitted in its entirety.

Required Documents:

- Attachment 1 Proposal Form
- Cover Letter
- Firm Profile and Team Qualifications
- Relevant Service Experience and Approach
- Fee Proposal
- Insurance, Legal and Professional Standing
- References

2. Signatures

All proposals must include a signature of an authorized officer of the firm submitting the proposal. The name and title of the person shall be included following the signature. **Failure to provide a signature on required forms may result in rejection of proposal.**

3. Disqualified Proposals

Any proposal received after the RFP due date and time will not be reviewed or considered for award of a contract.

4. Withdrawal of Proposals

A firm may withdraw its proposal, either personally or by written request, at any time before the proposal due date and time.

5. Contacts

In order to control information disseminated regarding this request, firms interested in submitting proposals are directed **not** to make personal contact with

members of the Board of Trustees and District Administrators with the exception of the individual(s) listed below. This Request for Proposals can be located at the District website at: <https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals>

Deanna Rantz, Director of Purchasing
1800 Solar Drive, Oxnard, CA 93030
(805) 385-2519 Deanna.Rantz@oxnardunion.org

6. **Rating Criteria**

Proposals will be evaluated based on:

Category	Points	What we are looking for
Organizational Experience & Qualifications	15	Experience serving homeless youth, school districts, trauma-informed support, Ventura County/local knowledge
Program Design & Service Delivery Approach	25	Quality of case management, responsiveness, accessibility, cultural competency, and student-centered practices
Capacity to Deliver Required Services	20	Ability to provide basic necessities, housing navigation, tutoring, healthcare referrals, and emergency response
Staffing & Key Personnel	10	Qualifications, certifications, bilingual staff, staffing ratios, continuity
Data Tracking, Reporting & Communication	10	Documentation systems, referral tracking, monthly reporting, and FERPA awareness
Past Performance & References	10	Outcomes with similar districts/agencies
Cost Proposal & Cost Effectiveness	10	Reasonableness, clarity, sustainability—not simply lowest price

TOTAL POSSIBLE SCORE: 100

Notes:

At the discretion of the Selection Committee, information regarding insurance, legal, and professional standing may be deemed grounds for disqualification.

Interviews with up to the three highest-scoring firms may be requested if the Selection Committee so chooses.

7. Selection Process

The District may perform investigations of responding parties that extend beyond contacting the references identified in the RFP response. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other sources in addition to any documents or information submitted.

The District may elect to conduct in-person or virtual interviews, or conduct no interviews at all. Should the District elect to conduct interviews, the short-listed firms will be contacted with an interview date and time. Interview questions may or may not be provided ahead of the interview process.

8. Contract, Terms and Conditions

Upon Board of Trustees approval to award the contract, the contract attached as Exhibit A must be executed. The contract term will be one (1) year, with the ability to extend the contract, in 1-year increments, up to, but no more than five (5) years total. By replying to this RFQ-P, Proposer accepts and is bound by the terms and conditions set forth in all Proposal documents. Should the initial executed contract require modification in any way, an amendment must be signed by both parties, specifically outlining the revisions. No changes to prices or services are permitted without written consent by the authorized District representative. Only the Superintendent or Assistant Superintendent of Business Services are authorized to sign contracts or contract amendments.

9. Withdrawal of Proposals

A Proposal may be withdrawn by the vendor prior to the time fixed for the opening of Qualifications and Proposals, but Proposals may not be withdrawn for a period of ninety (90) days after the opening of Statements of Qualifications and Proposals.

10. Acceptance or Rejection of Proposals

The District reserves the right to reject any and all Proposals or any portion or combination thereof, to contract work with whomever and in whatever manner the District decides, to abandon work entirely, and to waive and informality or non-substantive irregularity as the interests of the District may require. Proposals that arrive after the time set forth for opening in this Invitation for Qualifications and Proposals will not be viewed.

11. Requests for Information (RFI)

Should a Proposer find any discrepancy in, or omissions from this RFQ-P, they may submit a request for clarification by emailing deanna.rantz@oxnardunion.org no later than the RFI deadline within the RFQ-P Schedule. The District will either issue an addendum including clarification or additional details, or may elect to post the question and answer on the District website with the associated RFQ-P. Failure to submit an RFI does not relieve a Proposer from its responsibility in familiarizing itself with all terms, conditions, instructions, documents, addenda, agreements, or any other documents resulting from this RFQ-P.

12. Amendments

The terms and conditions contained in this RFQ-P may be amended or modified only by an addendum issued by the District. If an addendum is issued, it will be posted on the District website noted in the Notice Inviting Qualifications and Proposals. Interested parties must check the website for updates and not rely upon email or other means of communication.

13. Termination of Contract Without Cause

The District may terminate the Contract resulting from this RFQ-P, at any time, by giving the Vendor 60 days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Other than payments for services satisfactorily rendered prior to the effective date of said termination, Vendor shall be entitled to no further compensation or payment of any type from the District.

14. Protest Procedures

Any bid protest by any Proposer regarding any other Proposer must be submitted in writing to the District Director of Purchasing, before 5:00 p.m. of the THIRD (3rd) business day following opening of Proposals.

- a. Only a bidder who has actually submitted a Proposal, and who could be awarded the Contract if the bid protest is upheld, is eligible to submit a protest. A Proposer may not rely on the bid protest of another Proposer.
- b. A bid protest must contain a complete statement of any and all basis for the protest and all supporting documentation. Materials submitted after the bid protest deadline will not be considered.
- c. The protest must refer to the specific portion(s) of all documents that form the basis for the protest.
 - i. The protest must include the name, address, telephone number, and email address of the person representing the protesting party;
 - ii. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

- iii. The procedure and time limits set forth in this paragraph are mandatory and are each Proposer's sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

15. Awards

The District, after the evaluation scoring period, may elect to award to one (1) Proposer, multiple Proposers, or not make an award at all. Should the District require more information from a Proposer in order to make an informed decision, Proposers having submitted a Statement of Qualifications and Proposal, must respond with the requested information within a two (2) day period. Additional information may include, but is not limited to, financial records, company information, employee information, etc. All submittals are subject to public records requests, and Proposer responses will be posted on the District website once evaluations have been completed. Proposers may not issue a blanket statement indicating their submittal is confidential. Should a Proposer render part of their submittal as confidential, such as financial information, it must so indicate that within that section of the submittal documentation. The District cannot guarantee it will redact any part of any proposal.

16. Payments

Once a contract award is made, a District Purchase Order is issued, and services begin, the awarded company must submit invoices electronically to accountspayable@oxnardunion.org. The District requires Net45 terms to allow time for District personnel to verify the specific services invoiced.

ATTACHMENT 1
PROPOSAL FORM

This Proposal Form must be duly executed and submitted with any proposal to OUHSD.

The Offeror hereby agrees that its proposal is subject to all **RFQ-P #731 Youth/Family Homelessness Services** provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Proposer hereby agrees to promptly enter into an agreement in substantial accordance with such RFQ-P provisions, terms, and conditions.

The Offeror hereby agrees that its attached proposal of which this is part, is a firm irrevocable offer and valid for acceptance by OUHSD for the period through and including 6/30/2027. The Offeror hereby agrees that if its proposal is accepted by OUHSD, it shall provide the requested services in accordance with the RFP, as it may be amended. The term of this contract shall be for a period of one (1) year. Services requested must be completed within this term.

Hourly Rate Per Resource:

SERVICE	HOURLY RATE
Basic Needs	
Resources & Support	
Case Management/Follow-Up	
Emergency Housing	
Case Management for Housing and/or Insurance/Medical/Government Programs	
Other Services _____	
Other Services _____	

Name of Person Duly Authorized to Execute this Proposal/Offer:

Duly Authorized Signature: _____

Title: _____ Date: _____

Offeror Name: _____

Offeror Address: _____

Offeror Telephone: _____

Offeror Email: _____

RFQ-P SCHEDULE

The RFQ-P process may follow the timeline noted below, however, is subject to change at the District's discretion.

ADVERTISEMENT	7/13/26 & 7/20/26	VC Star, District Website
REQUEST FOR INFORMATION DEADLINE	7/24/26 at 10:00 a.m.	VIA EMAIL to Deanna.Rantz@oxnardunion.org
RFP DUE DATE/TIME	7/29/26 at 10:00 a.m.	VIA EMAIL to Deanna.Rantz@oxnardunion.org
EVALUATION PERIOD	7/30/26 - 7/31/26	
INTERVIEWS (if required)	8/3/26 (Time TBD)	1800 Solar Drive Oxnard, CA 93030 or virtual
BOARD REQUEST TO AWARD	8/12/26	
CONTRACT EXECUTION	8/19/26	N/A

PROPOSAL SUBMITTAL REQUIREMENTS

A. Cover Letter and Executive Summary (1 pages maximum)

Brief introduction, including agency overview, and RFQ/P contact person with phone number and email address. The cover letter must include a statement confirming the contractor's ability to comply with FERPA and student confidentiality laws.

B. Firm Profile and Team Qualifications (5 pages maximum)

- Firm location, history, size, and areas of expertise
- Org Chart for key team members and supervisory staff
- Key team members with relevant experience

C. Relevant Service Experience & Approach (5 pages maximum)

- Detailed descriptions of similar services, experience, and qualifications, including:
 - *Number of students served*
 - *Response times*
 - *Housing stabilization rates*
 - *Attendance improvements*
 - *Graduation/persistence indicators*
 - *Successful benefit enrollments*
 - *Tutoring participation*
 - *Follow-up completion rates*
- Detailed approach to implementing individualized services
- List of key individuals who will be assigned to the OUHSD account

D. Fee Proposal (2 pages maximum)

- Fee schedule listing hourly rates by resource type and/or individual team members
- Allowance for reimbursable expenses

E. Insurance, Legal and Professional Standing (2 pages maximum)

- Acknowledgement that Proposer will provide the required insurance [see Exhibit A Services Agreement] at the required limits.
- Detailed disclosure of any litigation, arbitration, or disciplinary actions involving the proposer or key personnel within the past seven (7) years. If no such actions exist, provide an explicit statement to that effect.

F. References (2 pages maximum)

Minimum of five (5) references. Include at least three (3) references of similar California K-12 school district projects. Include the service term and the role of the individual. Please be sure to include the current phone number and email for each reference.