



## Human Services Department COUNTY OF SONOMA



County of Sonoma  
Human Services Department  
(707) 565-5800

### Adult & Aging Services Division Services for Older Adults and People Living with Disabilities Vendor Application

Angela Struckmann, Director  
astruckmann@schsd.org

Thank you for your interest in providing services for older adults and people living with disabilities. Attached herein you will find the information needed to apply to contract with the County.

Oscar Chavez, Asst. Director  
ochavez@schsd.org

**Program Purpose and Goals:** The Adult & Aging Services Division provides social and health care management for older adults 60 years of age or older and people living with disabilities who wish to remain in their own homes or a community setting to avoid institutional care. The County is accepting applications to provide the services in the *list of available services*. Service needs are assessed in coordination with the client and documented in care plans developed by Adult & Aging staff. Vendors are requested to provide a service using a Service Authorization Form (SAF) provided by the County social worker.

To be determined, Asst. Director  
@schsd.org

Roy C. Dajalos, Finance Director  
Finance & Operations  
rdajalos@schsd.org

Qualified respondents who submit applications will be considered for contracts on a case-by-case basis, dependent on program needs and client service needs. Submitting an application does not guarantee a contract with the County. Additionally, the County is under no obligation to order any services during the term of a vendor's contract and reserves the right to negotiate additional terms and conditions if required by funding sources.

Paul Dunaway, Division Director  
Adult & Aging Division  
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dunawp@schsd.org

**Minimum Qualifications:** Vendor must meet the following minimum qualifications to contract with the County:

Felisa Pinson, Division Director  
Economic Assistance Division  
(707) 565-3165  
fpinson@schsd.org

1. Complies with all local, State, and federal business regulations; this includes being in good standing with the California Secretary of State.
2. Is not on any federal debarment list.
3. Maintains current license(s)/certifications, as applicable.
4. Complies with the provisions of the *sample contract* available on the vendor contracts website and is legally capable of entering into a contract with the County of Sonoma.
5. Provides current insurance and a separate Additional Insured Endorsement as described in the *sample contract*.
6. Complies with the Sonoma County [Living Wage Ordinance](#).
7. Complies with Prevailing Wage requirements as listed in California Labor Code Section 1773, as applicable for construction services.

Katie Greaves, Division Director  
Employment & Training Division  
(707) 565-8500  
kgreaves@schsd.org

Nick Honey, Division Director  
Family, Youth & Children Division  
(707) 565-4300  
honeyn@schsd.org

**To Begin the Vendor Contracting process:** Please review the *list of available services* and *sample contract* found on the [Vendor Interest \(ca.gov\)](#) page under Provide Services to Older Adults and People with Disabilities (Ongoing) and email [AAVendors@schsd.org](mailto:AAVendors@schsd.org) to request an application.

**Required Documents for Contract Execution:** Following review of the initial application packet and completion of contract negotiations, our Contracts Unit ([contracts@schsd.org](mailto:contracts@schsd.org)) will contact Vendors in order to complete the contracting process and will require:

- Applicable Insurance and Additional Insured Endorsement as listed in the *sample contract*
- Fiscal Forms (Payee Data Record and 590 Form) for new vendors – these forms will be provided by the Contracts Unit if needed
- Completion of the online Living Wage Questionnaire found at <https://sonomacounty.ca.gov/CAO/Living-Wage/Living-Wage-Self-Certification-for-Suppliers/>
- Signed contract signature page

Thank you for your interest in providing vendor services to seniors and people living with disabilities in Sonoma County.

Adult & Aging Vendor Contracts  
Sonoma County Human Services  
Adult & Aging Division  
[AAVendors@schsd.org](mailto:AAVendors@schsd.org)  
707-565-8767