

NOTE: This does not include all attachments as this version is abbreviated for training purposes only. The County can make the full version available.

COUNTY OF MARIN



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND SUBSTANCE USE SERVICES**

REQUEST FOR PROPOSALS (RFP)

**HIV and Hepatitis C Testing in Substance Use Treatment
Facilities**

RFP-HHS-2013-05

DATE ISSUED: Friday, May 3, 2013

DEADLINE FOR SUBMISSIONS: Thursday, May 30, 2013 (3:00pm)

I. Background

The Marin County Division of Mental Health and Substance Use Services offers a wide range of prevention, early intervention, treatment and recovery support services to Marin County residents through a network of community-based providers. Substance use treatment includes an array of Outpatient, Residential and Medication Assisted Treatment Programs. Detoxification services are also provided by Helen Vine Recovery Center.

In FY 2011/12, there were 918 new admissions for County-contracted adult treatment and detoxification services provided through Center Point, Marin Treatment Center and Buckelew Programs, with the breakdown as follows: 370 admissions to adult treatment services (40%); and 548 admissions to adult detoxification services (60%). There were an additional 131 admissions to adolescent treatment services provided by Bay Area Community Resources.

According to the fall, 2011 *SAMHSA Advisory* newsletter, people entering substance abuse treatment facilities are at high risk for having HIV infection. The purpose of the Substance Abuse Prevention and Treatment (SAPT) HIV Set-Aside is to provide HIV early intervention services to clients in substance abuse treatment programs. Early interventions services with respect to HIV are defined as: 1) appropriate pretest counseling; 2) HIV and/or Hepatitis C testing; and 3) appropriate posttest counseling. A significant program goal of HIV early intervention services is successful linkage to medical services for those patients testing HIV-positive, as well as the disclosure of HIV status to potential and/or current sexual and/or needle sharing partners.

Using SAPT funds in this way addresses Goal 2 in the Marin 2010-15 Continuum of Alcohol Tobacco and Other Drug Services Strategic Plan. This goal is "Ensure that individuals with or at-risk of alcohol, tobacco or other drug problems are identified early, screened and referred for services as appropriate." Also, in accordance with the National HIV/AIDS Strategy (NHAS), these funds focus on addressing the national HIV epidemic by reducing new infections, increasing access to care, improving health outcomes for people living with HIV, and promoting health equity.

II. Project Period

All contract awards will be made on a competitive bid basis. The anticipated contract start date is July 1, 2013. Contracts awarded will be renewed on an annual basis for a total period of three years. Annual renewals will be contingent upon the demonstration of progress in achieving measurable results, the availability of funding, and compliance with the policies and procedures set forth by the Division of Mental Health and Substance Use Services.

III. Available Funding

A total of up to **\$61,000** depending on the Substance Abuse Prevention and Treatment (SAPT) Block Grant HIV Set Aside award received is available for a three year funding cycle with annual renewals contingent upon the availability of funding and achievement of contracted objectives and outcomes. The funds may be awarded to one organization or be split among multiple organizations at the discretion of the funder.

IV. Proposed Project/Scope of Work

Target Population

The target population for HIV and Hepatitis C testing is clients of substance abuse treatment facilities. If it is not possible to serve all high risk clients at a facility, then the priority is to provide testing services to men who have sex with men and injection drug users as these are the groups at highest risk of HIV and/or Hepatitis C infection according to Marin epidemiology data.

Eligible Grant Activities

The Substance Abuse and Mental Health Services Administration's new requirements for the SAPT Block Grant can be found under Section 1924 of the Public Health Services Act. Additionally, Title 45 of the Code of Federal Regulations, Part 96, authorizes the use of HIV Set-Aside funds for a variety of early intervention activities. Below is a summary of the expanded allowable use of HIV Set-Aside funds:

- HIV testing for individuals in drug substance use disorder (SUD) programs;
- Care for HIV-positive individuals in SUD treatment, including such expenses as transportation to medical appointments, medical case management, and patient navigation assistance to retain patients in HIV care;
- Hepatitis B and C screening for individuals in SUD treatment;
- Testing for sexually transmitted diseases for individuals in SUD treatment; and
- Outreach and infectious disease testing for out-of-treatment injection drug users, (which may be provided by agencies that also provide syringe exchange, although syringe exchange itself may not be funded with EIS funds).

The following are the two intervention services eligible for funding under this RFP:

1) Targeted HIV counseling, testing and linkages and Hepatitis C Testing

Implement and/or coordinate rapid HIV and Hepatitis C testing targeting clients in substance abuse treatment to identify undiagnosed infections using the most current recommendations for HIV/Hepatitis C counseling, testing, and linkages. Those administering HIV tests should be State of California certified HIV counselors and those who administer Hepatitis C tests should be trained to provide rapid Hepatitis C tests. See Attachment B for the description of activities under this service.

OR

2) HIV screening and Hepatitis C testing as part of routine medical services

For appropriate sites that provide medical care along with substance use treatment, incorporate systematic "opt-out" testing practices using conventional or rapid HIV and Hepatitis C testing. "Opt-out" screening means medical care providers do not need to obtain written consent for HIV testing and may incorporate testing as part of medical care. "Opt-out" screening must follow provisions in California law. See Attachment A for the description of activities under this service.

Other Requirements

Grantees must work in collaboration with the Marin HIV Testing Program. Grantees must work collaboratively with HIV/Hepatitis C service providers and maintain a strong link to primary care services.

Note that prior to service implementation, the successful applicant will be required to develop a Quality Assurance (QA) Plan that includes QA mechanisms and measures to ensure that:

- a. Services are provided in a technically competent manner and are consistent with current CDC guidelines and recommendations.
- b. Services are culturally and linguistically appropriate and staff is trained accordingly. (<http://minorityhealth.hhs.gov/assets/pdf/checked/finalreport.pdf>)
- c. All staff has appropriate training for their respective roles.
- d. Positive test results are reported to the appropriate local or state surveillance and Partner Services programs, in accordance with applicable laws and regulations.
- e. Appropriate laboratory QA procedures for HIV/Hepatitis C testing are in place.
- f. QA policies and procedures are available and accessible to all staff working in this program and the County.

V. Reporting and Performance Requirements

There will be both aggregate and individual reporting requirements associated with this funding.

HIV Reporting Requirement

Mandatory Federal Data Collection Requirements for HIV Set-Aside Funds: *To be reported in the Annual Cost Report*

1. Total number of individuals tested through HIV Set-Aside EIS funds
2. Total Number of HIV tests conducted with HIV Set-Aside funds
3. Total number of individuals who were unaware of their HIV infection
4. Total number of HIV-infected individuals who were diagnosed and referred to treatment and care

Hepatitis C Reporting

1. Total number of individuals tested through HIV Set-Aside EIS funds
2. Total Number of Hepatitis C tests conducted with HIV Set-Aside funds
3. Total number of individuals who were unaware of their Hepatitis C infection
4. Total number of Hepatitis C-infected individuals who were diagnosed and referred to treatment and care

Individual Test Data Reporting Requirement

In an effort to track all HIV tests in Marin County, it will be a contract requirement to collect individual test data on the Centers for Disease Control and Prevention HIV Test Form which is included as Attachment C. This data will be entered in EvaluationWeb, a Centers for Disease Control and Prevention-sponsored HIV testing database. All contracted grantees that use EvaluationWeb are required to use procedures for data security and confidentiality consistent with Centers for Disease Control and Prevention guidelines. Staff will receive training deemed necessary by the County of Marin.

It is still to be determined whether Hepatitis C test data will also be reported in EvaluationWeb.

VI. Eligible Bidders

Applicant Eligibility

Only non-profit providers (e.g., 501c3) or public service agency providers are eligible to apply for these funds. All applicants must document in the narrative that they meet the following minimum qualifications:

- (a) A minimum of one (1) full year of experience providing HIV and/or Hepatitis C Testing;
- (b) A minimum of one (1) full year of experience working with populations in substance abuse treatment facilities;
- (c) Be a **certified/licensed** Substance Abuse Treatment provider or have demonstrated ability and/or agreements to provide testing, counseling and linkage services to clients in certified/licensed Substance Abuse Treatment Programs; and
- (d) Have demonstrated linkages to a clinical laboratory, medical, substance abuse treatment, and social services agencies in Marin.

Should an applicant propose to collaborate or subcontract with another agency or individual legally entitled to do business in the State of California and possessing the necessary licenses and/or certifications, the applicant must include a letter of commitment from the proposed entity(ies) and include the specific duties being proposed under the collaboration or subcontract. The contract amount shall also be reflected in the Budget.

VII. Other Requirements and Expectations for Grantees

A. Summary of Contract Terms, Conditions and Requirements

The contractor shall be required to comply with Public Law 102-321 (1992) which enacted the Alcohol, Drug Abuse, and Mental Health Reorganization Act, 42 CFR Part 96; Division 10.5, California Health and Safety Code; Title 9, California Code of Regulations; Americans With Disabilities Act of 1990; this Request for Proposal RFP-HHS-2013-05; and the terms and conditions required by the original funding source for the programs/services described by this RFP; and the terms and conditions of the County of Marin's Standard Professional Services Contract. The County's Standard Professional Services Contract, attached hereto as Attachment D, contains specific provisions including, but not limited to, nondiscrimination in hiring and in the provision of services, program evaluation, record keeping, payments, limitations and obligations, conflict of interest, indemnification and insurance, assignment, and HIPAA. By submitting a proposal, the applicant agrees to be bound by all terms and conditions of the County's Standard Professional Services Contract, attached hereto as Attachment D, and execute the same, if selected.

B. Insurance

The County requires that all contractors carry \$1,000,000 in liability insurance (\$2,000,000 aggregate). The County must be named as additional insured, and specific language must be included on the signed endorsement to the policy. The required insurance coverage requirements are described in the County of Marin's Standard Professional Services Contract, attached hereto as Attachment D. ***It is strongly suggested that applying entities be certain of the ability to secure this insurance and verification prior to submitting a letter of interest.***

C. Administrative Requirements

1. Contractors will be paid on a monthly basis, following the submission of an invoice to the Marin County Department of Health and Human Services for services performed to County's satisfaction. Specific instructions and invoice templates will be provided to grantees upon award of a contract. It is the responsibility of the contractor to track expenditures and any services provided by contractor and/or subcontractors and expenses that exceed the annual allocation will not be reimbursed.
2. Contractor shall maintain medical records required by the California Code of Regulations. Notwithstanding the foregoing, Contractor shall maintain beneficiary medical and/or clinical records for a period of seven (7) years, except that the records of persons under age eighteen (18) at the time of treatment shall be maintained: a) until one (1) year beyond the person's eighteenth (18th) birthday or b) for a period of seven (7) years beyond the date of discharge, whichever is later.
3. Contractor shall comply with applicable State and Federal statutes and regulations, and case law, including but not limited to the Federal Health Insurance Portability and Accountability Act (HIPAA), Title 42 of the Code of Federal Regulations, Title 9, California Administrative Code, hereinafter referred to as "Code", as well as all future changes or amendments to each of the preceding, and the State of California, Department of Mental Health, Cost Reporting/Data Collection System. Grantee will, in cooperation with County, comply with Sections 5718(a)(1) of California State Welfare and Institutions Code and obtain certification of patient's eligibility for mental health services under the California Medical Assistance Program. As required by Section 521 of the California Administrative Code, Title 9, the Local Mental Health Director or the Director's designee shall be permitted to supervise and specify the kind, quality, and amount of the services and criteria for determining the persons to be served pursuant to this Agreement.
4. Contractor agrees to administer/utilize any and all survey instruments as directed by the County Department of Health and Human Services, including outcomes and satisfaction measurements. Contractors must also comply with all reporting requirements set forth by the Department of Health and Human Services and the State Department that oversees Alcohol and Drug Programs, including, but not limited to, completion of cost reports, annual provider self-audits and site visits.
5. Cultural Competency
 - a. All program staff shall receive at least one (1) in-service training per year on some aspect of providing culturally and linguistically appropriate services. Contractor shall provide County with a schedule of in-service training(s) and a list of participants at each such training annually.
 - b. Contractor shall translate health-related materials in a culturally and linguistically appropriate manner. Materials shall be available in English and Spanish. At least once per year and upon request, Contractor shall provide to County copies of Contractor's health-related materials in all available languages.
 - c. Contractor shall hire clinical staff members who can communicate with clients in a culturally and linguistically appropriate manner. Contractor shall submit to County the cultural composition and linguistic fluencies of Contractor's staff annually.

D. Tentative Time Schedule

All applicants are hereby advised of the following schedule and will be expected to adhere to the applicant- related deadlines below:

RFP Advertised	May 3-4, 2013
RFP Released to Prospective Applicants	May 3, 2013
Question/Answer Period Opens	May 3, 2013
Question/Answer Period Closes	May 22, 2013 (3:00pm)
Proposals Due	May 30, 2013 (3:00pm)
Applicant Review & Interviews (if applicable)	Early June 2013
Posting of Notice of Intent to Award	Early/Mid June 2013
Contract Start Date *	July 2013

* Contract start date is contingent on the meeting schedule of the Board of Supervisors.

VIII. Application Instructions

In responding to the RFP, use the outline as it appears below and label your responses accordingly. Failure to include the following elements in the order specified below will result in disqualification from the application review process. If the total number of pages exceeds the parameters stated below, the additional pages will be discarded and will not be reviewed by the Proposal Review Committee.

Technical Proposal

A. Cover Page (1 Page Limit)

- I. Use the agency's current letterhead. Include (1) Reference to HHS-RFP-2013-05, HIV and Hepatitis C Testing in Substance Use Treatment Facilities; (2) Name of organization submitting a Proposal; (3) Name and telephone number of primary contact person for the Proposal; (4) Address(es) of where services will be provided; and (5) Amount of funds requested for FY 2013/14.

Please also submit agreement to the following terms: "The costs of the proposed project can be carried by the applicant for at least 90 days at any point during the term of the contract." Actual documents will be required prior to approval of contract.

B. Application Narrative (6 pages maximum)

A. Applicant Capability

1. Organizational Overview: This section must include a description of the agency, including how the proposed program would fit into the agency's overall mission and goals. The applicant should also provide information on the communities served. Organization(s) must have capacity to begin providing services in July 2013 (tentative).

2. Past and Current Experience: Describe your organization's past and current experience in the following areas:

- Providing the stated service or a similar service
- Working with residents of substance abuse treatment facilities
- Providing rapid HIV/Hepatitis C testing or other medical screenings
- Linkage to providers of HIV/Hepatitis C medical care and supportive services

As outlined in the applicant eligibility section, be sure to demonstrate that you have met the minimum eligibility requirements and required licensing, certifications and/or waivers (e.g. State Alcohol and Drug Program certification, CLIA waiver, etc.). It is to the applicant's advantage to detail their agency's experience, knowledge, training and capabilities to the maximum extent possible.

B. Description of the Proposed Project

1. **Project Overview:** Provide an overview of the Scope of Work that you will implement to provide service in Marin. If already providing HIV and/or Hepatitis C testing in a substance abuse treatment facility, indicate how this funding may be used to expand services or provide different services. Also be sure to indicate where services will be provided, how many individuals you intend to serve, and with which services. Describe the staff position(s) that would work on this project, including title, roles, responsibilities, key qualifications and experience. Please be specific about training and supervision.
2. **Recruitment for Testing and other Prevention and Early Intervention Activities:** Please outline how clients will be identified for testing and other HIV and Hepatitis C prevention education activities that will be included in the program. Please specify:
 - ◆ Who will receive the information (e.g. all clients or only those with an identifiable HIV/Hepatitis C risk) and how they be identified (e.g. through referral, screening, etc.);
 - ◆ Where (e.g. private, common area) and when the proposed services will be provided (e.g. daily, evenings, etc.); and
 - ◆ How you will promote the service.

If you are not a substance abuse treatment provider, you must describe how you propose to work with the substance abuse treatment provider to reach clients and provide testing to them.

3. **Testing Strategies:** Describe how testing activities will be conducted. Please specify:
 - ◆ The testing technology that you will use (e.g. type of test, oral, fingerstick, rapid or conventional) and how confirmatory tests will be conducted; and
 - ◆ Where the testing will be and who will conduct the testing.
4. **Service Linkage and Coordination:** For individuals who test positive, or those who are previously diagnosed but not linked to treatment, please describe how prevention counseling, harm reduction counseling, initiation of Partner Services, and linkage to medical care and other supportive services as soon as possible after diagnosis will occur. Please also describe any activities to confirm that a person who tests HIV positive has attended his/her first medical appointment. In your response, also be sure to describe how you will collaborate with other programs/agencies (e.g. surveillance, STD, laboratory).

C. Scope of Work (Exhibit A)- (No page limit)- Use Attached Format

Using the Scope of Work format in Attachment A, develop a Scope of Work for Year 1 of the project period (July 1, 2013 – June 30, 2014) that specifically details the objectives, activities and expected outcomes. Be sure to clearly indicate the **proposed services and the projected number of individuals served for each service** that you are applying for. Include the evaluation and continuous quality assurance activities referenced above (Proposed Project/Scope of Work section). As noted earlier in the RFP, the successful applicant will be expected to develop Evaluation and Quality Assurance plans prior to service implementation.

At a minimum, the process objectives should include, by the end of the contract term:

- the proposed number of prevention contacts
- the proposed number of HIV tests
- the proposed number of Hepatitis C tests

At a minimum, the outcome objectives should include, by the end of the contract term:

- At least 85% of persons who test positive for HIV receive their test results
- At least 85% of persons who test positive for Hepatitis C receive their test results
- At least 80% of persons who receive their HIV positive test results are linked to medical care and attend their first appointment.
- At least 80% of persons who receive their Hepatitis C positive test results are referred for medical evaluation
- At least 75% of persons who receive their HIV positive test results are referred and linked to Partner Services
- At least 75% of persons who receive their Hepatitis C positive test results are given counseling on how to prevent Hepatitis C transmission

D. Budget - (No page limit)

A total of up to **\$61,000** is available for the first year of the project period (July 1, 2013-June 30, 2014). Applicants shall provide budget details which establish clear audit trails and are consistent and uniform throughout the service delivery system. Salaries must comply with Marin's living wage ordinance.

A. Budget Summary

Provide a proposed budget for Year 1 of the project period (July 1, 2013 – June 30, 2014). The budget should cover the cost of HIV and Hepatitis C tests (i.e., test kits, laboratory supplies, laboratory processing) when no other payor source is available to cover the cost.

The county will look favorably on budgets that have minimal administrative costs, as well as are able to leverage additional revenue from other sources to support this project. **The administrative costs are limited to a maximum of 15% of total costs.** If you are able to leverage additional revenue, such as matching funds or in-kind support, it is to your advantage to articulate this in the budget.

E. Letters of Participation (No Page Limit)

A. Letters of Participation

Applicants are encouraged to collaborate with other agencies in planning and implementing the proposed project. Collaborators that are referred to in the Narrative as having committed to participate must submit a Letter of Participation.

Letters of Participation must be on official letterhead and include the following:

- ♦ Agency Name and Address
- ♦ Relevant background information about the agency
- ♦ Original signature of the individual authorized to bind the agency to participate
- ♦ Clear description of how the agency will participate in the project
- ♦ If funding is being **subcontracted** to the agency or provided to the proposed project, then the amount of funding (direct funds, in-kind resources, etc.) and a detailed description of how the funds will be used must be included.

IX. Application Submission Requirements

A. General Policies

1. The County assumes no obligation for any of the costs associated with proposal development, preparation and submission.
2. This RFP is in no way an agreement, obligation or contract.
3. Proposals will become the property of the County upon submission and may be subject to the terms of the Public Records Act, as required by law.
4. After submission of the proposals and closing of the application period, no information other than what is outlined in this RFP, will be released until after an award becomes final.
5. The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms from both a technical and cost standpoint.
6. While it is the intention to award the contract to one respondent, the County reserves the right to split the award in any manner deemed most advantageous to the County.
7. In an effort to reach a decision concerning the most qualified applicant, Marin County reserves the right to evaluate all factors it deems appropriate, whether or not such factors have been stated in the RFP.
8. The County reserves the sole right to interpret or change any provision of the RFP at any time prior to the proposal submission date. Any such interpretation or change shall be in the form of a written addendum and shall become part of the RFP.
9. A proposal may be **immediately** rejected/disqualified for any of the following reasons:
 - a. The application is not received at the time and place specified in the RFP;

- b. The application does not adhere to the required material elements of format and guidelines and/or substantive requirements set forth in this RFP;
- c. Evidence indicates that the applicant, applicant's staff and/or consultants have in any way attempted to influence the confidential nature of the review through contact with the Marin County MHSUS staff or members of the selection review committee.

B. Submission Deadline and Format

One (1) original application and three (3) additional copies of all documents must be **received by 3:00pm on Thursday, May 30, 2013**. Submit applications to:

**D.J. Pierce, County Alcohol & Drug Administrator
Marin County Department of Health and Human Services
Division of Mental Health and Substance Use Services
10 North San Pedro Road, Suite 1015, San Rafael, CA 94903**

1. Proposals may not be faxed or electronically transmitted. Proposals must be received by the date and time recited above. POST MARKS or delivery service marks will not be accepted. Proposals and/or modifications and/or corrections thereof, received after the deadline specified will not be considered.
2. Only proposals submitted in the format described within this RFP will be considered. Proposals must be submitted on standard 8-1/2" x 11", plain white paper, typed, single-spaced, in no less than 12-point typeface, with one-inch (1") margins and pages numbered consecutively. Designer or hard covers are not permitted, and will be removed from proposals prior to their being shared with the review committee. Proposals shall be fastened in the top left-hand corner with a metal staple, clasp or other type of fastener.
3. A proposal may be rejected if incomplete and/or if it contains any alterations of form and/or other irregularities of sufficient magnitude or quantity to warrant a finding of being substantially non-compliant.
4. The County may in its discretion accept or reject in whole or in part any or all proposals, may cancel, amend or reissue the RFP at any time prior to contract approval and may waive any immaterial defect in a proposal. The County's waiver of an immaterial defect shall in no way modify the proposal requirements or excuse the applicant grantee from full compliance with the objective if awarded the contract.

C. Contact between Applicant and County

1. **County staff contact:** During the period from issuance of this RFP and the award of the contract to a successful applicant, contact regarding the specific subject of this RFP between potential or actual applicant and County staff is restricted under the terms of this section. Except as otherwise expressly authorized in this RFP, neither applicant nor County staff shall discuss, question or answer questions, or provide or solicit information, opinion, interpretation, or advocate or lobby regarding this RFP. A documented instance of such contact by an actual or potential applicant shall be grounds for disqualification from the process. County staff is defined as any County employees, agents or contractors involved in or connected with this RFP process.
2. **Questions regarding the RFP:** To maintain a fair and impartial process, all questions regarding this RFP must be submitted in writing via the County website and contain a contact name and address. The final date and time to submit questions in writing is **3:00 pm on May 22, 2013**. All questions and responses will be available on the County

website on or before **May 24, 2013**. No telephone consultation will be provided. **Questions must be submitted via the County website at <http://www.co.marin.ca.us/depts/HH/main/RFPs/>.**

X. Application Review and Selection Process

A. Application Review and Selection

Staff from the Division of Mental Health and Substance Use Services will conduct an initial technical review to ensure that the format requirements outlined in this RFP have been fulfilled. If any of the material format or substantive requirements are missing or incorrect, the application may be disqualified.

All applications that pass the initial technical review will then be submitted to a proposal review committee that shall evaluate and rank the applications. The committee may consist of persons experienced in mental health services, alcohol and other drug program services, representatives from other county departments, representatives from local advisory boards, and any other individuals that the Health and Human Services deems capable and appropriate for the selection of potential providers. The committee shall not include potential contractors and no one on the committee may apply or assist others in applying for this contract.

The purpose of the evaluation is to determine which applicants demonstrate the skills, expertise and experience to successfully perform the tasks specified in the RFP. Each committee member will read and score each application using a standardized scoring instrument. The scoring instrument will reflect the requirements of the RFP. The committee will make an award recommendation to the Division Director, who will make the final decision.

Prior to making an award, the County may choose to conduct interviews with applicants. The purpose of the interviews would be to ask follow-up questions that may arise from the review committee and collect any additional information not gleaned from the proposals. The County may also request additional information necessary to determine the applicant's financial stability, ability to perform on schedule or willingness to incorporate additional features in the application, and any other relevant information necessary to make the award.

Once a decision is made, a Notice of Intent to Award will be mailed to all applicants evaluated by the committee.

B. Post Award

Once the Notice of Intent to Award has been issued, the provider selected will be contacted to execute the County's Standard Professional Services Contract. At that time, the selected provider and the County may discuss adjustments to the budget and/or the scope of work. However, no other provisions of the County's Standard Professional Services Contract will be negotiated. Refer to Attachment D for a copy of the County's Standard Professional Services Contract.

The applicant grantee awarded a contract under this bid process will be required to adhere to the reporting requirements set forth by the Division of Mental Health and Substance Use Services, as well as to provide any additional data needed to satisfy other

County, state or federal reporting requirements.

For the duration of the contract period, contract renewals are contingent upon the continued availability of contract project funding (note: this is currently a one-time funded project), demonstration of progress in achieving measurable results to the County's satisfaction and compliance with all contract requirements.

Award of a contract under this process does not preclude the County from conducting another RFP process for these services at a future date.

C. Appeal

Should an applicant not accept the decision in the Notice of Intent to Award, the following appeal process may be exercised.

The appellant applicant must file a Notice of Intent to Appeal with the County Office that issued the RFP. No other method of delivery will be accepted. The Notice of Intent to Appeal must be received at the address stated below no later than ten (10) working days after the Notice of Intent to Award letter has been posted and mailed to all participating applicants.

**DJ Pierce, County Alcohol & Drug Administrator
Marin County Department of Health and Human Services
Division of Mental Health and Substance Use Services
10 North San Pedro Road, Suite 1015, San Rafael, CA 94903**

The Notice of Intent to Appeal must include a full and complete written statement specifying the grounds for the appeal. Certified or registered mail must be used.

The notice will be forwarded, through the appropriate administrative channels, to the Director of the Marin County Department of Health and Human Services, or designee. The Department Director or designee may review the original RFP proposal(s), the public notice, the Request for Proposal document, and the scoring instruments of the proposal review committee, and any other document deemed appropriate. The decision of the Department Director or designee shall be final.

ATTACHMENT A

SCOPE OF WORK			
OBJECTIVE	ACTIVITY	OUTCOME	DATA COLLECTION AND CONTINUOUS QUALITY IMPROVEMENT (CQI)
<p><i>Objectives are specific, time limited, measurable, action-oriented, and reasonable (SMART) to achieving the goal. At a minimum, they must include units of service, projected numbers served, and Staff Hours/Sessions/Bed Days/Slots, etc.</i></p>	<p><i>Activities are the specific processes, events and/or actions that are intentionally used to bring about the intended results. Also be sure to include any evidence-based practices being implemented to achieve the expected outcome.</i></p>	<p><i>Outcomes are the specific changes in a communities' or program participants' behavior, knowledge, skills or level of functioning. Ensure that the access, engagement and outcome measures listed in the Annual Report are included.</i></p>	<p><i>Include what data collection instruments/tools (e.g. WITS, Agency MIS, surveys) will be used to measure objectives and outcomes, as well as information on how the data will be used for CQI.</i></p>

