

COUNTY OF MARIN



Department of Health and Human Services

REQUEST FOR PROPOSAL (RFP)

TO DEVELOP RECOMMENDATIONS FOR INTRA-DEPARTMENTAL INTEGRATED SERVICE RESPONSES FOR MARIN'S AGING POPULATION

RFP-HHS-2021-26

DATE ISSUED: Friday, October 29, 2021

DEADLINE FOR SUBMISSIONS: Tuesday, November 30, 2021

The County of Marin Health and Human Services Department does not discriminate on the basis of sex, race, color, religion, age, sexual orientation, disability, marital status, national origin, citizenship status, genetic information, gender identity and expression, AIDS/HIV, medical condition, political affiliation, military or veteran status, or status as a victim of domestic violence, assault, or stalking in employment or in its educational programs and activities. Requests for disability accommodations may be made by phoning (415) 473-4381(Voice), CA Relay 711 or by e-mail at disabilityaccess@marincounty.org.

**COUNTY OF MARIN, AGING AND ADULT SERVICES
REQUEST FOR PROPOSAL (RFP) TIMELINE**

**RECOMMENDATIONS FOR INTRA-DEPARTMENTAL INTEGRATED
SERVICE RESPONSES FOR MARIN'S AGING POPULATION
Control # RFP-HHS-2021-26**

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| RFP date of issuance | Friday, October 29, 2021 |
| RFP Q & A (online submission only) | Thursday, November 4 – Thursday, November 18, 2021. Access at https://www.marinhhs.org/rfp/2021-26 |
| RFP response submission deadline | Tuesday, November 30, 2021 at 12 p.m. PST |
| Applicant award notification | Monday, December 20, 2021 |
| Board of Supervisors contract approval* | January 2022 (Board meeting date to be determined) |
| Initiation of services** | Tuesday, February 1, 2022 |

*Date subject to Board of Supervisors schedule and County budget and contract processes.

**Contract start date is contingent upon the approval of the Board of Supervisors.

**REQUEST FOR PROPOSAL
TO DEVELOP RECOMMENDATIONS FOR
INTRA-DEPARTMENTAL INTEGRATED SERVICE
RESPONSES FOR MARIN'S AGING POPULATION**

**FROM TUESDAY, FEBRUARY 1, 2022 TO
WEDNESDAY, NOVEMBER 30, 2022**

The County of Marin seeks a consultant or consulting organization to lead an effort that will result in making two or three recommendations towards an intra-departmental integrated and responsive service and delivery system for older adults that more fully addresses the current and emerging needs of this growing segment of Marin County's population.

When preparing a proposal in response to this request for proposal (RFP), please:

- Carefully read the entire RFP document before you start.
- Make sure that all procedures and requirements of the RFP are accurately followed and addressed.
- Carefully review the entire proposal prior to submittal and use the checklist provided in this RFP to make sure everything has been completed as instructed.
- Submit a complete proposal by the required deadline.

I. BACKGROUND

A. The County of Marin

The County of Marin's mission, as adopted by the Marin County Board of Supervisors, is to provide excellent services that support healthy, safe and sustainable communities; preserve Marin's unique environmental heritage; and encourage meaningful participation in the governance of the County by all. The Board has also adopted the following goals:

- Provide Excellent Public Service
- Create a Sustainable Future
- Promote Service Excellence
- Encourage Community Collaboration and Partnering
- Promote Innovative Management and Employee Development

B. Need for Services

In Marin, there is a growing population of older adults (people age 60 and older) resulting in a growing number of older adults who are isolated in their homes with few options, older renters who face homelessness, older adults diagnosed with or at risk of dementia, as well as older adults facing loneliness, depression, age segregation, racism and ageism. As the 60-plus segment of the population booms, so does the need for services and supports for this part of Marin's community.

The County wants to ensure 1) maximum awareness of the needs of older adults and individuals with disabilities among key stakeholders and 2) maximum positive impact of services, programs, policies and advocacy on the growing older adult segment of Marin County’s population.

C. Demographics: Older Adults in Marin

Marin County is one of the oldest counties in California. With a total population of approximately 260,000, some 76,000 individuals are 60 and older representing 29% of the population.¹ Statewide, 20% of the population is age 60 or older.²

A majority of people 60 and older in Marin are White (90%) versus statewide (69%).³ In Marin, Black/African Americans age 60 and older comprise 1.5% of the population, Asians 4.9%, American Indian/Alaska Natives 0.2%, Native Hawaiian and Other Pacific Islander 0.2%, Other 1.6%, and Two or more race 1.5%. Five percent of the older adult population identify as being Hispanic or Latino.⁴ Some 5.4% of adults over 60 in Marin County speak English less than very well, compared to 23% of adults over 60 in California overall.⁵ Marin County older adults tend to be more formally educated than those across the state, with 58% having attained a Bachelor’s degree or higher compared to 32% in California. Statewide, 10% (verses 11% last year) of older adults fall at or below the Federal Poverty Level (FPL) whereas in Marin that number is 6%.⁶

D. Equity

Advancing racial equity is central to the work of the County of Marin and the Department of Health and Human Services (HHS).

The Mission of the [Marin County Office of Equity](#), a division of the County Administrator’s Office, is to establish the County of Marin as an anti-racist, multicultural workforce committed to accountability, transformational change and community engagement. Part of this commitment involves examining systems with the community to identify opportunities for transformational change. It also includes standing against Hate, Bigotry, Racism, Sexism, Anti-Semitism, Ableism, Misogyny, Ageism, Homophobia, Religious Intolerance, and Xenophobia.

In 2018, HHS launched its [Strategic Plan to Achieve Health and Wellness Equity in Marin](#). While income, education and other socioeconomic and cultural factors play key roles in shaping outcomes in our communities, the direct effects of racism – whether covert or overt, intentional, or unintentional, systemic, or individual – must be acknowledged and addressed to achieve equity. Research demonstrates that independent associations of racial discrimination drive inequities, including downward mobility. HHS leads with race to achieve equity and treat clients respectfully and with cultural humility. HHS is committed to systematically expanding

¹ American Community Survey 5-year Estimates (2014-2019). Population 60 Years and over in the United States, Marin County. Available at: data.census.gov. Table S0102, Accessed 2/23/21

² American Community Survey 5-year Estimates (2014-2019). Population 60 Years and over in California. Available at: data.census.gov. Table S0102, Accessed 2/23/21

³ American Community Survey 5-year Estimates (2014-2019). Population 60 Years and over in the United States, Marin County. Available at: data.census.gov. Table S0102, Accessed 2/23/21

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.

this work throughout the Department and supporting contracted service providers to do the same. In better understanding how individuals experience accessing and receiving services, HHS and contracted service providers can identify opportunities to improve service delivery and improve health outcomes. HHS recognizes that leading with race to achieve health and wellness equity requires working with partners in new ways. These collaborations will amplify efforts on leading with race to advance health and wellness equity by aligning and coordinating work, accomplishing more than HHS or any other single organization could do alone. To achieve these goals, HHS, County, and community partners must work across sectors. New and non-traditional partnerships can help remove barriers to opportunity and direct resources toward evidence-based efforts that address historic inequities.

This RFP seeks bids that demonstrate efforts to promote racial equity in providing the proposed services. Respondents are thus encouraged to reflect on how the County's and HHS' work on equity align with the services sought in this RFP.

In addition, bidders are referred to the [California's Master Plan for Aging \(MPA\)](#) that affirms priority of the health and wellbeing of older Californians and the need for policies that promote healthy aging. The MPA calls for a "blueprint" for state government, local government, the private sector, and philanthropy to prepare the state for the coming demographic changes and continue California's leadership in aging, disability and equity.

II. PROJECT DESCRIPTION AND OBJECTIVES

A. Project Description

The County seeks a consultant or consulting organization that will establish, convene and lead a workgroup to achieve the following objectives:

1. Identify and assess existing programs and services for older adults (especially those that are federally and state mandated) within HHS and other County Departments to identify gaps and any duplicative services.
2. Identify structural and process opportunities and barriers that impact the ability of the County of Marin and municipal governments, community and healthcare, including insurance, to fully support the health and wellbeing of older adults in Marin County.
3. Review various structures/models of other public health departments and county governments that effectively and efficiently integrate programs for the health and wellbeing of older adults, especially those most in need, within and across various government departments and community organizations. Review the California Governor's Master Plan for Aging (MPA) and any recommendations the MPA may recommend for structures/models.

4. Develop and present two or three recommendations for structure and process options for the County of Marin to senior management, including the County Administrator. Options should include enhanced ability by the County of Marin to respond internally within departments and across other incorporated city and town departments to support the health, safety, housing and wellness needs of older adults, especially those most in need. Options should enhance internal and external communication and collaboration, reduce duplication/combine resources, and support innovation. Options should also be based on sound science/data and address equity issues and opportunities up front.

Suggested members of the work group: a representative from the County Administrators Office, a representative from the Board of Supervisors (a Supervisor's Aide), one or more representatives from County Departments that provide critical services/support for older adults (Fire, Office of Emergency Services, Community Development Agency, Free Library, Parks, Tax Collector, etc.), representatives from community-based organization advocacy groups, such as the Marin Commission on Aging and the Aging Action Initiative, a healthcare provider, such as a geriatrician, a provider with Marin Community Clinics, multiple HHS divisions/offices (Aging & Adult Services, Veterans, Behavioral Health & Recovery Services, Public Health, Social Services), as well representatives from fiscal services, the healthcare insurance sector, such as accountable care organizations or Partnership HealthPlan, Child Welfare or Child Support, and from a representative from the County's Office of Equity or HHS' Equity unit. The size and actual makeup of the work group(s) will be determined once a consultant has been engaged.

B. Project Period

The anticipated contract period will be for nine months beginning Tuesday, February 1, 2022 through Wednesday, November 30, 2022.

C. Funding

Funding for this project is \$125,000.

III. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- A. Desired Qualifications (100 points maximum): experience, ability, knowledge and capacity of the organization for providing similar services to those sought in this RFP.
- B. Answers to Questions (100 points maximum): answer all questions that illustrate experience, knowledge and best practices relevant to the services sought as well as awareness of the need for advancing racial and age equity.
- C. Inclusion of two letters of recommendations from former clients describing the contracted project scopes of work and outcomes resulting from work with those clients.

IV. PROPOSAL REQUIREMENTS AND SCORING

Proposals must fully address the following desired qualifications and questions and include two letters of recommendations as follows. The narrative response to the desired qualifications and the questions should collectively be no longer than 12 pages and in 12 pt. font with 1” margins.

A. Desired Qualifications (100 points maximum)

Each proposal should describe how the bidder meets each of the following qualifications:

- Experience with and knowledge of issues affecting older adults and local, state and national programs, services and policies which address these issues (15 pts.)
- Experience establishing and facilitating diverse advisory groups to develop practical solutions AND a pathway to achieve those solutions (10 pts.)
- Experience conducting research to gather needed data and information (10 pts.)
- Excellent verbal, written and presentation skills (10 pts.)
- Embodies being an equity champion (15 pts.)
- Ability to maintain neutrality, not impose bias on the process, and arrive at advisory group-led recommendations (10 pts.)
- Knowledge of small to medium-size county governance (10 pts.)
- Experience in organizational development and change management (10 pts.)
- Ability to develop recommendations for organizational structure and process options (10 pts.)

B. Questions (100 points maximum)

Each proposal should answer each of the following questions:

1. Describe a project you led in which you were required to not only research and analyze data from various sources but also conduct interviews, facilitate an advisory workgroup, and develop recommendations from the information gathered. (25 pts.)
2. Describe any knowledge or experience you have addressing the needs and opportunities for older adult populations in local, state, and national aging services, policies, programs and organizational structures. (25 pts.)
3. Describe how you have used an “equity lens” to ensure that new and existing practices and policies do not inadvertently bring harm to already marginalized groups. (10 pts.)
4. What do you see as the best practices in organizational development and change management? (10 pts.)
5. How do you ensure that your personal biases do not influence the results of a consulting project? (15 pts.)
6. This consulting project may require you to work with various sectors, including government agencies, community-based organizations and healthcare entities. Describe what you have learned from your experience working with these sectors either individually or in collaboration with each other. (15 pts.)

C. Letters of Recommendation

Each proposal must include two letters or recommendations from clients describing how the consultant successfully completed a similar assignment and indicating the major outcomes of the consultant's work.

V. CONTRACTING PERIOD AND PROVISIONS

A. Eligibility and Contract Period

Any individual or private, nonprofit, or government entity that can meet the goals, standards, policies, and contracting requirements as described in this Request for Proposal, is eligible to apply.

The anticipated contract period will be Tuesday, February 1, 2022 through Wednesday, November 30, 2022. All contract requirements noted herein and all contract provisions in the County's Standard Professional Services Contract (link provided in Section XI List of Attachments and Links), shall apply. By submitting an application, the applicant agrees to be bound by all terms and conditions of the County's Standard Professional Services Contract, and execute the same, if selected. An authorized representative of the successful applicant shall be required to sign the County's Standard Professional Services Contract.

The County may negotiate changes to the project narrative and budget after the selection process is completed, but before the contract is signed, to assure that all program and fiscal requirements are covered.

B. Applicable Laws and Regulations

Proposals shall conform to all applicable provisions of laws and regulations, including, but not limited to, the OAA of 2006 as amended, the Civil Rights Act, the Americans with Disabilities Act, the Older Californians Act, and applicable federal, state and local laws, codes ordinances and regulations, as well as the terms and conditions required by the original funding sources for the programs and services described by this RFP and the terms and conditions of the County's standard contract. These references are available at the Marin County Office of Aging and Adult Services (AAS) for review upon request.

VI. APPLICATION PROCEDURE

RFP applications will be available online and in person starting Friday, October 29, 2021.

Online: [Applications may downloaded here.](#)

In person: Applications may be picked up between 8:30 a.m. and 4:30 p.m. from:

Marin County Health and Human Services
Aging and Adult Services – Reception Desk (first floor)
10 N. San Pedro Road
San Rafael, CA 94903

Questions regarding the RFP may be submitted online at [Department of HHS RFP website](#) starting Thursday, November 4 through Thursday, November 18, 2021 at 4 p.m. Questions will be answered and posted on the website within 48 business hours. No questions submitted by phone, email or any other method will be accepted or considered. Please refer to specific section numbers and pages in the RFP when asking questions.

No individual assistance or consultation will be provided by County staff other than responses to questions posted on the website referred to above. During the period from issuance of this RFP and the award of the contract to a successful applicant(s), contact regarding the specific subject of this RFP between potential or actual applicant(s) 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 shall be defined as any County employees, agents or contractors involved in or connected with this RFP process.

Bidders may submit proposals online or by hard copy as follows. **Applications must be received by 12 p.m. PST Wednesday, November 30, 2021.**

If submitting proposal online, upload all required documents here:
<https://www.marinhhs.org/rfp/2021-16>

If submitting a hard-copy proposal, the application package must include an original, four copies, and an electronic copy saved on a USB device. Hard-copy proposals may be dropped off, sent via courier service or mailed to:

Marin County Department of Health and Human Services,
Aging and Adult Services, Reception
10 North San Pedro Road
San Rafael, CA 94903 - Attn: Jenay Cottrell

To drop off or send via a courier service, proceed to the reception area of AAS' office. The office is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Hand-delivered proposals will be issued a note certifying the receipt of the application. Mailed applications must be received in the AAS office by the deadline. The date stamp of mailing will not be considered. Applicant will receive an e-mail notification from AAS confirming the receipt of the proposal and the date it was received. Applications received after the deadline will

automatically be disqualified from the proposal review and funding process. No verbal proposals will be considered.

Proposals received with insufficient copies cannot be properly disseminated to the evaluation committee and other reviewers for necessary action and therefore will not be processed. Faxed copies are not accepted.

All proposals – electronic or hard copy -- must be in 8 ½” by 11” document size, with the font no smaller than 12 point and with 1” margins. The narrative portion should not exceed 12 pages. The County 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 from full compliance with the objective if awarded the contract.

The application package must contain all the following items and must be presented in the order listed below:

A. Application Face Sheet (Attachment I)

Complete the Application Face Sheet of this RFP. Include the completed Face Sheet with each copy of a complete application packet. The Face Sheet includes an application checklist. Applicants must complete the checklist and ensure that all required documents are provided in the response package.

B. Narrative Responses

Bidders should address the desired qualifications and answer all questions detailed in Section IV Proposal Requirements and Scoring of this RFP. Narrative Responses should not exceed 12 pages. If the total number of pages of the narrative section exceeds the parameters stated herein, the additional pages will be discarded and will not be reviewed.

C. Letters of Support

Include two letters of recommendation as described in Section IV Proposal Requirements and Scoring of this RFP. These should highlight the partnership of the recommender with the Applicant, citing specific examples of projects and efforts to coordinate services and improve clients’ access to local resources.

VII. SELECTION PROCESS

All applications that pass the initial technical review will be submitted to an application review committee that shall evaluate and rank the applications. The committee will be comprised of parties knowledgeable about the services sought by this RFP from diverse backgrounds, including persons with lived experience from the target population of this RFP, representatives from other county departments, representatives from local advisory boards or community-based organizations and/or any other individuals that HHS deems capable and appropriate for the selection of potential providers. The committee shall not include any potential contractors, and no committee member 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. A copy of the scoring instrument that will be used can be found in Attachment XI. iii. The committee reserves the right to seek clarifying or additional information from applicants, potentially including site visits or agency interviews.

Proposals must score a minimum of 80% or 160 out of 200 points to be recommended for consideration of an award. Prior to making an award, the evaluation committee 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 applications. The committee 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.

An applicant may not be recommended for funding, regardless of the merits of the application submitted, if it has a history of contract non-compliance with the requirements of Marin County Department of HHS or other funding source or poor past or current contract performance with any HHS or other funding source. The applicant may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

Following the evaluation and selection process, HHS staff will negotiate with successful respondents to determine the contract terms and conditions. Successful respondents will be expected to sign the County's Standard Professional Services Contract (contract is linked in Section XI List of Attachments and Links). After receiving a Notice of Intent to award, successful respondents and the County may discuss adjustments to the budget and the scope of work. **No other provisions of the County's Standard Professional Services Contract will be negotiated.**

The County reserves the right to reject or to seek modification of any offer if, at the County's sole discretion, the offer does not meet the overall service and performance objectives. No award is final until the County of Marin approves the funding and the respondent has an executed contract.

VIII. NOTICE OF AWARD AND POST AWARD

Contract award will be announced on **Monday, December 20, 2021**. All applicants will be notified of the award decision by e-mail.

Once the notice of award has been issued, the applicant selected applicant will be contacted to execute the County's standard contract. At that time, the selected applicant and the

County may discuss adjustments to the budget and the scope of work. No other provisions of the County's standard contract will be negotiated. Contract is linked in Section XI List of Attachments and Links.

All applicants awarded a contract under this bid process will be required to adhere to the reporting requirements set forth by the County, as well as to provide any additional data needed to satisfy other County, state or federal reporting 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.

IX. General Policies

1. The County assumes no obligation for any of the costs associated with responding to this RFP including, but not limited to, development, preparation, and submission of applications.
2. This RFP is in no way an agreement, obligation, or contract between County and any applicant.
3. The applications will become the property of the County upon submission and may be subject to the terms of the California Public Records Act ("PRA"), as required by law.
4. By submitting an application, applicants acknowledge and agree as follows: that the County is a public agency subject to the disclosure requirements of the PRA; that applicants must clearly identify all proprietary information that is contained in the application submitted to the County, if applicant claims that such information falls within one or more PRA exemptions; that applicants must mark said proprietary information as "CONFIDENTIAL AND PROPRIETARY" and must identify the specific lines containing the information; that the County will make reasonable efforts to provide notice to the applicants prior to such disclosure in the event of a PRA request; that applicants are required to obtain a protective order, injunctive relief, or other appropriate remedy from the Marin County Superior Court, before the County's deadline for responding to the PRA request; that if an applicant fails to obtain such remedy within County's deadline for responding to the PRA request, County may disclose the requested information without penalty or liability; and that applicants shall defend, indemnify, and hold County harmless against any claims, action, or litigation, including but not limited to all judgments, costs, fees, and attorney fees that may result from denial by County of a PRA request for information arising from any representation or any action (or inaction), by the applicants.
5. After submission of the application and closing of the application period, no information other than what is outlined in this RFP will be released, until an award becomes final.
6. The County reserves the right to make an award without further discussion of the applications received. Therefore, it is important that the application be submitted initially on the most favorable terms from both a technical and cost standpoint.

7. While it is the intention to award the contract to one applicant, the County reserves the right to split the award in any manner deemed most advantageous to the County. The County also reserves the right to increase or decrease the award amount.
8. The County reserves the sole right to interpret, change or terminate any provision of the RFP at any time prior to the submission date. Any such interpretation or change shall be in the form of a written addendum and shall become part of the RFP. The County also reserves the right to accept and reject any or all of the RFP, cancel the RFP in whole or in part, or terminate the process and elect to operate by other means.
9. An applicant may not be recommended for funding, regardless of the merits of the application submitted, if it has a history of contract non-compliance with the requirements of HHS or other funding source or poor past or current contract performance with any HHS or other funding source. The applicant may be given a provisions award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.
10. An application may be **immediately** rejected and 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 or substantive requirements set forth in this RFP;
 - c. Evidence indicates that the applicant, applicant's staff or consultants have in any way attempted to influence the confidential nature of the review through contact with Marin County staff or members of the selection review committee.

X. ADMINISTRATIVE AND LEGAL REQUIREMENTS

A. Summary of Contract Terms, Conditions and Requirements

The contractor shall be required to comply with the Americans With Disabilities Act of 1990, Sections 504 and 508 of the Rehabilitation Act of 1973 as amended, and all other applicable Federal and State accessibility laws and regulations; this Request for Application RFP-HHS-2021-26; and the terms and conditions required by the original funding source for the programs and services described by this RFP and the terms and conditions of the County of Marin's Professional Services Contract. The County's Professional Services Contract 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 an application, the applicant agrees to be bound by all terms and conditions of the County's Standard Professional Services Contract.

B. Insurance

The County requires that contractors carry \$1,000,000 in liability insurance (\$2,000,000 aggregate). The County must be named as an additional insured, and specific language must be included on the signed endorsement to the policy. The required insurance coverage requirements include automobile insurance and is described in the County of Marin's Standard Professional Services Contract, (linked in Section XI List of Attachments and Links). Prior to submitting an application, it is strongly suggested that applying entities be certain of the ability to secure this insurance and the additional insured endorsement if they are awarded the contract.

Insurance can be waived in some instances by submitting Exhibit C – attached to a Professional Services Contract. Some valid reasons for waiving insurance include:

- No employees/ sole contractor – Workers Comp can be waived
- Not driving on county business or on county property – Auto Insurance can be waived
- Not a certified/ licensed “professional” – certain professional liability is can be waived

C. Administrative and Legal Requirements

1. Contractors will be paid on a monthly basis, following the submission of an invoice for services performed to County's satisfaction. Specific instructions will be provided to the contractor upon award of a contract. Services will be reimbursed for contracted services provided on the monthly invoices, not to exceed the total contract amount. It is the responsibility of the contractor to track expenditures and any services provided by contractor and/or subcontractors. Expenses that exceed the allocation will not be reimbursed.
2. This RFP and any resulting agreement, contract, and purchase order shall be governed by all applicable federal, state and local laws, codes, ordinances and regulations, including but not limited to, those promulgated by CAL-OSHA, FED-OSHA, EPA, EEOC, DFEH, the California State Department of Health Services, and the County of Marin. All matters and subsequent contract shall be governed by, and in accordance with, the substantive and procedural laws of the State of California. The applicant agrees that all disputes arising out of or in connection with the Professional Services Contract and the procurement process shall be construed in accordance with the laws of the State of California and that the venue shall be in Marin County, California.
3. Nuclear Free Zone: The County is a nuclear free zone, in which work on nuclear weapons or the storage or transportations of weapons-related components and nuclear material is prohibited or appropriately restricted. The County is prohibited or restricted from contracting for services or products with, or investing County funds in, any nuclear weapons contractor.
4. Non-Appropriations: The County's performance arising from this RFP process is

contingent upon the availability of funds. Should funds not be appropriated or otherwise made available to the County, any contract entered into pursuant to this RFP will be terminated with respect to any payments for which such funds are not available.

5. Applicant must be legally authorized to conduct business in the State of California and have established administrative and program resources to provide services in Marin County. The applicant must also have appropriate federal, state and local permits or certifications necessary to perform the services that are the subject of this RFP.
6. Prior to executing a contract, the applicant (and any subcontractors/partners) must be able to provide the following written policies and procedures that comply with and are otherwise acceptable to the federal, state and local statutes, laws, regulations, and ordinances:
 - a. Conflict of interest policy for staff and governing boards, if applicable.
 - b. Grievance procedure for customers and clients.
 - c. Does not discriminate against nor deny employment or services to any person on the grounds of race, color, religion, sex, national origin, age, disability, citizenship, political affiliation or belief.
 - d. Complies with the 1990 ADA, the Americans with Disabilities Act, Sections 504 and 508 of the Rehabilitation Act of 1973 as amended, and all other applicable Federal and State accessibility laws and regulations.
7. Applicants must have proven fiscal capacity including capacity for fund accounting.
8. Applicants must have access to non-County funds sufficient to cover any disallowed costs that may be identified through the audit process.
9. Applicants must agree that state, federal, and local monitors or auditors may review provider facilities and relevant financial and performance records to ensure compliance with funding requirements.
10. Applicants must be eligible to receive federal funds.
11. Contractors must comply with all reporting requirements set forth by the Marin Department of Health and Human Services and the State Department of Health Care Services.
12. Applicants must have the demonstrated ability to collect outcome data, which measure performance to plan.
13. If applicable, 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 ten (10) 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 ten (10) years beyond the date of discharge, whichever is later.

14. 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 if applicable. Contractors must also comply with all reporting requirements set forth by the Department of Health and Human Services and the State Department of Health Care Services, including, but not limited to, completion of cost reports, annual provider self-audits and site visits.

Applicants who do not meet these minimum requirements may be deemed non-responsive and may not receive further consideration. Any application that is rejected as non-responsive will not be evaluated and no score will be assigned.

XI. LIST OF ATTACHMENTS AND LINKS

- i. Application Face Sheet & Checklist (at the end of this document)
- ii. [County of Marin Standard Professional Services Contract](#) (online only)
- iii. Scoring Sheet (at the end of this document)