

COUNTY OF MARIN



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES

REQUEST FOR PROPOSAL (RFP)

Children And Family Services

RFP-HHS-2021-05

www.marinhhs.org/rfp/2021-05

DATE ISSUED:

March 22, 2021

DEADLINE FOR SUBMISSIONS:

April 22, 2021, 5pmPST

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I. BACKGROUND

A. Department of Health and Human Services Strategic Plan to Achieve Health and Wellness Equity

In 2018, Marin County Health and Human Services (HHS) launched a 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 independent associations of racial discrimination on driving inequities, including downward mobility.

Central to our efforts on leading with race to achieve equity is treating clients respectfully and with cultural humility. HHS commits to systematically expanding this work throughout the Department and to supporting contracted service providers to do the same. By deepening our understanding of how individuals experience accessing and receiving services, and understanding how services result in outcomes by race and ethnicity, HHS and contracted service providers can identify opportunities to improve service delivery.

HHS recognizes that leading with race to achieve health and wellness equity requires working with our 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, we must work differently 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. To learn more about the HHS Strategic Plan to Achieve Health and Wellness Equity, visit: MarinHHS.org/Equity-Plan

- B. Marin County Department of Health and Human Services, Division of Children and Family Services (CFS) is seeking proposals from qualified agencies who are interested in and able to provide a complete series of Resource Family Approval (RFA) Pre-Approval trainings in Marin County as a part of the requirements of the RFA program. Marin County CFS would like to partner with an agency that can deliver a curriculum that covers all required topics as outlined in the RFA Written Directives, Section 6-06. For the purpose of this Request for Proposal (RFP), agencies who have experience in working with caregivers and who have experience with the requirements of the Pre-Approval training will be considered preferred providers.

The RFA Program is a key component to the success of the Continuum of Care Reform (CCR) effort. This process for approving resource families seeks to improve the experience children, youth, and nonminor dependents (NMDs) have in foster care by increasing the caregiver's ability to effectively meet the diverse needs of those in their care.

The RFA Program has replaced existing processes for licensing foster family homes, certifying homes of licensed foster family agencies, approving relatives and non-related extended family members (NREFMs) as caregivers, and approving legal guardians and adoptive families by combining the best elements of all the processes into a single approval standard. The process is streamlined and unifies approval standards for all caregivers regardless of the child's case plan, thereby eliminating the duplication of existing processes such as background checks. RFA creates a framework for all families, including relative and NREFM caregivers, to receive the same information, training and opportunities for support. A resource family completes one approval process, and once approved, may choose to provide care on a short- or long-term basis. Once a resource family is approved, they will not have to undergo any additional approval or licensure if they choose to adopt or be appointed a guardian for a child in foster care. Approval of a family, however, does not guarantee placement of the child with that family. The child's worker will continue to make placement decisions based on what is in the best interest of the child. Through the RFA process, approved resource families are better equipped to support and prepare a child for permanency.

The Written Directives provide guidelines and requirements on training requirements, and clarify what must be provided to all prospective resource families and completed prior to the approval of the resource family. Pursuant to Welfare and Institutions Code section 16519.5(g)(13), a resource family applicant shall complete a minimum of 12 hours of pre-approval training. Marin County would like to partner with an agency that is willing to incorporate some additional modules (e.g. a trauma module) for participants.

Only one proposal may be submitted from a single agency. Collaborative proposals that show a strong inter-agency partnership to develop a robust program that does not lead to duplicative or fragmented services are highly desirable.

When preparing a proposal in response to this request, please:

- Carefully read the entire RFP document before you start.
- Attend the Bidders' Conference, as noticed in this document. However, all applications received by the submission deadline will be considered regardless of whether the applicant attends the Bidders' Conference.
- 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.

II. PROJECT DESCRIPTION AND EXPECTATIONS

A. Project Period

The contract award will be made on a competitive bid basis. The anticipated contract period is 12 months from July 1, 2021 to June 30, 2022. The County reserves the right to: increase or decrease the contract amount, fund the proposed service in whole or in part, and terminate or extend the program/contract based on funding availability.

B. Available Funding

The anticipated budget maximum is \$50,000 for the fiscal year. Annual contract renewal(s) are contingent upon the demonstration of progress in achieving measurable results to the County's satisfaction and compliance with all contract requirements, as well as the continued availability of contract project funding.

C. Target Population

The target population for this RFP includes families who have already submitted applications to become Resource Families and are ready to move forward with the training requirement. This will include both relative/NREFM, and community families interested in becoming Resource Families. Some relatives and NREFMs may already have youth placed in their care on an emergency basis prior to training. Bidders should be aware of the additional challenges faced by caregivers who are already providing care to youth and trying to complete the components required for approval, the most time-intensive being the training process.

D. Project Description

The Pre-Approval training program will provide a series of training modules, with no fewer than six training cycles per year to be held alternatively in weeknight or weekend formats to accommodate participant schedules. The training will include a Professional Trainer and a Resource Parent co-trainer.

Training curriculum will include at minimum the required training topics outlined in the Written Directives, and additional modules requested by the County. Any curriculum proposed for training or the number of hours the curriculum takes to deliver will be reviewed and agreed upon by the County before use, and the County may suggest modifications or additions to the curriculum as needed. A budget for as-needed curriculum updates should be included in proposal. Modules must include a Marin caregiver panel and a foster youth panel, the formation of both the County will help facilitate.

Training will be provided virtually to participants during the COVID-19 pandemic and potentially beyond, including the use of digital training materials. If there is a request by the County to move back to in-person training, the County will discuss with vendor the availability of venues and any additional costs expected, such as printed training materials.

The number of training hours per training cycle may be suggested by the provider with the final approval of Children and Family Services, but shall be no less than 15 hours. Our current training program involves approximately 20 hours but other proposed curriculums may be less, yet they must substantially cover all required training topics discussed in Written Directives.

E. Intended Outcomes, Goals, and Objectives

The goal of the Pre-Approval training is that participants are better prepared and more capable of taking foster youth into their care. Curriculum and delivery of the training should be sensitive to the different dynamics faced by foster youth and caregivers of color and trainers should be prepared to discuss how issues covered in the training may be experienced differently by families and youth of color in the foster care system. The trainers should also be prepared to support cultural/racial humility and how foster parenting across race and culture has unique issues that must be addressed.

F. Reporting and Performance Requirements

The selected vendor will provide participant satisfaction surveys after each training module and this feedback will be used to coach trainer performance and inform any logistical or other types of modifications may be needed for the program. The vendor will also keep track of the number of participants at each training and whether each participant missed any of the required training modules.

III. REQUIREMENTS AND EXPECTATIONS FOR GRANTEES

If you are an organization that does not meet these requirements independently, consider partnering with an organization that does.

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-2020-05; 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 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 include automobile insurance and is 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 an Application.

Insurance can be waived in some instances by submitting Exhibit C – attached to a PSC. 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 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.
 - 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.

15. Cultural Competency: All program staff shall receive at least four hours of in-service training per year on some aspect of providing culturally and linguistically appropriate services. At least once per year and upon request, Contractor shall provide County with a schedule of in-service training(s) and a list of participants at each such training. Programs should implement National Culturally and Linguistically Appropriate Services (CLAS) Standards.

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.

IV. 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	March 22, 2021
RFP Released to Prospective Applicants	March 22, 2021
Question/Answer Period Opens	March 22, 2021
Bidder’s Conference	March 30, 2021 3-4pm
Question/Answer Period Closes	April 05, 2021
RFP Answers Posted	April 06, 2021
RFP Due	April 22, 2021
Application Review and Selection Process	April 27, 2021
Notification of Intent to Award	May 11, 2021
Protest Period	May 11-16 th , 2021
Public Announcement	June 2, 2021
Board of Supervisors contract approval*	June 15 th , 2021
Contract Start Date**	July 1, 2021

*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.

V. APPLICATION INSTRUCTIONS

In responding to the RFP (the submission is hereinafter referred to as “Application” or “Letter(s) of Interest”), use the outline as it appears below and label your responses accordingly. If the total number of pages exceeds the parameters stated below, the additional pages will be discarded and will not be reviewed by the Application Review Committee. A non-response will result in disqualification of the Application. Ensure that all applicable fields are completed and that the cover page is signed.

A. Cover Page (1 Page Limit – Use Template Provided in Attachment A)

Complete and sign the attached Cover Page (Attachment A) to the County of Marin. Include (1) Legal Name of Individual or Organization Submitting Letter of Interest, (2) Address, (3) Telephone Number and E-mail, (4) Contact Person, (5) Contact Person’s E-mail Address, (6) Type of Organization, if applicable, (7) Date of Submission, (8) Federal Tax ID, and (9) Funding requested.

B. Applicant Capability (Limit 3 pages per Program Proposal)

1. What is your experience in providing training to Resource Family applicants or Resource Families? Has that experience been in providing Pre or Post-Approval training? Please detail number of years of experience and with which counties you have provided this service. Any additional information about the types populations you have served (relatives, NREFMS) is also helpful.
2. Have you analyzed outcomes for any of your programs by race, ethnicity, or language? What have you learned from doing so and how has that informed any changes within your organization? If you have not done this, would you be able to do so in the future? If yes, explain how.
3. During the time you have provided Resource Family training, what experience do you require of your trainers and co-trainers? What type of training on the curriculum is provided? What type of ongoing support do you offer them?

C. Describe the organization's experience with working with foster youth and/or caregivers and how this experience has informed your approach to training caregivers.

D. Discuss your agency's experience in providing training and/or services specifically to racially diverse populations of caregivers and how any access or other barriers were removed so that these caregivers could access training/services.

E. Budget (No Page Limit) *See Attachment B*

1. Provide a list of any other funding sources tied to this project.
2. Provide a detailed project budget for the project period FY21-22, July 1, 2021-June 30, 2022, including any one-time expenses, not to exceed the total amount allowable per section II(B) using the template in Attachment XX.

VI. APPLICATION SUBMISSION REQUIERMENTS

A. 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 Marin County Department of Health and Human Services ("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.

B. Submission Deadline and Format

Please email a PDF version of your application including all attachments **no later than 3:00pm PST on March 22, 2021**. No verbal applications will be considered. Please upload applications at www.MarinHHS.org/RFP/2021-05

1. Proposals must be received by the date and time recited above. It is up to the applicant to ensure that the application was received by the date and time recited above. Proposals, modifications, or corrections received after the deadline specified will not be considered, except if such modifications or corrections were at the County's request.
2. Only Applications submitted in the format described within this RFP will be considered. Applications must be submitted via email PDF on standard 8-1/2" x 11", typed, in no less than 12-point typeface, with 1" margins and pages numbered consecutively. Must be in accessible format.
3. An Application may be rejected if incomplete, if it contains any alterations of form, or if it contains 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 Applications, may cancel, amend or reissue the RFP at any time prior to contract approval and may waive any immaterial defect in an Application. The County's waiver of an immaterial defect shall in no way modify the Application 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 shall be 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's website and contain a contact name and address. All questions and responses will be available on the County's website on or before **April 06, 2021**. No telephone consultation will be provided. **Questions must be submitted via the County website at <https://www.marinhhs.org/rfp/2021-05>.**
- (3) **Pre-Proposal Bidder's Conference:** There will be a non-mandatory pre-proposal bidder's conference at the date and time listed below. Attendance is optional and not a pre-requisite for submission of a proposal. All questions asked and answers given will be posted via the County website at <https://www.marinhhs.org/rfp>

Date: March 30, 2021,

Time: 3-4pm PST

Location:

Join Zoom Meeting

<https://us02web.zoom.us/j/86838651929?pwd=bWJQWWl6ZlQ1NkYyek5mMGNwdHNEUT09>

Meeting ID: 868 3865 1929

Passcode: 700664

One tap mobile

+16699006833,,86838651929# US (San Jose) 13462487799,,86838651929# US

+(Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC) Meeting ID: 868 3865 1929 Find your local number:

<https://us02web.zoom.us/j/keG9XemEk1>

VII. APPLICATION REVIEW AND SELECTION PROCESS

A. Application Review and Selection

HHS staff 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 is missing or incorrect, the application may be disqualified.

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, 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 Health and Human Services 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 A](#). The County reserves the right to seek clarifying or additional information from applicants, potentially including site visits or agency interviews.

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 Health and Human Services (“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.

The committee will make an award recommendation to the Director of [Children and Family Services](#) or the Director of Health and Human Services, or designee, who will make the final recommendation to the Marin County Board of Supervisors or County Administrator.

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 Applications. 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 emailed to all applicants evaluated by the committee.

B. Protest Procedure

Within five calendar days of the issuance of a notice of intent to award the contract, any Applicant that has submitted a proposal may submit a written notice of protest. The notice of protest must include a written statement specifying in detail each and every ground asserted for the protest. The protest must be signed by an individual authorized to represent the Applicant, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the Applicant must specify facts and evidence sufficient for the County to determine the validity of the protest.

Delivery of Protest:

All protests must be submitted in writing and received by TIME. PST on DAY, DATE/YEAR by email to APPOPRIATE DIRECTOR, EMAIL ADDRESS or at the following address:

Marin County Department of Health and Human Services,
Children and Family Services
Bree Marchman, DIVISION DIRECTOR
3250 Kerner Blvd, San Rafael 94901

If a protest is mailed via U.S. Mail, it must be postmarked within 5 calendar days of the notice issuance. The Applicant bears the risk of non-delivery.

The protest 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 Application(s), the public notice, the Request for Application document, and the scoring instruments of the Application review committee, and any other document deemed appropriate. The Department Director or designee will provide a written response to the protest, including any action that will be taken, if applicable. The decision of the Department Director or designee shall be final.

C. 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 the scope of work. **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 HHS, 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 demonstration of progress in achieving measurable results to the County's satisfaction and compliance with all contract requirements, as well as the continued availability of contract project funding.

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

