

COUNTY OF MARIN



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH**

REQUEST FOR PROPOSAL (RFP)

Community Conveners for Marin County HEAL Collaborative Community Action Teams

RFP-HHS-2021-23

www.marinhhs.org/rfp/2021-23

DATE ISSUED: September 13th, 2021

DEADLINE FOR SUBMISSIONS: October 22nd, 2021, 4:30pm PST

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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 Healthy Eating Active Living (HEAL) Collaborative

Funding for this opportunity comes from General Funds within the Nutrition Wellness Program. The Nutrition Wellness Program (NWP) is housed within the Public Health Division's Community Health and Prevention. The NWP seeks to address equity issues in Marin County by increasing access to healthy food consumption and nutrition education. The NWP works to build partnerships across the county to promote healthy food systems and community leadership while using a food lens to address social determinants of health.

The Marin County HEAL Collaborative is a multi-stakeholder initiative seeking to advance food equity within the county. The NWP provides substantial support to the Collaborative. In late 2019, the Collaborative changed its goal from addressing missing meals in the county to improving food equity. The Collaborative prioritizes work that supports community empowerment (control over decision-making processes, self-determination, community leadership, etc.) within the local food system and promotes leadership from low-income Black, Indigenous, and People of Color (BIPOC) communities. By doing so, the Collaborative seeks to establish an equitable food system that is rooted in synergistic community-driven solutions. The Collaborative supports solutions which promote overall health and wellbeing through the stewardship of sustainable land-use practices, culturally relevant community education, skills and leadership development, financial access, and increased ownership in all parts of the food system.

The Collaborative seeks to implement co-created place-based solutions. To that end, the Collaborative recently conducted a needs assessment with community stakeholders in the priority communities of San Rafael's Canal neighborhood, Marin City, and West Marin. Twenty-four stakeholders were interviewed to begin to identify overall themes, barriers, and potential strategies to address food equity within each priority community.

Some of the general themes throughout Marin include:

1. Main barriers facing Marin communities is the high cost of living and inability to access affordable, healthy, and culturally relevant foods. There are vast disparities to access healthy foods for communities of color and low-income communities.
2. An equitable food system can help to address racial inequities in Marin County by promoting wealth, health, and self-sufficiency within communities of color. Healthy foods support a healthy community.
3. Food businesses and food system jobs could help fill a need for generating wealth, creating ownership opportunities, and promote community empowerment through the food system. In particular, interest and need in community agriculture, home cooks, composting, and community markets was most commonly reported.
4. Community food systems mean involving local people, start to finish, in providing food within the community while not having to rely on outside resources. This includes gardens, home cooks, community markets, and ownership of the land. There is a common desire for communities to become self-sufficient within a local food economy that is independent from large corporate chains.
5. Community empowerment means the community can make decisions for themselves and have the power and resources to do so. Programs should lift up and amplify the voices of community members to make their own decisions to become self-sufficient within their communities.

This Request For Proposals seeks to fund projects that align with the HEAL Collaborative's [Principles for addressing equity](#). This funding is intended to build off the initial community assessment and support the creation of Community Action Teams. We seek to fund community leaders in each of our priority areas to support convening community stakeholders, develop priority action areas, and engage the broader community to create a solution orientated workplan.

To learn more about the Marin County HEAL Collaborative, visit: www.MarinHEAL.org

C. Other Background Information

Only one proposal may be submitted from a single bidder. 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, and make sure that all procedures and requirements of the RFP are accurately followed and addressed.
- Review answers to questions posted by bidders (Bidders' Conference and/or questions and answers from website), as noticed in this document.
- 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 January 3, 2022 to December 31, 2022. This contract may be renewed for 2 years before a new procurement process. 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

Available funds are Marin County general funds through Health & Human Service's Public Health Division, Community Health & Prevention. A total of \$90,000 is available with \$30,000 allocated for a community convener in each of the priority geographic areas, Canal, Marin City, and West Marin (rural and coastal areas including San Geronimo Valley and communities stretching from Muir Beach to Dillon Beach). Individual awards will be given up to \$30,000 for each priority community, based on application strength, feasibility, and alignment with stated goals. Possibility for a two-year extension pending available funding and contract deliverables.

C. Target Population

The target population of this RFP are low-income communities of color that experience inequitable access to food. Funded projects will convene key community stakeholders to engage broader community members in order to develop place-based strategies within the Canal, Marin City, and West Marin. Organizations and individuals that are located in and reflective of each community are encouraged to apply.

D. Project Description

Awarded projects are intended to further the work of the Main County HEAL Collaborative and the goals towards greater food equity in Marin County. This project will support the HEAL Collaborative structure by serving as a Community Co-Lead for each of the individual Community Action Teams and as a representative on the HEAL Collaborative Steering Committee. Awarded projects will work closely with Nutrition & Wellness Program staff to convene community stakeholders, develop priority action strategies, and coordinate community engagement plans to ensure broad community buy-in and support.

A total of \$90,000 is available to fund a Community Action Team Convener and Co-Lead in each of the three priority communities. Award amounts will be dependent on application strength, feasibility, and community experience.

- Up to \$30,000 for a project in the Canal
- Up to \$30,000 for a project in Marin City
- Up to \$30,000 for a project in West Marin

The HEAL Collaborative's initial survey of 24 community stakeholders and key partners in the Canal, Marin City, and West Marin found that food equity work must include: upstream solutions that incorporate economic development; community empowerment strategies that amplify resident voices and provide opportunities for decision making; and support each community's ability to become self-sufficient and leverage resources that are

independent from external influences. A draft list of potential programs was also identified through this process and will be finalized through each Community Action Team.

Some of these ideas include but are not limited to:

- Developing a public market for resident vendors to develop social enterprise food businesses;
- Securing land ownership for growing local produce and exchanging plants, seeds, and harvested crops to enhance community food security;
- Establishing paid opportunities for leadership development through peer health and food educators; and
- Supporting co-operative models for land access, housing, and food production.

Through the contracting period, awarded projects will work closely with Nutrition & Wellness Program staff to work collaborative with Community Action Team stakeholders as well and the Marin County HEAL Collaborative.

Award projects will be responsible for:

1. Community Action Teams: Co-lead work with Nutrition & Wellness Program staff to convene community stakeholders, recruit new participants, facilitate meetings, and develop communication materials. Regular meetings will be established for the Community Action Team to discuss strategies, develop priorities, and move the work forward through a collaborative process.
2. Workplan Development & Priority Action Areas: Co-lead work with Nutrition & Wellness Program staff to develop priority program areas that are aligned with the HEAL Collaborative's food equity goals. Workplans will be specific to each Community Action Team and will include Specific, Measurable, Achievable, Realistic, and Time-bound (SMART) Goals by the end of the contract period.
3. Community Engagement Strategy: Co-lead work with Nutrition & Wellness Program staff to ensure the larger community's voice is influential in developing priorities and workplan goals of each Community Action Team. Each Community Action Team will create a community engagement strategy that builds interest and support, identifies potential challenges and barriers, and co-creates a vision for the implementation of food equity goals.
4. Upholding Racial Equity: Ensures that each Community Action Team reflects the needs, voices, and meaningful participation of Black, Indigenous, People of Color (BIPOC) communities and community members in the convening of the Community Action Team, priority action areas and workplan goals, and community engagement strategy.

Strong proposals will come from individuals and organizations with strong social connections in each priority community and/or lived experience of BIPOC communities in the Canal, Marin City, and West Marin. Additionally, strong proposals will involve projects that demonstrate the ability to convene diverse stakeholders, facilitate collective decision making, and meaningfully engage community members. If relevant, proposals should describe any prior experience and/or participation in the Marin County HEAL Collaborative and/or the County's Food Distribution Workgroup.

E. Intended Outcomes, Goals, or Objectives:

This funding opportunity seeks to strengthen community participation for the Marin County HEAL Collaborative towards a more equitable food system. This initial funding will help to establish Community Action Teams that will help ensure equitable solutions are driven by community specific needs and to develop strategies that are co-created by the community. The overarching goal of this funding will be to convene and engage community stakeholders and residents to develop an action-orientated work plan through community engagement and participation. This work will be closely supported by Nutrition & Wellness Program staff as well as HEAL Collaborative leadership.

Intended objectives for the Community Conveners for the HEAL Collaborative Community Action Teams include:

- Establish the Community Action Team for the Canal, Marin City, and West Marin.
- Schedule regularly meeting and convening dates that include community stakeholders.
- Recruit community stakeholders and residents to participate in the Community Action Team
- Facilitate regular Community Action Team Meetings, virtually and/or in-person and provide communications and regular updates in between meetings
- Coordinate Community Action Team to develop priority action areas
- Coordinate Community Action Team to create and implement a community engagement plan to inform action work plan
- Develop action work plan based off community engagement plan and Community Action Team recommendations
- Be in regular communication with Nutrition & Wellness Program staff to plan and coordinate Community Action Team
- Provide representation for regular Marin County HEAL Collaborative Steering Committee meetings

The awardee will be asked to report the outcomes to the Nutrition & Wellness Program in this disaggregated fashion and provide a work plan in their Annual Report to address any disparities uncovered.

F. Reporting and Performance Requirements

Contractors will provide quarterly invoices and project updates using templates provided by the County. Any materials such as reports, survey results, focus group data, etc. will be documented and shared with the County upon completion of the contract dates. Materials created by contractors will be viewed as intellectual property of the contractor and shared with the county for communication purposes. A final report narrative will be required within 30-days from the end of the contract date and will include all supporting documentation and materials

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-2021-23; 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, attached hereto as Attachment E.

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, attached hereto as Attachment E. 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.
 15. Cultural Competency: It is recommended but not required that 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	September 10, 2021
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RFP Released to Prospective Applicants	September 13, 2021
Question/Answer Period Opens	September 13, 2021
Bidder's Conference	September 28, 2021
Question/Answer Period Closes	October 8, 2021
RFP Answers Posted	October 12, 2021
RFP Due	October 22, 2021
Application Review and Selection Process	October 25, 2021
Notification of Intent to Award	November 11, 2021
Public Announcement	November 9, 2021
Contract Start Date**	November 3, 2021

**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 4 pages per Program Proposal)

Please answer the following questions within the page limit provided. It might be useful to copy the questions into a Word document and convert into a final pdf file upon completion of your application.

1. What is your experience with and current capacity to provide services through an equity and inclusion perspective which meets the diverse linguistic, cultural, gender and other needs of the target population, as appropriate?
2. Please describe which geographic area (Canal, Marin City or West Marin) your application is for, how you are connected to this community, and your experience working with diverse community stakeholders and residents around community food systems and food equity work.
3. How are you set up to convene a collaborative Community Action Team to develop priority action goals? Why are you a good fit for this project?
4. What is your experience engaging community members to inform decision making?
5. What challenges do you anticipate for completing this scope of work within the contract time period?

C. Scope of Work (No Page Limit)

Include a projected scope of work in the proposal using the template provided in Attachment B. This includes specific activities, objectives, outcomes, and data collection plans to be completed for the duration of this funding period.

D. Budget (No Page Limit)

1. Provide a list of any other funding sources tied to this project.
2. Provide a detailed project budget for the project period January 3, 2022-December 31, 2022, including any one-time expenses, not to exceed the total amount allowable per section II(B) using the template in Attachment C.

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 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 4:30pm PST on October 22, 2021**. No verbal applications will be considered. Emails should be sent to Ryan Thayer, Nutrition & Wellness Program Manager at RThayer@marincounty.org and CC Elaini Negussie, Senior Program Coordinator at ENegussie@Marincounty.org.

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 October 12, 2021. No telephone consultation will be provided. **Questions must be submitted via the County website** at <https://www.marinhhs.org/rfp>

- (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: Tuesday September 28, 2021

Time: 3:00pm PST

Location: Conference will be held online via Zoom. Please RSVP by email to RThayer@marincounty.org
<https://us02web.zoom.us/j/89209559994>

Meeting ID: 892 0955 9994

One tap mobile

+16699009128,,89209559994# US (San Jose) 12532158782,,89209559994# US
+(Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 892 0955 9994

Find your local number: <https://us02web.zoom.us/j/89209559994>

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

The committee will make an award recommendation to the Director of Community Health & Prevention 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. 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 E 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.

ATTACHMENT A

MARIN COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF PUBLIC HEALTH

Community Conveners for Marin County HEAL Collaborative Community Action Teams

RFP-HHS-2021-23

Date: _____

Legal Applicant:

Organization Name:

Address:

Telephone:

E-mail:

Contact Person:

Contact Person's E-mail Address:

Type of Organization (if Applicable):

Date of Submission:

Federal Tax ID No.

Certifications

I certify that to the best of my knowledge the information contained in this Application is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I understand that final funding for any service is based upon funding levels and the approval of the Marin County Board of Supervisors.

I further certify that the costs of the proposed project can be carried by the applicant for at least 60 days at any point during the term of the contract.

Signature:

Date:

Name:

Title:

For County Use Only

Date Received:

Time Received:

Marin County Public Health Staff Signature Acknowledging Receipt of Application:

Attachment B:

**Scope of Work Template
Community Conveners for Marin County HEAL Collaborative Community Action Teams
Fiscal Year 21-22 RFP HHS 2021-23**

SCOPE OF WORK DESCRIPTION AND PROJECT NAME:			
ACTIVITY	OBJECTIVE	OUTCOME	DATA COLLECTION AND CONTINUOUS QUALITY IMPROVEMENT (CQI)
<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>Objectives are specific, measurable, action-oriented, reasonable and time limited (SMART) to achieving the goal. At a minimum, they must include projected numbers served.</i></p>	<p><i>Outcomes are the specific changes in a program participants' risk factors, protective factors, behavior, knowledge, skills, mental health status or level of functioning.</i></p>	<p><i>Include what data collection instruments/tools (e.g. database, validated tools, surveys) will be used to measure objectives and outcomes, as well as information on how the data will be used for CQI.</i></p>
<p><u>Example (for reference use only):</u></p> <p>Activity:</p> <p>Complete 5 equitable food system workshops with a total of 100 duplicated participants in attendance on by May 1st, 2021.</p> <p>Sub-Activity:</p> <p>Create 5 workshop modules and facilitator guides.</p> <p>Work with CBO program staff to recruit and identify participants.</p> <p>Pre/post evaluation of participant's gained knowledge of food systems</p>	<p><u>Example (for reference use only):</u></p> <p>5 facilitator guides in total for each food system module (1 guide per module)</p> <p>100 duplicated participants</p> <p>85 unduplicated individuals contacted for workshop participation</p> <p>75% of participants show increased knowledge of food systems</p>	<p><u>Example (for reference use only):</u></p> <p>Create workshop curriculum and facilitator guides to be used to train future participants in food systems.</p> <p>Participants will gain increased knowledge in issues surrounding local food systems.</p> <p>Participants will be provided networking opportunities to learn about local organizations involved with local food system issues.</p>	<p><u>Example (for reference use only):</u></p> <p>Workshop participants will provide feedback evaluation after each workshop to identify areas of improvement.</p> <p>Pre evaluation will establish baseline knowledge of participants before workshop series</p> <p>Post evaluation will show knowledge gained of participants after completion of workshop series</p> <p>Informal interviews with CBO staff will gain better understanding if workshop participants are joining their programs</p>

Attachment C
County of Marin RFP HHS 2021-23 Budget Worksheet- Nutrition Wellness Program

		NWP RFP Budget	Total Budget
A.	Expenditures		
	1. Personnel Expenditures		
	a. Employee Salary		
	i. Employee 1 Title (\$/hour, hours/week assigned to this project)		
	ii. Employee 2 Title (\$/hour, hours/week assigned to this project)		
	iii. Employee 3 Title (\$/hour, hours/week assigned to this project)		
	b. Subtotal of all salaries	\$ -	\$ -
	c. Employee Benefits		
	i. Part time benefits		
	ii. Full time benefits		
	iii. Subtotal of benefits	\$ -	\$ -
	<i>Subtotal of Personnel Expenditures</i>	\$ -	\$ -
	2. Operating Expenditures		
	a. Rent		
	b. Utilities		
	c. Office Supplies		
	d. Technology equipment and licenses		
	e. Telephone and cell phones		
	f. Web/internet		
	g. Insurance		
	h. Staff development		
	i. Staff finger-printing/background checks		
	j. Other – describe		
	k. Other – describe		
	<i>Subtotal of Operating Expenditures</i>	\$ -	\$ -
	3. Start Up Costs		
	a.		\$ -
	b.		\$ -
	a.		\$ -
	<i>Subtotal One-Time Start-up Costs</i>	\$ -	\$ -
	4. Admin/Indirect rate: 15% (max.) of budget		
	<i>Subtotal Admin/Indirect Costs</i>	\$ -	\$ -
B.	Revenues -- if applicable		
	a. Grants		
	b. Donations		
	c. Other Revenue		
	Total Revenues	\$ -	\$ -
D.	Total Proposed Operational Budget	\$ -	\$ -

Attachment D:

SCORING INSTRUMENT FOR: RFP HHS 2021-23 Community Conveners for Marin County HEAL Collaborative Community Action Teams

Section One	Criteria to consider	Yes	No
Applicant Eligibility	Application received on time?		
	Applicant met minimum eligibility criteria?		
Technical Detail	Within page limit requirements and appropriate formatting?		
	All required attachments included?		

Section	Criteria to consider	Points Available	Points Awarded
A. APPLICANT CAPABILITY			
	Description of proposed project: <ul style="list-style-type: none"> Description of proposed project is clear and well thought out Target population is defined and aligns with RFP Specific reporting metrics and reports are proposed which include some outcome focus rather than only transactional metrics Timeline presented is realistic given the proposed scope of services and is in line with RFP (<i>January 3, 2022- December 31, 2022</i>) 	(30 Max) <ul style="list-style-type: none"> 10 10 5 5 	
	Experience with target population: <ul style="list-style-type: none"> Applicant describes their experience with, and current capacity working directly with applicable target population Applicant demonstrates clear understanding of community needs, barriers, and dynamics 	(25 Max) <ul style="list-style-type: none"> 15 10 	
	Racial Equity: <ul style="list-style-type: none"> Applicant applies racial equity framework in proposal toward clearly stated Applicant organization's leadership is reflective of priority community (as described on page #) i.e. race, ethnicity, socioeconomic status, language capacity etc. 	(20 Max) <ul style="list-style-type: none"> 15 5 	

	Results-based practices: <ul style="list-style-type: none"> Applicant describes results-based practices that will be implemented in the program and are aligned with making upstream preventative systems shifts 	(10 Max) • 10	
	Proposed Evaluation Plan: <ul style="list-style-type: none"> Describes their capacity for data collection and evaluation. Including measurements and metrics that will be utilized in order to assess effectiveness of services 	(10 Max) • 10	
	Additional Information: <ul style="list-style-type: none"> Provided additional relevant information indicating why agency is a good match for this program including prior involvement with the HEAL Collaborative or Marin County Food distribution Workgroup 	(5 Max) • 5	
Subtotal: Total Points for Section A		100	
B. BUDGET			
	Budget: <ul style="list-style-type: none"> Provide a detailed cost of the project for FY20-21 (Note: the FY21-22 budget should not exceed \$30,000) Provided a list of any other funding sources tied to this project 	(15 Max) • 10 • 5	
Subtotal: Total Point for Section B		15	
TOTAL	Please add A+B	120	

Attachment E: STANDARD PROFESSIONAL SERVICES CONTRACT

CAO Contract Log # _____

COUNTY OF MARIN PROFESSIONAL SERVICES CONTRACT 2015 - Edition 1

THIS CONTRACT is made and entered into this _____ day of _____, 20_____, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and _____, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following service: _____; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in Exhibit A attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.]
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as Exhibit B and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$ _____ including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

5. TIME OF CONTRACT:

This Contract shall commence on _____, and shall terminate on _____. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has

employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, Exhibit C, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written Contract of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.
2. Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.
3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.

Exhibit D - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
 - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
 - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

21. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager: _____

Dept./Location: _____

Telephone No.: _____

Notices shall be given to Contractor at the following address:

Contractor: _____

Address: _____

Telephone No.: _____

22. ACKNOWLEDGEMENT OF EXHIBITS

Check applicable Exhibits

**CONTRACTOR'S
INITIALS**

EXHIBIT A.	<input checked="" type="checkbox"/> Scope of Services	
EXHIBIT B.	<input checked="" type="checkbox"/> Fees and Payment	
EXHIBIT C.	<input type="checkbox"/> Insurance Reduction/Waiver	
EXHIBIT D.	<input checked="" type="checkbox"/> Contractor's Debarment Certification	
EXHIBIT E.	<input type="checkbox"/> Subcontractor's Debarment Certification	
OTHER REQUIRED	<input type="checkbox"/>	
EXHIBITS (HHS	<input type="checkbox"/>	
USE ONLY)	<input type="checkbox"/>	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

APPROVED BY
COUNTY OF MARIN:

By: _____
Name: _____
Title: _____

By: _____
BOS or County Administrator

=====

COUNTY COUNSEL REVIEW AND APPROVAL *(required if template content has been modified)*

County Counsel: _____ Date: _____