

COUNTY OF MARIN



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WHOLE PERSON CARE AND SOCIAL SERVICES

REQUEST FOR PROPOSAL (RFP)

**Vendor Pool for Family Case Management Services
Rapid Rehousing, Prevention & Diversion, and Permanent Supportive Housing**

RFP-HHS-2022-08

www.marinhhs.org/rfp/2022-08

DATE ISSUED:	Friday, May 26, 2022
DEADLINE FOR SUBMISSIONS:	Wednesday, June 22, 2022, 5PM 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. Overview of Request for Proposal

This request for proposals seeks to establish a qualified Vendor Pool for family case management, including housing-based, rapid rehousing, prevention and diversion, permanent supportive housing, and related client direct assistance for families experiencing homelessness or on the verge of experiencing homelessness. Agencies that are not interested in the current funding opportunity but are interested in providing any of the services listed above should respond specifically to the requirements of this RFP to allow the agency to be ranked within the Vendor Pool. Submission of a response to this RFP does not obligate the agency to accept any funding. The established Vendor Pool may be used for available funding in the next 5 years.

On February 11, 2022, the California Department of Social Services (CDSS) Housing and Homelessness branch announced the availability of \$92.5 million in Bringing Families Home (BFH) grant funding for the fiscal year of 2021-2022. The BFH program was created by Assembly bill (AB) 1603 to reduce the number of families in the child welfare system experiencing or at risk of homelessness.

Noncompetitive funds were allocated to Counties, one continuing tribe, and a set-aside for tribal governments. Marin County's noncompetitive allocation of \$347,049 has been designated for housing case management for families with dependent children, including families involved with the child welfare system in Marin. These funds may be paired with Section 8, Section 811, and/or Emergency Housing Vouchers from Marin Housing Authority, or with deposit/rental assistance, based on client need, length of homelessness, and availability of vouchers. Marin County may additionally pair this RFP with Family Homelessness Challenge (FHC) funds, if Marin County is awarded.

HHS is seeking responses from housing and service providers that demonstrate their experience, capacity, and innovative service delivery ideas for the BFH award. BFH funds require that clients are involved with the family child welfare system in Marin. Funds will be available as soon as the provider is under contract with HHS.

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.
- Contractors must implement a housing first (see Attachment B), harm reduction approach to housing delivery and property management.

II. PROJECT DESCRIPTION AND EXPECTATIONS

A. Project Period

The contract award will be made on a competitive bid basis. For the Bringing Families Home Grant, the anticipated contract period is 2 years and 11 months from August 1, 2022, to June 30, 2024. Funds must be fully expended by June 30, 2024. 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.

For other grant funds, the anticipated project period will be discussed with the agencies in the Vendor Pool upon award. 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

There is \$347,049 in available BFH funding under this RFP. These funds will be offered on a one-time basis. Funding may be split between multiple applicants.

As more funding arrives, such as FHC or Homeless Housing, Assistance and Prevention (HHAP) Round 3 funds, agencies in the Vendor Pool will be contacted for contracting availability.

The County reserves the right to:

- Increase or decrease the estimated award and contract amount;
- Fund the proposed project in whole or in part; and
- Terminate or extend the project(s) or contract(s) based on funding availability.

C. Target Population

- Families with dependent children, including families involved in child welfare system and those fleeing domestic violence, who meet the following criteria:
 - (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - (iii) An individual or family who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
 - (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for [homeless](#) assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other [permanent housing](#);

D. Project Description

Project will provide housing-based case management services to families who are experiencing homeless or at risk of homelessness as defined in Section C above. A housing-based case manager must act as a positive change agent to assist families in achieving and maintaining housing, while also promoting awareness and teaching strategies that reduce the likelihood of a return to homelessness in the future. Housing-based case managers must conduct their work with families from a housing first-oriented, trauma-informed, culturally competent perspective, and must be acquainted with best practices in achieving and maintaining housing stability.

There is no vendor match requirement for these funds.

E. Intended Outcomes, Goals, or Objectives:

- Project will provide housing-based case management for families with dependent children, including families involved with child welfare in Marin, that are referred from Family and Child Services or through the Coordinated Entry system. Case management may be paired with Section 8, Section 811, and/or Emergency Housing Vouchers or deposit/rental assistance based on client need, length of homelessness, and availability of vouchers.
- Case managers will provide case management services (including housing support, socialization and daily functions support, and wellness) tailored to the needs of families to assist family households maintain housing stability.
- Project should include linguistic and cultural competency to connect with immigrant communities and communities of color.
- Project should coordinate with school districts to ensure that the McKinney-Vento rights of school-age children are protected.
- Project should be operated in a way that takes meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics.

F. Reporting and Performance Requirements

All Contractors are required to:

- Enter program- and client-level data in the Marin County Homeless Management Information System (HMIS) and Whole Person Care Information Zone: Accessing Real-time Data (WIZARD).
- Participate in the County’s Coordinated Entry System (CES) for the purposes of prioritizing and matching clients to the appropriate programs, including attending weekly Family Coordinated Entry meetings.
- Adhere to the Housing First philosophy in all aspects of program design and operation (see Attachment B).
- Participate in the Marin Continuum of Care’s process for evaluating program and system-level performance of all homeless programs.
- Adopt other best practices developed for addressing the needs of the target population, as appropriate.
- Maintain program and client records in legally permissible data systems as may be required.
- Comply with this Request for Proposal, RFP-HHS-2022-08, and the terms and conditions required by the original funding source for the programs and services described by this RFP. The grantee shall also be required to comply with the terms and conditions of the County of Marin’s Professional Services Contract, including all exhibits incorporated therein. By submitting an Application, the applicant agrees to be bound by all terms and conditions of the Professional Services Contract, attached hereto as Attachment C, and execute the same, if selected.
- Contractor will be required to submit a brief biannual report on March 31st and October 31st addressing the following topics: Equity Work, Client Input, Marin Homelessness system navigation, Trauma, and Grievances. Instructions will be given in the awarded contract.

III. REQUIREMENTS AND EXPECTATIONS FOR GRANTEEES

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-2022-08; and the terms and conditions required by the original funding source for the programs and services described by this RFP and the terms and conditions of the County of Marin’s Professional Services Contract. The County’s Professional Services Contract contains specific provisions, including but not limited to nondiscrimination in hiring and in the provision of services, program evaluation, record keeping, payments, limitations and obligations, conflict of interest, indemnification and insurance, assignment, and HIPAA. By submitting an Application, the applicant agrees to be bound by all terms and conditions of the County’s Standard Professional Services Contract.

B. Insurance

The County requires that contractors carry \$1,000,000 in liability insurance (\$2,000,000 aggregate). The County must be named as an additional insured, and specific language must be included on the signed endorsement to the policy. The required insurance coverage requirements include automobile insurance and is described in the County of Marin’s Standard Professional Services Contract, attached hereto as Attachment C. 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 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 program staff shall receive at least four hours of in-service training per year on some aspect of providing culturally and linguistically appropriate services.

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 Released to Prospective Applicants	Friday, May 27 th , 2022
Question/Answer Period Opens	Friday, May 27 th , 2022
Bidder’s Conference	Thursday, June 9 th , 2022 from 2-3PM PST
Question/Answer Period Closes	Thursday, June 9 th , 2022 by 5PM PST
RFP Answers Posted	Friday, June 10 th , 2022
RFP Due	Wednesday, June 22 nd , 2022 by 5PM PST
Application Review and Selection Process	6/22 – 6/29/2022
Notification of Intent to Award	Wednesday, June 29 th , 2022
Protest Period	6/29 – 7/7/2022
Board of Supervisors contract approval*	Tuesday, July 26 th , 2022
Contract Start Date**	Monday, August 1 st , 2022

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

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

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)

Provide a narrative description of your organization(s)'s relevant experience, including:

- Providing services similar to those proposed in your application.
- Connecting homeless participants, including participants with long histories of homelessness and complex needs, to housing and supportive services.
- Meeting the needs of homeless families with children.
- Managing federal, state, and/or county grants and complying with funding requirements.
- 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.
- Experience providing auxiliary aids and services, documents in alternative formats, and accommodations to persons with disabilities. Please site examples of how you have modified your programs or services in the past to ensure people with disabilities have equitable access. Explain what you have 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.

For respondents that propose working with other organizations or subcontractors, describe prior experience working together.

Indicate whether any of the following apply to your organization (for applicants consisting of multiple organizations, this question applies to the lead organization only):

- Loss (either voluntary or involuntary) of federal, state, or county funds in the last three years, including funding reallocation, suspension of reimbursement, repayment of grant funds or deobligation of grant funds due to performance issues (If yes, please describe circumstances).
- Unresolved funder (e.g. HUD) or financial audit findings or concerns (If yes, please describe and attach any communications pertaining to such findings or concerns. Attached communications will not count against the page limit.)

C. Program Design & Sustainability (Limit 4 pages per Program Proposal)

Please describe what your organization proposes to do with the BFH program funding. Include in your response:

- An overall program description, including:
 - The type of program proposed
 - The overall goals of the initiative
 - How many people will be served and for what period of time
 - How the program will be staffed
- Describe the target population. Describe the organization's ability to meet the cultural and linguistic needs of the population. Describe the organization's ability to meet the needs of parenting transition-age youth.
- Describe the types of services to provided, the process by which level of services is determined, and how households are transitioned out of the program.

- Describe how this program will meet the linguistic and cultural needs of Spanish speaking clients.
- Describe how this program/initiative will adhere to the principles and practices of Housing First. Please provide specific programmatic examples.
- Describe how this program will ensure that homeless participants are connected to other services and resources, including primary care, behavioral health services, employment, benefits advocacy, legal assistance, and other services.
- Describe your organization’s systems and process for collecting program data and evaluating program performance, including:
 - How your program will measure the success of your interventions. What will your performance targets be? If you have provided similar services before, please give examples of your program’s outcomes and successes.
 - How you will gather, analyze, and report on client-level data and program performance.
 - What steps your organization will take if performance targets are not met.

D. Budget & Budget Narrative (Limit 2 pages per Program Proposal)

Please prepare a one-page budget showing the breakdown of anticipated expenditures associated with the proposed activities. The budget can be in a format of the applicant’s choosing, as long as it is easy to understand, fully descriptive of the proposed project, and no longer than one page long. Please be sure to include all of the costs for which proposed BFH funds will be used.

Please describe and provide justification for all of the costs included in the Budget. Please use the Budget Narrative to explain any calculations or other elements of the budget that may require explication.

E. Supplemental Materials (10 Page Limit)

Please include as an attachment any information that will supplement the strength of your application. This can include – but is not limited to – job descriptions; evidence of prior program performance; and/or explanatory letters regarding audit findings, deobligation, or other issues described in Section C – Organizational Experience and Capacity. Please do not attach more than 10 pages of material, total, and do not write additional narrative. Please only attach documents that enhance or explain aspects of your application and, in the main body of the proposal, please reference the attachments in order to guide reviewers to the applicable supplemental material. The supplemental information will not be scored but may be used to inform scoring of other sections of the proposal.

VI. APPLICATION SUBMISSION REQUIREMENTS

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 e-mail a PDF version of your application including all attachments to **msargin@marincounty.org** no later than **5:00pm PST on Wednesday, June 22nd, 2022**. No verbal applications will be considered.

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 e-mail with an attached 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.
5. Page Limits

Section	Page Limit
Cover Page (Attachment A)	1
Applicant Capability	3
Program Design & Sustainability	4
Budget & Budget Narrative	2
Supplemental Materials	10
Total	23

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 before **5PM on Thursday, June 9th, 2022**. No telephone consultation will be provided. **Questions must be submitted via the County website at <https://www.marinhhs.org/rfp> or at the Bidder's Conference.**
- (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: Thursday, June 9th, 2022

Time: 2:00-3:00 PM PST

Location: Please register in advance using the link below. After registering, you will receive a confirmation email containing information about joining the meeting.

<https://us06web.zoom.us/meeting/register/tZwrfu6orDovHNKw3KKCVwrAZDmZMlxs0yMj>

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 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 Whole Person Care 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. All agencies that pass the initial screening will be placed in the Vendor Pool. The highest scoring agency will be offered the current BFH funds of \$347,049. Should that agency decide not to engage in a contract for the BFH funding, Whole Person Care will contact the other qualifying applicants in the Vendor Pool for contracting availability. As more funding arrives, Whole Person Care will contact vendors in the Pool as needed.

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 2PM PST on July 7th, 2022, by email to Gary Naja-Riese, gnajariese@marincounty.org or at the following address:

Marin County Department of Health and Human Services,
Gary Naja-Riese
1177 Francisco Blvd E, Ste B
San Rafael, CA 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 C 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.