

COUNTY OF MARIN



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WHOLE PERSON CARE

REQUEST FOR PROPOSAL (RFP)

Project Homekey Development Sponsor – Round 3
RFP-HHS-2023-04

www.marinhhs.org/rfp/2023-04

DATE ISSUED:	Thursday, February 23rd, 2023
DEADLINE FOR SUBMISSIONS:	Wednesday, March 29th, 2023, 3pm 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. Project Introduction

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.

The Marin County Department of Health and Human Services ("County") is requesting statements of qualifications and proposals from nonprofit housing developers to serve as owner/operators for one or more properties to be acquired through the State of California Homekey Program. The properties will be used as permanent supportive

housing for individuals and families experiencing homelessness.

The County is in the process of determining the sites to be acquired. The Development Sponsor selected through this Request for Proposals (“RFP”) will partner with the County to assess the feasibility of potential sites and identify the properties most appropriate for the proposed use. Appropriate properties include (but are not limited to): hotel/motel properties, certain commercial properties, mobile home/RV parks, and other properties that could be used for interim and/or permanent housing.

The County is seeking qualified owner/operator(s) who will assume ownership, complete necessary renovations, and upgrades, and operate the(se) site(s) as permanent supportive housing. In some cases, the sites may be operated as interim housing on a short-term basis, prior to conversion to permanent supportive housing.

The timing of the proposed initiative will be determined by the State’s pending Request for Proposals (RFP) for Homekey funding, but it is expected that the Sponsor will be selected by April 5th, 2023, the proposal for Homekey funding submitted in spring/summer 2023, and the properties purchased potentially by December 31, 2023, or sooner. These dates are subject to change in accordance with the State’s RFP.

Funding for this project is not guaranteed and is contingent on the State issuing a Homekey RFP and the County receiving funding. **This RFP is not a commitment or contract of any kind. The County reserves the right to accept and award a recommended Applicant as described in this RFP, reject all applications, or award contracts to multiple applicants.** All submissions in response to this RFP will become the property of the County and will be considered public records.

II. PROJECT DESCRIPTION AND EXPECTATIONS

A. Project Period

The timing of the proposed initiative will be determined by the State’s pending Request for Proposals (RFP) for Homekey funding, but it is expected that the Sponsor will be selected by April 5th, 2023; the proposal for Homekey funding submitted in spring/summer 2023; and the properties purchased potentially by December 31, 2023, or sooner. These dates are subject to change in accordance with the State’s RFP. The County reserves the right to: increase or decrease the contract amount, fund the proposed service in whole or in part, and terminate or extend the program/contract based on funding availability.

B. Available Funding

The Homekey program is a Statewide effort to rapidly sustain and expand housing for people experiencing homelessness and impacted by COVID-19. Information about the prior funding cycle of the program is available through this link: <https://www.hcd.ca.gov/grants-funding/active-funding/homekey.shtml>. The State will soon issue an RFP for a new funding round, to which the County intends to apply for funds. This solicitation is based upon on existing information about the program, but requirements may change in accordance with any new information or changes made in the new RFP. The County is not guaranteed funding.

C. Target Population

The target population for this funding is people experiencing chronic homelessness (with a qualifying disability). Residents will be referred through the Marin County Coordinated Entry system.

D. Project Description

The County seeks an experienced permanent supportive housing developer or development team (“Development Sponsor”) to assume ownership, complete necessary construction, renovations, and upgrades, and operate the(se) site(s) as permanent supportive housing. The Development Sponsor will also play a central role in supporting the County’s application for Homekey funds upon release of the State RFP.

The Development Sponsor’s role will include the following tasks:

- Work in collaboration with County staff to identify and assess the feasibility of potential project sites, and to perform site-related due diligence and planning.
- Support the County’s application for Homekey funding as needed, including the preparation of operating budgets, proformas, and other materials needed for the application.
- Work with County staff to conduct community and neighborhood outreach and engagement to generate support for the program, address community concerns, and answer questions.
- Partner with the County to secure required local match funding.
- Oversee any renovations needed to enhance accessibility, ensure habitability and safety, and otherwise ensure successful operations and programming.
- Design and implement a comprehensive Resident Services Plan that will minimize any COVID-19 risk faced by residents and ensure that they have access to a comprehensive range of supportive services to support their long-term housing stability, self-sufficiency, and health and well-being. Services can be provided by a partner organization or by the Sponsor (if the Sponsor has related services experience). Track these services and coordinate care in Marin’s care coordination system.
- Operate the program as permanent supportive housing, including all long-term property management functions, including:
 - Accepting referrals from the County’s coordinated entry program and coordinating process for verification of eligibility.
 - Managing the property in accordance with all regulatory agreements associated with Homekey and any other funding sources.
 - Overseeing all lease-up activities and ensuring occupancy on an ongoing basis.
 - Ensuring the ongoing safety and security of the residents, site, and surrounding areas.
 - Coordinating closely with service providers to support health and stability of residents.
 - Maintaining close communication with neighbors and neighborhood associations, local law enforcement and first responders, and other stakeholders to ensure prompt resolution of any concerns or issues.
 - Operating the program in a trauma-informed manner aligned with the principles of harm reduction and housing first.
- Comply with Homekey terms and conditions, including compliance with California’s prevailing wage law (Labor Code § 1720 *et seq.*).

- Other functions as necessitated by Homekey requirements.

E. Intended Outcomes, Goals, or Objectives:

The County's primary goal is the development of a well-designed permanent supportive housing community to advance the County's initiatives to end homelessness. Identified objectives for the program are as follows:

- Provide permanent supportive housing to homeless households as quickly as possible.
- Ensure habitable, safe, and high-quality housing that is accessible to people with disabilities and/or mobility challenges.
- Connect residents to a comprehensive array of onsite and community-based services, including (but not limited to) primary healthcare, behavioral health services, income/benefits support, employment training, and other services.
- Ensure the long-term sustainability of the project as a permanent supportive housing site by securing sufficient funds for long-term operations.
- Work with the neighbors and the community to integrate the project and residents into the local community

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-2023-04; 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 B. 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 monthly, 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.

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	Thursday, February 23 rd , 2023
Question/Answer Period Opens	Wednesday, February 23 rd , 2023
Bidder's Conference	Tuesday, March 7 th , 2023, 2:30-3:30pm
Question/Answer Period Closes	Wednesday, March 8 th , 2023, at 3:00pm
RFP Answers Posted	Friday, March 10 th , 2023, by 5:00pm
RFP Due	Wednesday, March 22 nd , 2023, by 3:00pm
Application Review and Selection Process	3/22/23 – 3/29/23
Notification of Intent to Award	Wednesday, March 29 th , 2023
Protest Period	3/29 – 4/4
Public Announcement	Wednesday, April 5 th , 2023
Release of State Homekey RFP	Unknown
Preliminary selection of potential Homekey Site(s)	Unknown
Completion of Proposal for Homekey Funds	TBD based on state RFP
Close of Escrow	TBD based on state RFP

*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 7 pages per Program Proposal)

The County seeks a comprehensive statement of Development Sponsor qualifications and proposal to perform the tasks identified above. Selection of the Development Sponsor will be based upon directly relevant skills, experience, and qualifications as reflected in each submission. Development Sponsors with current site control of a possible Homekey site may receive special consideration.

Narrative:

Please answer all of the questions identified below in no more than 7 single-spaced pages. Brevity is welcome.

General Developer Experience:

Please describe your agency's experience related to the proposed initiative. Please speak directly to the following skills and qualifications:

- Experience with the California Department of Housing and Community Development and the Homekey program.
- Acquiring and operating affordable housing and/or permanent supportive housing for people experiencing homelessness and/or other populations with special needs and barriers to housing. If applicable, please include any COVID-19 related housing response (e.g., Roomkey, Homekey, or similar initiatives).
- Acquiring, developing, and operating permanent supportive housing and/or affordable housing in Marin County or a similar jurisdiction.
- Coordinating onsite services (internally or with a services partner) to ensure access to services for all residents.
- Experience with and current capacity to affirmatively further fair housing and provide services through an equity and inclusion perspective which meets the diverse linguistic, cultural, gender and other needs of the target population, as appropriate.
- Performing community outreach and engagement activities to address community questions or concerns.
- Partnering with County departments, homeless service providers, and other community partners to design and implement programs that are responsive to the County's broader plan to end homelessness and the needs of the County's homeless residents.

Please include in this section a description of key staff who will oversee and support this effort.

Comparable Project Experience

Please describe three relevant/comparable projects, including the following information for each:

- Current or previous Homekey projects.
- Project description including location, number of units, construction dates.
- Brief description of construction/rehabilitation costs and financing sources.
- Description of the development team/partners.
- If applicable, description of any unique project elements, unforeseen challenges, and other circumstances that provided valuable experience or insights.
- Local governmental reference (Name, organization, phone number and email address).

Site and Program Operations

Understanding that there is limited information about the proposed sites, please describe generally how your agency will operate the properties if selected, including:

- Identification of the roles of each member of the Development team.
- Proposed coordination with partner organizations, if applicable, including roles and responsibilities.
- Information about resident services, including onsite versus community-based services, staffing ratios, service philosophies/principles, etc.
- Other pertinent elements of property management and operations that can be described at this phase.

Community Engagement Plan

- Describe the proposed community engagement plan, including the proposed activities during the planning process, construction process, the initial leasing period and, to the degree applicable, on an ongoing basis.

C. Supplemental Materials (Optional; 12 Page Limit)

The following materials are not required but up to 12 pages can be provided if to supplement your proposal.

1. Resumes of all proposed personnel for this project.
2. Provide a minimum of 3 references for which your agency has provided services similar to those described in this RFP. References shall include entity, contact name, address, title, phone number, and term of contract.
3. Samples from previous related efforts that could serve as an example of your work; and
4. Letters of commitment if you/your agency is proposing to subcontract or establish a formal collaboration to provide services

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 e-mail a PDF version of your application including all attachments **no later than 3:00pm PST on Wednesday, March 22nd, 2023, to msargin@marincounty.org**. 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.

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 3:00pm on Friday, March 10th, 2023. 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, March 7th, 2023

Time: 2:30 – 3:30 pm PST

Location: Zoom: <https://us06web.zoom.us/j/81366145524>

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 composed 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. 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/Homelessness 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.

Proposal Evaluation

The Marin County Board of Supervisors has the ultimate responsibility for the selection of the Developer with the assistance of a selection committee. Proposals will be evaluated according to the following scoring criteria, after which the highest scoring applicants will be invited to an interview/meeting with the selection committee. The selection committee will recommend the Development Sponsor based upon the information gathered in the application and interview.

Initial submissions will be scored as follows:

Proposal Section/Content	Points
General Developer Experience	30
Comparable Project Experience	25
Proposed Site and Program Operations	25
Community Engagement Plan	15
Completeness and Quality of Proposal	5
TOTAL	100

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 3:00pm PST on Tuesday, April 4th, 2023, by email to Gary Naja-Riese, gnajariese@marincounty.org or at the following address:

Marin County Department of Health and Human Services, Homelessness Division
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 discuss next steps and eventually 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 B 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.