

COUNTY OF MARIN



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF WHOLE PERSON CARE

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REQUEST FOR PROPOSAL (RFP)

**Services to Support the 2024 and 2026 Unsheltered Point In Time Counts**

**RFP-HHS-2023-18**

<https://www.marinhhs.org/rfp/2023-18>

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**DATE ISSUED:**

**Thursday, September 7, 2023**

**DEADLINE FOR SUBMISSIONS:**

**Monday, October 2nd , 2023, by 2PM**

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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](https://MarinHHS.org/Equity-Plan)

### B. RFP Overview

The County of Marin, on behalf of the Marin County Continuum of Care, seeks written proposals from applicants with demonstrated experience and success in conducting Homeless Point In Time Counts through this Request for Proposal (RFP) for professional services and technical assistance to support the 2024 Point in Time Count (PIT). Responses to this RFP may also be used to procure professional services for the 2026 PIT.

The PIT, as mandated by the federal Department of Housing and Urban Development, is a biennial, one-day, unduplicated count of all people experiencing homelessness in a given Continuum of Care. The successful respondent to this RFP will work with the County and the Local CoC to identify a date to conduct the 2024 PIT, which must be conducted during the last 10 days of January.

Only one proposal may be submitted from a single bidder. Bidders may apply for all or part of the services required. Entities that are unable to provide all required activities are encouraged to partner with other agencies.

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 project is expected to start immediately upon execution of a contract with the County, per the timeline below, and to continue through approximately Summer 2024, at which point a final report should be complete. Date of release of the final report depends on final approval of Point in Time County from HUD.

### B. Available Funding

The County has not set a specific budget for this project. Applicants are encouraged to submit realistic, competitive budgets. Final budget will be negotiated between the County and the vendor. PIT costs will be paid with HUD planning grant funds and all proposed costs must be eligible under that funding.

### C. Qualifications

The selected vendor should have the following qualifications:

- An understanding of federal regulations regarding the definition of homeless individuals and its subpopulations, and the ability to stay apprised of any changes in these regulations
- An understanding of the federal requirements regarding homeless PIT counts and surveys and the ability to stay apprised of any changes to the regulations
- An understanding of current best practices for PIT counts and surveys, including those related specifically to youth populations, and the ability to convert best practices into a coherent plan for conducting a statistically significant and valid PIT count and survey
- Experience completing a homeless PIT count and survey or projects similar to the one described in this RFP in terms of both size and scope, including:
  - Providing general oversight and direction
  - Engaging and training homeless and housed volunteers
  - Interacting with school districts to obtain information on homeless youth and families
  - Conducting large population enumerations and surveys
  - Data analysis and report writing, including data comparisons to previous years
  - Data validation
  - Experience working with County and City agencies and a wide variety of other stakeholder groups
  - The ability to complete work under tight timeframes
  - The financial capacity and available resources to complete the requested services and activities

### D. Project Description

Every two years, HUD requires that all Continuums of Care (CoCs) conduct a PIT count of all unsheltered and sheltered homeless persons. Unless the CoC receives a special waiver, this count must be conducted on a single night during the last ten calendar days in January – between January 22nd and 31st. At a minimum, HUD requires that CoCs count the following populations and groupings of people:

- Sheltered and unsheltered adults, children, and unaccompanied youth
- Individuals, number of families, and number of persons in families

- People residing in emergency shelter and transitional housing including domestic violence shelters, residential programs for runaway / homeless youth, and hotel, motel, or apartment vouchers paid for by a public or private agency because the individual or family is homeless

HUD requires that all PIT counts use statistically acceptable and reliable methods. While HUD does not require a specific methodology for conducting PIT Counts, Marin has consistently combined a visual count with surveys and intends to maintain this methodology to allow data to be compared across years in order to observe trends.

Specifically, Marin’s Count involves the following:

- Teams of volunteers, paired with lived experience guides, when possible, conduct a visual count of every street in Marin. Trained outreach workers may be used in areas that would benefit from expert knowledge.
- A separate Youth count is conducted in the afternoon
- Outreach teams collect information on those living in tents, cars, and RVs in the weeks leading up to the PIT to determine multipliers
- Lived experience surveyors are paid to conduct follow-up surveys with a statistically appropriate number of people over the following weeks.
- County staff and Marin’s Homeless Management Information System (HMIS) staff assemble sheltered PIT numbers
- All data is combined and translated into an easy-to-read report, including breakdowns for subpopulations and geographies.
- Please see Marin’s previous PIT reports at <https://housingfirst.marinhhs.org/point-time-count>

#### E. Intended Outcomes, Goals, or Objectives:

##### **Purpose**

The selected consultant will be expected to oversee the development, implementation, and administration of all activities related to the completion of the County’s 2024 unsheltered Point in Time Count. The selected consultant will also be expected to ensure that the completion of the County’s 2024 PIT is completed in accordance with all federal regulations and requirements, and the collected data is valid and statistically sound.

While the selected consultant will be the lead on this project, it will be expected to coordinate with a project committee consisting of the County, homeless service providers, and other stakeholders, as appropriate, on policy and implementation decisions. Further, the selected consultant may request assistance from the County, participating agencies, the project committee, or other parties on aspects of the project such as the recruitment of homeless and housed volunteers. The final scope of work will be detailed in the final agreement containing the County’s Standard Professional Services Contract (see Attachment D) and signed by the selected consultant.

The selected consultant will, at a minimum, be expected to complete the following activities:

- Develop and implement a plan and methodology to complete:
  - An unsheltered count of homeless individuals in Marin County, including all subpopulation information as required by HUD
  - Statistically relevant number of qualitative surveys of homeless individuals in Marin County
  - A specialized youth count and surveys of homeless individuals aged 24 and under in Marin County
- Quality assurance work to ensure the statistical significance and validity of the data collected in the above-described activities
- A report on the results of the 2024 homeless census and survey including information on the overall homeless population and special subpopulations as required by HUD; analysis of the youth count; analysis of changes in the data from prior years; and the results of the survey.

- The development and implementation of a recruitment plan to engage homeless guides, service providers, and community volunteers to assist with the PIT count and surveys and the youth count and survey. The plan should specify which tasks the selected consultant will complete and which ones the County or other stakeholders will be expected to undertake.
- Conduct volunteer and guide trainings
- Create an exportable data set that can be queried on a known database platform
- Provide the County with a copy of the final data set, containing information from both the general and youth counts and surveys.
- Work with the County during the contract negotiation period to further define the required activities and products and develop a timeline for their completion.

### 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-2023-18; 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 D.

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 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. 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	Thursday, September 7th, 2023
Question/Answer Period Opens	Thursday, September 7th, 2023
Question/Answer Period Closes	Monday, September 18th, 2023, by 3PM
RFP Answers Posted	Thursday, September 21st, 2023, by 5PM
<b>RFP Due</b>	<b>Monday October 2nd, 2023, by 2PM</b>
Application Review and Selection Process	10/05/2023 – 10/12/2023
Notification of Intent to Award	Friday, October 13 <sup>th</sup> , 2023
Protest Period	<b>10/13/2023 – 10/19/2023 by 2PM</b>

#### 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 (5 Page Limit)

1. Describe your direct experience in conducting a homeless PIT count and survey, including meeting the requirements set forth by applicable federal regulations. Include your experience in conducting a project similar to the one described in this RFP, including project management; volunteer coordination and training; data analysis and validation; and report writing.
2. Describe your experience working directly with a variety of governmental and nonprofit agencies to complete a project and meet tight timelines.
3. Describe your experience with training volunteers.
4. In the past 3 years, has your agency had any audit findings or had any federal, state, or County funds deobligated? If so, please describe the circumstances.

## C. Project Description (3 Page Limit)

1. Please briefly describe your overall plan for conducting the Marin County 2024 Point in Time Count, including the special youth census and survey. Include a proposed timeline for the Marin PIT.
2. Please list any of the minimum activities on pages 5-6 that you would rely on outside agencies to complete.
3. How will you ensure that the data collected is valid and statistically significant?
4. What are your expectations regarding the roles that County staff and homeless service agencies will play in completing the project?

## D. Budget (No Page Limit)

Provide a detailed budget for conducting the 2024 unsheltered PIT Count. Include the total cost and rate for all costs, including the rate of stipends or pay for lived experience guides/surveyors.

## E. Supplemental Materials (10 Page Limit Excluding Proof of Insurance)

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; explanatory letters regarding audit findings, deobligation, or other issues described in Section B – Applicant Capability; and/or letters of commitment if you/your agency is proposing to subcontract or establish a formal collaboration to provide services. Please do not attach more than 10 (excluding insurance documents) 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.

Please provide proof of insurance by including a current Certificate of Insurance with General Liability, Worker's Compensation, Automobile insurance, and Professional Liability insurance. See page 6, Section III B for more details on insurance requirements.

## 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 **email** a PDF version of your application including all attachments to **Vcaldera@marincounty.org** no later than **2:00pm PST on Monday, October 2nd, 2023**. 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 email 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
Project Narrative	8
Budget & Budget Narrative	No Page Limit
Supplemental Materials	10 excluding insurance documents

### 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 **Thursday, September 21st, 2023, by 5PM**. No telephone consultation will be provided. **Questions must be submitted via the County website at <https://www.marinhhs.org/rfp>**

## 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 based on the evaluation criteria below. 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 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.

EVALUATION CRITERIA	POINTS
Organizational Experience	50
Program Description	30
Budget and Budget Narrative	25
Overall Quality, Coherence, and Completeness	5
<b>Total</b>	<b>110</b>

**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 **2:00 PM PST on Thursday, October 19th, 2023** by email to Gary Naja-Riese, [gnajariese@marincounty.org](mailto:gnajariese@marincounty.org) or at the following address:

Marin County Department of Health and Human Services, Whole Person Care Division  
Gary Naja-Riese  
20 North San Pedro Rd.  
San Rafael, CA 94903

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

The protest will be forwarded, through the appropriate administrative channels, to the Director of the Marin County Department of Health and Human Services, or designee. The Department Director or designee may review the original RFP Application(s), the public notice, the Request for Application document, and the scoring instruments of the Application review committee, and any other document deemed appropriate. The Department Director or designee will provide a written response to the protest, including any action that will be taken, if applicable. The decision of the Department Director or designee shall be final.

### C. Post Award

Once the Notice of Intent to Award has been issued, the provider selected will be contacted to execute the County's Standard Professional Services Contract. At that time, the selected provider and the County may discuss adjustments to the budget and the scope of work. **No other provisions of the County's Standard Professional Services Contract will be negotiated.** Refer to Attachment D for a copy of the County's Standard Professional Services Contract.

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

For the duration of the contract period, contract renewals are contingent upon the demonstration of progress in achieving measurable results to the County's satisfaction and compliance with all contract requirements, as well as the continued availability of contract project funding.

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