

COUNTY OF MARIN



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

REQUEST FOR PROPOSAL (RFP)

**Community Resiliency Teams Initiative
A Zone-Based Approach to Health Equity**

RFP-HHS-2024-08
<https://www.marinhhs.org/rfp/2024-08>

DATE ISSUED:	April 2, 2024
DEADLINE FOR SUBMISSIONS:	May 3, 2024, 3 P.M. PST

The County of Marin Health and Human Services Department does not discriminate on the basis of sex, race, color, religion, age, sexual orientation, disability, marital status, national origin, citizenship status, genetic information, gender identity and expression, AIDS/HIV, medical condition, political affiliation, military or veteran status, or status as a victim of domestic violence, assault, or stalking in employment or in its educational programs and activities. Requests for disability accommodations may be made by phoning (415) 473-4381(Voice), CA Relay 711 or by e-mail at disabilityaccess@marincounty.org.

Table of Contents

I. BACKGROUND	3
A. Department of Health and Human Services Strategic Plan to Achieve Health and Wellness Equity	3
B. Funding Source	3
II. PROJECT DESCRIPTION AND EXPECTATIONS	4
A. Project Period	4
B. Available Funding	4
C. Target Population	4
D. Project Description	5
E. Intended Outcomes, Goals, and Objectives	8
F. Reporting and Performance Requirements	8
III. REQUIREMENTS AND EXPECTATIONS FOR GRANTEES	9
A. Summary of Contract Terms, Conditions and Requirements	9
B. Insurance	9
C. Administrative and Legal Requirements	9
IV. TENTATIVE TIME SCHEDULE	11
V. APPLICATION INSTRUCTIONS	11
A. Cover Page (1 Page Limit – Use Template Provided in Attachment A)	12
B. Applicant Capability (Limit 3-8 pages per Program Proposal)	12
C. Budget (No Page Limit)	13
VI. APPLICATION SUBMISSION REQUIREMENTS	13
A. General Policies	13
B. Submission Deadline and Format	14
C. Contact between Applicant and County	14
VII. APPLICATION REVIEW AND SELECTION PROCESS	15
A. Application Review and Selection	15
B. Protest Procedure	15
C. Post Award	16

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. Funding Source

Marin County Public Health (MCPH) anticipates receiving funding of up to \$750,00 per year (or \$150,000 per year for each of the five “health equity zones”) to advance the work of the Community Resiliency Teams (CRT). These teams were developed in 2020 in response to the COVID-19 global pandemic, but have since evolved to support broader public health priorities. The goal of the Community Resiliency Teams is to support county-wide efforts to improve community awareness and knowledge of public health threats, prevention, and mitigation strategies, and to increase access to support and resources.

This funding will allow for the continuation of CRTs in the four existing health equity zones and will also allow the initiative to add a fifth zone, thus covering all of Marin County’s most vulnerable residents. While the initiative is a continuation of activities started in response to the COVID-19 pandemic, it has shifted to address a broader set of topics, which include: 1) Emergency Preparedness 2) Overdose Prevention 3) Access to Services. Marin expects to provide each CRT with \$150,000 per year in funding for this activity for a period of 3 years; however, funding remains contingent at this time. This award may be extended for additional years pending the availability of funding.

II. PROJECT DESCRIPTION AND EXPECTATIONS

A. Project Period

The contract award will be made on a competitive bid basis. The anticipated contract period is 36 months from July 1, 2024 to June 30, 2027. This contract may be renewed each fiscal year 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 and/or performance.

B. Available Funding

The County anticipates receiving up to \$750,000 per year to support his project; **however, funding remains contingent at this time.** Funding is divided equally among the CRTs in each of 5 health equity zones. Each CRT is led by a “Lead Agency,” which will receive and manage the funding. The funding is available each year for a 3 year cycle. The funding will be granted to one Lead Agency in each health equity zone. Lead Agencies may name partners responsible for specific elements of the proposal or focusing on specific populations within the zone in their application as sub-grantees. Applicants interested in becoming the Lead Agency for more than one health equity zone may submit more than one proposal, but each application should be specific to a particular zone. . The funds may be awarded to one or more organizations at the discretion of the County.

C. Target Population

The priority population for this funding is Marin County residents within each of the respective health equity zones with special focus on census tracts identified as “low” in the Healthy Places Index (HPI) <https://www.healthypacesindex.org/> Focusing on the low HPI areas of each health equity zone will contribute to MCPH’s mission of building an equity driven delivery system. An equity based approach will allow the focus to remain on residents who face the highest burden of adverse effects in most domains of life.

The Health Equity Zones are:

ZONE	CITY/TOWN/VILLAGE
San Rafael	San Rafael, Las Gallinas, Lucas Valley, Marinwood, Santa Venetia, Terra Linda
Novato	Novato, Bel Marin Keys, Black Point, Green Point, Hamilton
West Marin	Bolinas, Dillon Beach, Inverness, Lagunitas, Nicasio, Olema, Marshall, Point Reyes Station, San Geronimo, Stinson Beach, Tomales, Woodacre
Southern Marin	Belvedere, Marin City, Mill Valley, Sausalito, Strawberry, Tamalpais, Tiburon
Central Marin	Corte Madera, Fairfax, Greenbrae, Kentfield, Larkspur, Ross, San Anselmo

D. Project Description

Although people living in Marin County fared better than those elsewhere in the United States, in the early days of the COVID-19 pandemic, this was not true of all communities within the county. As a result MCPH created “Community Response Teams” (now known as Community Resiliency Teams). The overall goal of these teams was to rapidly reach those vulnerable communities in order to provide critical resources, provisions and safety while reducing the risk of fatal outcomes.

This funding seeks to formally operationalize the Community Resiliency Team Initiative beyond the COVID-19 response. MCPH is confident that the CRT approach that has been created will help turn the curve on the public health priorities identified through a strategic planning process.

The Approach: The CRT Initiative’s goal is to support county-wide efforts to (1) improve community awareness and knowledge of public health threats, prevention, and mitigation strategies, and (2) increase access to support and resources.

By increasing awareness of and access to services, the CRT Initiative will contribute to reducing exposure to various threats from natural disasters, infectious diseases, and biological and chemical events throughout the County. The Initiative is organized to reach these goals through *transformative collaboration* that is supported by ***principles, structures, and processes.***

Principles: While organizational guidelines are pivotal, the most critical aspect of the CRT Initiative is the culture of transparency and shared problem-solving that has emerged through the work of the participating organizations and individuals. This culture informs the three guiding principles that govern the Initiative:

- Equal Partnership: Needs, requests, questions, and concerns move to the collaboration platform from both directions and then to the appropriate organizations for resolution or implementation.
- Delivering Measurable Health Impact: The shared goal is to measurably improve the health of residents of Marin County. When possible, data-driven action is tied to specific objectives and key results to track progress and ensure accountability.
- Drive to Action: The information and resources created and shared through the CRT Initiative are meant to drive actions to protect the community’s health.

The Structure: Each zone will have a local, not-for-profit Lead Agency. The Lead Agency will engage local community partners (Zone Partners) who will make up their team. Zone Partners may include non-profit organizations, schools, community health clinics, the business community, faith-based organizations, and city and county representatives.

In close partnership with MCPH, these teams will:

- Develop SMARTIE goals that address stated public health priorities
- Develop strategies to achieve their goals
- Actively take measures to reach the most vulnerable community members of their zones.

Process: While the CRT Initiative is relatively new, the working assumption is that organizations who participate in the CRT Initiative are familiar with one another and may even work together on other programs that provide direct services to members of the community. This is a strength in many ways but it can be confusing to

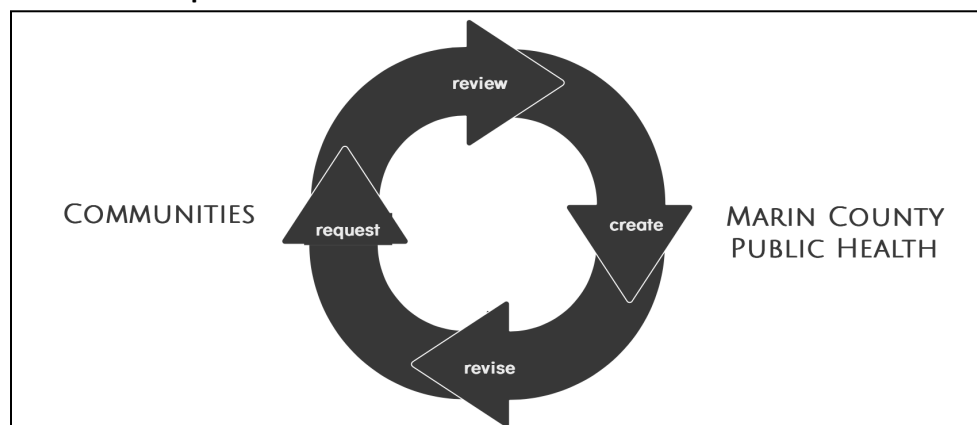
determine where the scope of work for this initiative ends and direct services begin. The CRT Initiative does not include the provision of direct services.

To clarify this further, a specific set of functions that require connections between the county government and the community are to be successfully implemented through the CRT Initiative. The ‘Functional Framework’ is depicted in the chart below.

Functions	Management & Strategy	Information & Communication	Data Sharing & Interpretation	Distribution of Resources	Capacity Building
Example Activities	<ul style="list-style-type: none"> • Participating in open dialogue to identify how best to serve community via hyper-local strategies • Pursuing shared goals • Meeting to identify and surface community needs and county resources 	<ul style="list-style-type: none"> • Exchanging information, tailored to zone when needed • Addressing comms needs (e.g., language, culture) • Providing/receiving feedback continuously 	<ul style="list-style-type: none"> • Identifying opportunities to collect and use data for decision and action • Sharing & discussing county and geographically - specific data • Requesting & collecting data • Collecting performance metrics 	<ul style="list-style-type: none"> • Identifying resource needs • Providing critical physical resources • Via equity lens targeting places/times for distribution 	<ul style="list-style-type: none"> • Providing & receiving technical assistance or training on data interpretation, social media, etc. to develop capacity in Lead Agencies and their zone partners as needed to strengthen the network

The participants in the CRT Initiative collaborate in each of these functions. Needs can arise from both the county and the community. Once a solution is developed it is reviewed and revised with input from all participants to produce the best option for the community. As information, data, or resources are shared, feedback continues, and the solution is improved. This continuous feedback loop is another critical aspect used in the CRT Initiative.

Communication Feedback Loop



Public Health Priority Topics: This funding period will focus on three public health priorities as listed below.

- 1) Emergency Preparedness, including the Effects of Climate Change
- 2) Overdose Prevention
- 3) Access to Services

In addition to the 3 topics, each Lead Agency will actively engage in the unforeseen concerns and threats that might arise. An example of an unforeseen concern was the 2022 M-Pox outbreak. An example of an unforeseen threat could be a bio-chemical spill.

What is Expected:

Each Lead Agency will:

ZONE & PARTNER MANAGEMENT

- Identify, recruit and foster relationships with Zone Partner Organizations with a goal to represent populations in need within the health equity zone.
- Maintain a roster of Zone Partner Organizations, including primary point of contact name, email and phone number.
- Develop and manage MOUs and subcontracts with Zone Partner Organizations, which articulate responsibilities/deliverables and stipend amounts (when applicable). including coordinated, HIPAA-compliant release of client information for rapid communication across organizations (if needed)
 - Marin County VOAD should be included as a Zone Partner Organization
- Host annual strategic planning meetings with Zone Partner Organizations to develop SMARTIE goals and plan implementation activities.
- Host quarterly strategic review meetings with Zone Partner Organizations to review progress towards SMARTIE goals and adjust implementation plans as needed.
- Develop agendas and host regular meetings with Zone Partner Organizations to share information, collect feedback, and coordinate outreach efforts.
- Develop and maintain communication channels (e.g., weekly email, dedicated newsletter) to actively update Zone Partner Organizations in between meetings.
- Upload documentation to centralized database (e.g. Google Drive), including: partner rosters, MOUs, accounting of stipends, meeting agendas and meetings, communication materials, and case studies of activities, etc..
- Broker connections to connect constituents to service providers for key public health priorities i.e: primary care providers; HHS supported services; financial assistance; non-congregate/congregate shelter; food assistance and other essential needs
- Build and foster partnerships with other Lead Agencies to ensure coordinated response and activities, and to share best practices.
- Develop and maintain Communications Pathway Plan describing the CRT's process and channels (flyer distribution, social media posting, and community outreach) for sharing information with the community in the health equity zone
- Coordinate communications, distribution of materials, and capacity building activities for the community with Zone Partner Organizations.
- Coordinate completion and review results of the Annual Collaboration Survey with Zone Partner Organizations.

COUNTY PARTNERSHIP

- Identify one dedicated staff member to act as the point of contact for communication with MCPH, coordinating information and input from CRT operations across all priority areas.

- Attend, and actively engage in meetings hosted by MCPH(including but not limited to): regularly scheduled Lead Agency meetings, monthly check-in meetings, ad hoc strategic planning sessions, and emergency planning meetings.
- Work with MCPH identified subject matter experts to plan and implement training opportunities, communication strategies, distribution of resources, and outreach efforts.
- Engage with MCPH CRT Backbone team to review/revise existing communication materials based on and request access to and explanations of epidemiological data based on community needs
- Prepare and submit quarterly reports to MCPH, including written and photographic documentation highlighting a success story.
- Participate in assessment, monitoring, and evaluation activities.
- Participate in MCPH & HHS strategic planning processes which might include: Hosting focus groups that are relevant to PH priorities and/or priorities that arise in the course of the contract period that uplift the voice of their zone constituents and partners

E. Intended Outcomes, Goals, or Objectives:

- 1) Emergency Preparedness, including the Effects of Climate Change
 - a) Goal: Prepare for public health emergencies, natural and human-made disasters; improve community response capabilities; and build community resilience
 - b) Objective: Strengthen emergency preparedness within each Zone through active engagement and collaboration
- 2) Overdose Prevention
 - a) Goal: Reduce the risk of drug overdose by increasing access to Narcan and providing training on Narcan administration and education
 - b) Objective: Help mitigate the risks of opioid overdose in our communities by implementing evidence-based strategies, in coordination with OD Free Marin's initiatives and priorities
- 3) Access to Services
 - a) Goal: Identify all access points to healthcare, and implement known or new strategies to increase successful navigation of those access points to services for which community members are eligible
 - b) Objective: Increase understanding of current services available in each zone; increase successful enrollment into Medi-Cal and CalFresh for (newly) eligible individuals

The grantees will be asked to measure and analyze the impact of the activities they undertake on these outcomes using standardized instruments (exact tools subject to change with discussion with selected grantee) and including a race/ethnicity question in order to be able to disaggregate the responses by race of respondent to make any race-related disparities in outcomes and satisfaction visible. The grantee will be asked to report the outcomes to HHS in this disaggregated fashion and provide a work plan in their Annual Report to address any disparities uncovered.

F. Reporting and Performance Requirements

The applicant grantee awarded a contract under this bid process will be required to adhere to the reporting requirements set forth by Marin County Public Health. Additional data may be requested to satisfy other County, state, or federal reporting requirements.

Each Lead Agency will be required to:

- Report quarterly SMARTIE Goals
- Report quarterly Progress Reports
- Complete any additional requested progress reports, data request, information needed for grant opportunities

- Administer Collaboration Survey to their Zone partners
- Complete Collaboration Survey administered by MCPH
- Work with MCPH or other priority subject matter expert to develop appropriate metrics and data collection processes
- Provide quarterly, and at times ad hoc “Success Stories”
- Contribute to media promotion as needed

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-2024-08; 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 is can be waived

C. Administrative and Legal Requirements

1. Contractors will be paid on a monthly basis, following the submission of an invoice for services performed to the 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 contracts shall be governed by, and in accordance with, the substantive and procedural laws of the State of California. The applicant agrees that all disputes arising out of or in connection with the Professional Services Contract and the procurement process shall be construed in accordance with the laws of the State of California and that the venue shall be in Marin County, California.
3. Nuclear Free Zone: The County is a nuclear free zone, in which work on nuclear weapons or the storage or transportations of weapons-related components and nuclear material is prohibited or appropriately restricted. The County is prohibited or restricted from contracting for services or products with, or investing County funds in, any nuclear weapons contractor.
4. Non-Appropriations: The County's performance arising from this RFP process is contingent upon the availability of funds. Should funds not be appropriated or otherwise made available to the County, any contract entered into pursuant to this RFP will be terminated with respect to any payments for which such funds are not available.
5. Applicant must be legally authorized to conduct business in the State of California and have established administrative and program resources to provide services in Marin County. The applicant must also have appropriate federal, state and local permits or certifications necessary to perform the services that are the subject of this RFP.
6. Prior to executing a contract, the applicant (and any subcontractors/partners) must be able to provide the following written policies and procedures that comply with and are otherwise acceptable to the federal, state and local statutes, laws, regulations, and ordinances:
 - a. Conflict of interest policy for staff and governing boards, if applicable.
 - b. Grievance procedure for customers and clients.
 - c. Does not discriminate against nor deny employment or services to any person on the grounds of race, color, religion, sex, national origin, age, disability, citizenship, political affiliation or belief.
 - d. Complies with the 1990 ADA, the Americans with Disabilities Act, Sections 504 and 508 of the Rehabilitation Act of 1973 as amended, and all other applicable Federal and State accessibility laws and regulations.
7. Applicants must have proven fiscal capacity including capacity for fund accounting.
8. Applicants must have access to non-County funds sufficient to cover any disallowed costs that may be identified through the audit process.
9. Applicants must agree that state, federal, and local monitors or auditors may review provider facilities and relevant financial and performance records to ensure compliance with funding requirements.
10. Applicants must be eligible to receive Federal funds.
11. Contractors must comply with all reporting requirements set forth by the Marin Department of Health and Human Services and the State Department of Health Care Services.
12. Applicants must have the demonstrated ability to collect outcome data, which measure performance to plan.

13. If applicable, Contractor shall maintain medical records required by the California Code of Regulations. Notwithstanding the foregoing, Contractor shall maintain beneficiary medical and/or clinical records for a period of ten (10) years, except that the records of persons under age eighteen (18) at the time of treatment shall be maintained: a) until one (1) year beyond the person’s eighteenth (18th) birthday or b) for a period of ten (10) years beyond the date of discharge, whichever is later.
14. Contractor agrees to administer/utilize any and all survey instruments as directed by the County Department of Health and Human Services, including outcomes and satisfaction measurements if applicable. Contractors must also comply with all reporting requirements set forth by the Department of Health and Human Services and the State Department of Health Care Services, including, but not limited to, completion of cost reports, annual provider self-audits and site visits.
15. Cultural Competency: It is recommended (but not required) that all program staff shall receive at least four hours of in-service training per year on some aspect of providing culturally and linguistically appropriate services. At least once per year and upon request, Contractor shall provide County with a schedule of in-service training(s) and a list of participants at each such training. Programs should implement National Culturally and Linguistically Appropriate Services (CLAS) Standards.

Applicants who do not meet these minimum requirements may be deemed non-responsive and may not receive further consideration. Any application that is rejected as non-responsive will not be evaluated and no score will be assigned.

IV. Tentative Time Schedule

All applicants are hereby advised of the following schedule and will be expected to adhere to the applicant- related deadlines below:

RFP Advertised	April 2, 2024
RFP Released to Prospective Applicants	April 2, 2024
Question/Answer Period Opens	April 2, 2024
Question/Answer Period Closes	April 16, 2024 3 p.m. PST
RFP Due	May 3, 2024 3 p.m. PST
Application Review and Selection Process	May 6 - May 14, 2024
Notification of Intent to Award	May 17, 2024
Protest Period	May 24, 2024
Board of Supervisors contract approval*	TBD
Contract Start Date**	July 1, 2024

*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 3-8 pages per Program Proposal)

1. Introduction and Executive Summary (No more than one page): Submit a letter of introduction and executive summary of the proposal. If the applicant intends to work with subcontractors, the subcontractors must be identified by name, and their unique role must be described in the summary.
2. Project Approach (no more than 6 pages): Provide the following information in your proposal (It is understood that for some applicants, not all sections of "a" through "e" will apply. Please note this on those sections, and discuss how the grantee will address this)
 - a. Describe your agency's previous experience working with MCPH.
 - b. Describe your agency's prior experience working with the Community Response Teams. If you have not previously worked with the CRT Initiative, describe any work you have done to advance public health efforts within the health equity zone for which you are applying.
 - c. The CRT's will be focusing on advancing efforts on three Public Health Priority Topics: (1) Emergency Preparedness, including the Effects of Climate Change, (2) Overdose Prevention, and (3) Access to Services. Given each Lead Agency has been asked to identify a single, dedicated staff member as the point of contact, how will you structure your team (within your agency and across the CRT, including Partner Organization) so that this staff member will be successful in representing and coordinating your work with MCPH? Please include how you will integrate any existing programs in which your agency is engaged related to the three priority public health topics into the CRT initiative? (Prior experience is not a requirement).
 - d. How do you propose developing a network of Zone Partners who are meaningfully engaged and well-positioned to address each of the three priority public health topics? How will you ensure that stipend Zone Partners remain engaged and action-oriented in the CRT Initiative over the course of the program?
 - e. One of the most effective strategies used in the original CRT Initiative was the engagement of "outreach workers" (also known as "Community Health Workers", "Promotores" "Community Ambassadors") to both disseminate information into the community and provide feedback about the needs of the community. How will your agency engage "outreach workers" to support the efforts of the CRT going forward? How will you expand your internal and zone capacity to engage outreach workers in this effort?
3. Equity (no more than one page)
 - a. What is your agency's experience with and current capacity to provide services through an equity and inclusion perspective that meets the diverse linguistic, ethnic, cultural, gender and other needs of your community?

C. Budget (No Page Limit)

1. Provide a list of any other funding sources tied to this project.
2. Provide a detailed project budget for the project period July 1, 2024-June 30, 2025, including any one-time expenses, not to exceed the total amount allowable per section II(B) using the template in Attachment B.

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. The County further reserves the right to cancel the RFP if funding is not appropriated.
8. The County reserves the sole right to interpret, change or terminate any provision of the RFP at any time prior to the submission date. Any such interpretation or change shall be in the form of a written addendum and shall become part of the RFP. The County also reserves the right to accept and reject any or all of the RFP, cancel the RFP in whole or in part, or terminate the process and elect to operate by other means.
9. An applicant may not be recommended for funding, regardless of the merits of the application submitted, if it has a history of contract non-compliance with the requirements of HHS or other funding source or poor past or current contract performance with any HHS or other funding source. The applicant may be given a provisions

award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

10. An application may be **immediately** rejected and disqualified for any of the following reasons:
 - a. The application is not received at the time and place specified in the RFP;
 - b. The application does not adhere to the required material elements of format and guidelines or substantive requirements set forth in this RFP;
 - c. Evidence indicates that the applicant, applicant's staff or consultants have in any way attempted to influence the confidential nature of the review through contact with Marin County staff or members of the selection review committee.

B. Submission Deadline and Format

Please email a PDF version of your application including all attachments **no later than 3:00pm PST on May 3, 2024**. No verbal applications will be considered.

HHS Community Health and Prevention
Attention: Patty Lyons, MFT
patty.lyons@marincounty.gov

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 emailed PDF on standard 8-1/2" x 11", typed, in no less than 12-point typeface, with 1" margins and pages numbered consecutively. Must be in accessible format.
3. An Application may be rejected if incomplete, if it contains any alterations of form, or if it contains other irregularities of sufficient magnitude or quantity to warrant a finding of being substantially non-compliant.
4. The County may in its discretion accept or reject in whole or in part any or all Applications, may cancel, amend or reissue the RFP at any time prior to contract approval and may waive any immaterial defect in an Application. The County's waiver of an immaterial defect shall in no way modify the Application requirements or excuse the applicant grantee from full compliance with the objective if awarded the contract.

C. Contact between Applicant and County

- (1) **County staff contact:** During the period from issuance of this RFP and the award of the contract to a successful applicant, contact regarding the specific subject of this RFP between potential or actual applicant and County staff is restricted under the terms of this section. Except as otherwise expressly authorized in this RFP, neither applicant nor County staff shall discuss, question or answer questions, or provide or solicit information, opinion, interpretation, or advocate or lobby regarding this RFP. A documented instance of such contact by an actual or potential applicant shall be grounds for disqualification from the process. County staff shall be defined as any County employees, agents or contractors involved in or connected with this RFP process.

- (2) **Questions regarding the RFP:** To maintain a fair and impartial process, all questions regarding this RFP must be submitted in writing via the County's website and contain a contact name and address. All questions and responses will be available on the County's website on or before April 16, 2024 3 p.m. 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 using a standardized scoring instrument. The scoring instrument will reflect the requirements of the RFP. A copy of the scoring instrument that will be used can be found in Attachment D. 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 Public Health Officer or the Director of Health and Human Services, or designee, who will make the final recommendation to the Marin County Board of Supervisors or County Administrator.

Prior to making an award, the County may choose to conduct interviews with applicants. The purpose of the interviews would be to ask follow-up questions that may arise from the review committee and collect any additional information not gleaned from the Applications. The County may also request additional information necessary to determine the applicant's financial stability, ability to perform on schedule or willingness to incorporate additional features in the application, and any other relevant information necessary to make the award.

Once a decision is made, a Notice of Intent to Award will be emailed to all applicants evaluated by the committee.

B. Protest Procedure

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

which the protest is based. In addition, the Applicant must specify facts and evidence sufficient for the County to determine the validity of the protest.

Delivery of Protest:

All protests must be submitted in writing and received by 3:00 P.M. PST on May 24, 2024 by email to at the following address:

HHS Community Health and Prevention
Attention: Patty Lyons, MFT
patty.lyons@marincounty.gov

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.

VIII. ATTACHMENT A

MARIN COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

Marin Community Resiliency Teams: RFP-HHS-2024-08

Date:

<p>Legal Applicant Name: Address: City, State, Zip Code: Telephone: Fax: Email: Federal Tax ID No.:</p> <p>Contact Person: Contact Title: Contact Telephone: Contact Email:</p>
--

<p><u>Certifications</u></p> <p>The applicant certifies to the best of his/her knowledge and belief that the data in this application is true and correct and that filing of the application has been duly authorized by the governing body of the applicant and that applicant will comply with the assurances required of applicant if the application is approved and a contract is awarded. The applicant also attests the costs of the proposed project can be carried by the applicant for at least 90 days at any point during the term of the contract.</p> <p>Signature: _____ Date: _____ Name: Title:</p>

For County Use Only

Date Received:	Time Received:
Marin County HHS Staff Signature Acknowledging Receipt of Application:	

IX. ATTACHMENT B

**EXHIBIT C
COUNTY OF MARIN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
CONTRACTOR'S INVOICE **DRAFT****

CONTRACTOR:
SSAFED TAX ID #:

ADDRESS:

CONTRACT NUMBER:
CONTRACT SERVICES:
CONTRACT PERIOD:
REPORT MONTH:

INVOICE AMOUNT: **\$0.00**
SIGNATURE:
DATE:

FOR DH&HS USE ONLY

Amount:
Approved by:
Date:

Vendor:
Contract #:
Org code:
Object code:

	Contract Amount	Current Invoice	Invoiced YTD	Contract Remaining
Personnel Costs				
Dedicated CRT Lead Staff Member				\$0.00
<i>Other personnel may include Executive directors, Director of Ops/Programs/Marketing, Coordinators, Admin, Outreach worker, etc.</i>				
Personnel				\$0.00
Personnel				\$0.00
Personnel				\$0.00
Personnel				\$0.00
Personnel				\$0.00
Benefits/Payroll taxes/Fringe				\$0.00
Total Personnel and Benefits	\$0.00			
Operating Expenses, Services & Supplies				
Mileage and transportation/Travel				\$0.00
General Office Supplies				\$0.00
Meeting Room Rental/Storage space				\$0.00
Outreach and engagement incidentals (i.e. child care, food/snacks for community stakeholder events, supplies and materials for meetings)				\$0.00
Partner Stipends				\$0.00
Promotores/Volunteer stipends				\$0.00
Printing/postage/shipping costs/marketing				\$0.00
Subscriptions to Digital Platform (Social Media, Zoom)				\$0.00
Translation Services				\$0.00
Total Operating Expenses	\$0.00			
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Indirect @ 10%	\$0.00			\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00

I hereby certify under penalty of perjury, under the laws of the State of California, that the services invoiced have been rendered and that contractor and any subcontractor(s) are in full compliance with the provisions of the County of Marin "Living Wage Ordinance."

Notes:

X. ATTACHMENT C

CAO Contract Log # _____

**COUNTY OF MARIN
PROFESSIONAL SERVICES CONTRACT
2015 - Edition 1**

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

RECITALS:

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

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

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

1. SCOPE OF SERVICES:

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

2. FURNISHED SERVICES:

The County agrees to:

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

3. FEES AND PAYMENT SCHEDULE:

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

4. MAXIMUM COST TO COUNTY:

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

5. TIME OF CONTRACT:

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

6. INSURANCE:

Commercial General Liability:

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

Commercial Automobile Liability:

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

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to the County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

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

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

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

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

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:

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

8. SUBCONTRACTING:

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

9. ASSIGNMENT:

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

10. LICENSING AND PERMITS:

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

11. BOOKS OF RECORD AND AUDIT PROVISION:

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

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

The County of Marin shall be entitled to use any and all work product resulting from this Contract, and Contractor hereby grants County an irrevocable, non-exclusive and royalty-free license to use, copy, publish, reproduce, and make derivative use of the same.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.

- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

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

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

15. RELATIONSHIP BETWEEN THE PARTIES:

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

16. AMENDMENT:

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

17. ASSIGNMENT OF PERSONNEL:

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

18. JURISDICTION AND VENUE:

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

19. INDEMNIFICATION:

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

20. COMPLIANCE WITH APPLICABLE LAWS:

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

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

Exhibit D - Debarment Certification

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

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

21. NOTICES:

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

Contract Manager: Patty Lyons
20 North San Pedro Road, Suite 2020A
 Dept./Location: San Rafael, CA 94903
 Telephone No.: 415-473-7083

Notices shall be given to Contractor at the following address:

Contractor: _____
 Address: _____
 Telephone No.: _____

22. ACKNOWLEDGEMENT OF EXHIBITS

Check applicable Exhibits

CONTRACTOR'S INITIALS

<u>EXHIBIT A.</u>	<input checked="" type="checkbox"/> Scope of Services	
<u>EXHIBIT B.</u>	<input checked="" type="checkbox"/> Fees and Payment	
<u>EXHIBIT C.</u>	<input type="checkbox"/> Insurance Reduction/Waiver	
<u>EXHIBIT D.</u>	<input checked="" type="checkbox"/> Contractor’s Debarment Certification	
<u>EXHIBIT E.</u>	<input type="checkbox"/> Subcontractor’s Debarment Certification	
<u>EXHIBIT F.</u>	<input type="checkbox"/> Federal Provisions Exhibit/ Attachment 1	
<u>OTHER REQUIRED</u>	<input type="checkbox"/>	
<u>EXHIBITS (HHS</u>	<input checked="" type="checkbox"/> Exhibit G >10k or H: Audits, Non-Discrimination	
<u>USE ONLY)</u>	<input type="checkbox"/>	

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

CONTRACTOR:
 By: _____
 Name: _____
 Title: _____

APPROVED BY COUNTY OF MARIN:
 By: _____
 County Administrator; Dennis Rodoni, President, Board of

Supervisors



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

County Counsel: _____ Date: _____

Community Resiliency Team RFP Scoring Tool

HHS RFP Scoring Tool: RFP 2024-08

Submitting Agency Name:

THRESHOLD CRITERIA	Yes	No
Applicant has submitted a complete proposal	<input type="checkbox"/>	<input type="checkbox"/>
Proposal was received by the deadline May 3, 2024 3 P.M. PST	<input type="checkbox"/>	<input type="checkbox"/>

If the project does not meet threshold criteria, further review is not necessary.

PROPOSAL SECTION	Total pts	Score	Notes
INTRODUCTION & EXEC SUMMARY	1		
PROJECT APPROACH			
Past Experience with MCPH	10		
Ability to work collaboratively with other agencies	10		
Strength of methods, approaches, deliverables, and overall implementation strategies	10		
Strength of outreach strategies	10		
<i>Sub-total</i>	40		
STAFFING & QUALIFICATIONS			
Relevant capability and overall organizational credibility	10		
Relevant experience in past projects	10		
<i>Sub-total</i>	20		
EQUITY			
Relevant experience working with priority populations	10		
Capacity to use an equity approach when working with priority populations	10		
<i>Sub-total</i>	20		
BUDGET			
Clarity of proposed budget summary	15		
Clarity of budget narrative & justification	14		
<i>Sub-total</i>	29		
Total Score	100		