

**GERALD HUBER**  
 Director  
 grhuber@solanocounty.com  
 (707) 784-8400

**TONYA NOWAKOWSKI**  
 Assistant Director  
 trnowakowski@solanocounty.com  
 (707) 784-8401

**DEPARTMENT OF HEALTH & SOCIAL SERVICES**



**SOLANO  
 COUNTY**

275 Beck Avenue, MS 5-200  
 Fairfield, CA 94533  
 (707) 784-8400  
 Fax (707) 421-3207

[www.solanocounty.com](http://www.solanocounty.com)

**Solano County Health & Social Services  
 Behavioral Health Division**

**Request for Proposals #HSS-18-01:  
 Mental Health Services Act (MHSA) –  
 Prevention and Early Intervention Services (PEI) for Older Adults**

**Issued: June 20, 2018**

**Responses due: July 19, 2018, 5:00 PM PST**

**Mandatory Proposers' Conference  
 Thursday, June 28, 2018, 9:00-10:00 AM PST  
 2101 Courage Dr., Multipurpose Room, Fairfield CA 94533**

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## **1 SCOPE OF SERVICES AND PROGRAM PROPOSAL**

### **1.1 Overview**

The Solano County Health and Social Services Department – Behavioral Health Division (County), announces a Request for Proposals (RFP) from qualified agencies to administer and provide timely and adequate prevention and early intervention mental health services for the older adult population, age 60 and over, in Solano County. This RFP is to address the mental health needs of older adults at risk of depression, anxiety, suicide, and late onset mental illness, as well as those who are undiagnosed and misdiagnosed. Non-profit organizations, health care systems, for-profit organizations, educational institutions, and government entities are eligible to apply.

The resulting award will be to one organization, take the form of a contract with the County, and is scheduled to begin as early as October 1, 2018, and end by June 30, 2020. The initial contract will be funded up to \$600,000 annually (prorated per start of contract for Fiscal Year 2018/2019) plus \$50,000 of start-up up costs for Year 1, for a total maximum contract of \$1,100,000. Although this is a multi-year solicitation, annual funding is contingent on 1) availability of funds and 2) meeting contractually-agreed-upon program outcomes.

The primary goals of the program are to:

- A. Provide community outreach and education for older adults, caretakers, and community partners on recognizing the signs of mental illness, including risk factors for homelessness and suicidality for the older adult community in Solano County.
- B. Engage in activities to identify older adults in the community risk factors.
- C. Provide brief and longer-term case management for older adults in order to prevent deterioration in functioning that may result in increased risk factors and the development of more serious mental health conditions.
- D. Conduct mental health assessments and provide brief treatment for older adults who are presenting with mild to moderate mental health symptoms.
- E. Provide services with an emphasis on promoting wellness and recovery.

### **1.2 Background**

The passage of Proposition 63 (the Mental Health Services Act or MHSA) in November 2004, provided the first opportunity in many years for the California Department of Mental Health (DMH) to provide increased funding, personnel and other resources to support county mental health programs and monitor progress toward statewide goals for children, transition age youth, adults, older adults and families. The Act addresses a broad continuum of prevention, early intervention and service needs and the necessary infrastructure, technology and training elements that will effectively support this system. The Prevention and Early Intervention (PEI) component funds prevention and early intervention services for children, adults and families.

Behavioral Health engages community stakeholders in a community planning process to evaluate the current county mental health system of care and to identify gaps in the system of care. During the most recent community planning process stakeholders continued to support and identify the need to have prevention and early intervention services targeting the older adult population in Solano County as this population is at increased risk for: homelessness, depression and anxiety related to bereavement/loss, and suicidality. Given the increased number of “baby boomers” the older adult population will continue to benefit from strategies intended to prevent or reduce the late onset of mental health conditions. The older adult prevention and early intervention service strategies are outlined in the Solano County Mental Health Services Act 3-Year Integrated Program & Expenditure Plan for FY 2017/2020 as approved by

the Solano County Board of Supervisors on January 10, 2017, and submitted to the state Mental Health Services Oversight and Accountability Commission (MHSOAC) and the Department of Health Care Services (DHCS). The MHSA Plan can be found online, at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=25759>.

### **1.3 Description of Services**

The selected agency shall provide the prevention and early intervention services to Solano County residents age 60 and over referred to the program or identified through community outreach.

Program services should include:

- A. Prevention activities:
  - i. Outreach to the community;
  - ii. Trainings and education for the community on recognizing the signs of mental illness, including risk factors for homelessness and suicidality for the older adults;
  - iii. Activities to identify older adults with signs of mental illness or risk factors for homelessness and suicidality; and
  - iv. Linkage and referrals to community resources.
- B. Early intervention activities:
  - i. Mental health assessments and brief treatment for older adults who are presenting with mild to moderate mental health symptoms; and
  - ii. Brief and longer-term case management for older adults in order to prevent deterioration in functioning that may result in increased risk factors and the development of more serious mental health conditions.

Other prevention and early intervention services and activities may be proposed. All services should be provided with an emphasis on promoting wellness and recovery and be tiered to the appropriate level of services based on risk factors. For example, prevention activities may be communitywide, whereas early intervention activities may be targeted toward older adults who have a diagnosed mild to moderate mental health condition(s) or older adults at risk of homelessness, older adults at risk of suicide, etc. Proposers should identify the target population for each activity.

Services following specific models and/or utilizing evidence-based practices are highly desired. Services should be linked to program goals and intended outcomes, including plans for how goals and outcomes will be measured. The use of validated instruments for determining if services are making a positive impact are also highly desired.

Programs must demonstrate cultural and linguistic competence as outlined in the national Culturally and Linguistically Appropriate Services (CLAS) standards. The CLAS standards can be found online at <https://www.thinkculturalhealth.hhs.gov/pdfs/EnhancedNationalCLASStandards.pdf>.

Program proposals must include content:

- A. Ensuring that the cultural and linguistic needs of older adult consumers will be met including strategies to meet the needs of Spanish-speaking (Solano County threshold language) and Tagalog-speaking populations.
- B. Providing appropriate services to lesbian, gay, bi-sexual, transgender, and questioning (LGBTQ) older adults.
- C. Including a program staffing plan that exhibits the cultural diversity reflecting the community served.

In addition to program specific activities and outcomes, organizations who are providing services under MHSA PEI must:

- A. Provide mental health services that are strengths-based, person-centered, safe, effective, timely and equitable; supported by friends and the community; with an emphasis on promoting wellness and recovery.
- B. Maintain documentation/charting according to industry standards.
- C. Ensure that direct clinical services are provided by licensed, registered or waived clinicians or trained support counselors. Supervise unlicensed staff in accordance with Medi-Cal and the applicable California State Board guidelines and regulations.
- D. Participate in County Mental Health Services Act (MHSA) planning activities as requested to include the MHSA Partner meeting, stakeholder planning meetings, etc.
- E. Include in all media related to the scope of work of program funded activities by this Contract and provided to the public, a reference to the Solano County Board of Supervisors, Health and Social Services and the Mental Health Services Act as the sponsors and funding source and include the County seal and the MHSA logo, when appropriate.
- F. Collect, compile and submit monthly MHSA agreed upon contract deliverables and client demographic data by the 15<sup>th</sup> of each month
- G. Prepare a biannual and annual evaluation of program activities, submitted by January 15<sup>th</sup> and July 15<sup>th</sup> of each contract year, including aggregated data and narrative reports on program deliverables.

#### **1.4 Funding Availability**

Funding is available through this RFP for up to \$600,000 annually (prorated per start of contract for Fiscal Year 2018/2019) plus \$50,000 of start-up up costs for Year 1, for a total maximum contract of \$1,100,000. Although this is a multi-year solicitation, annual funding is contingent on 1) availability of funds and 2) meeting contractually-agreed-upon program outcomes. The contract may be renewed for up to five years at the sole discretion of the County.

## **2 REQUEST FOR PROPOSALS PROCESS**

### **2.1 Eligible Proposers**

“Proposer” is any entity that submits a Proposal in response to this RFP. Non-profit organizations, health care systems, for-profit organizations, educational institutions, and government entities are eligible to submit a proposal.

A single agency may propose to conduct all activities as outlined in this RFP or a Proposer may include up to two (2) subcontractors who may provide services under the lead Proposer; subcontractors may not account for more than 25% of the total budget. Note: The Proposer Agency is responsible for the work of any subcontractor and County reserves the right to approve/disallow specific subcontractors.

### **2.2 Mandatory Proposers’ Conference**

**Potential Proposers must attend a Mandatory Proposers’ Conference on Thursday, June 28, 2018 from 9:00-10:00AM at 2101 Courage Dr, Multipurpose Room, Fairfield.** The purpose of the conference is to provide an opportunity for potential Proposers to ask specific questions about the project and to request RFP clarification. Potential Proposers may submit questions in writing before or during the conference (see 2.3 below). The County will entertain verbal questions asked at the conference, but responses may be deferred and provided at a later date. Subcontractors may not

represent a potential Proposer at the conference. The County will not accept any proposal from Proposers that do not attend the conference.

**2.3 RFP Inquiries and Requests for Information**

Inquiries regarding the RFP may be made by email or may also be made at the Mandatory Proposers’ Conference. Inquiries made by email should be submitted to the RFP Coordinator at [JJJohnson@solanocounty.com](mailto:JJJohnson@solanocounty.com) with the subject line **RFP# HSS-18-01 and must be received by July 2, 2018, 5:00pm PST**. The County will provide written responses by July 6, 2018, to all inquiries received via email and at the Mandatory Proposers’ Conference, to each individual/agency in attendance at the Mandatory Proposers’ Conference, via email and on the County website, at <http://www.solanocounty.com/depts/hss>.

**2.4 Schedule of RFP Events**

The following Schedule of Events reflects important dates for the selection process; however, the County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the County website. Proposers are responsible to view the website (<http://www.solanocounty.com/depts/hss>) continually for any revisions.

EVENT		DATE
1	County Issues RFP Packet	June 20, 2018
2	<b>Mandatory Proposers’ Conference</b> 2101 Courage Dr., Multipurpose Room Fairfield CA 94533	June 28, 2018 9:00-10:00 AM
3	Deadline for Submitting Written Questions to <a href="mailto:jjjohnson@solanocounty.com">jjjohnson@solanocounty.com</a>	July 2, 2018, 5:00 PM PST
4	Written Responses to RFP inquiries issued	July 6, 2018
5	<b>Deadline for Submitting a Proposal to:</b> Solano County Health & Social Services c/o James Johnson, Jr. RFP#HSS-18-01 275 Beck Avenue, MS 5-200 Fairfield, CA 94533	<b>July 19, 2018, 5:00PM PST</b>
6	Presentations/Interviews for highest ranked Proposers	August 2, 2018 9:00 – 12:00 PM
7	Intent to Award issued	August 7, 2018
8	Contract Development & Negotiations Period	August 7, 2018 – August 20, 2018
9	Completed Contract Signed by Contractor	September 4, 2018
10	<b>Project Commences – Date estimated based on appropriate approvals by County. No work can begin until contract is fully executed.</b>	October 1, 2018

## **2.5 Proposal Submittal and Withdrawal**

Proposer must fully complete the Proposal in the format required by the County and respond to every question.

Proposals shall be hand-delivered or mailed (hard copies only – no email or faxed Proposals will be accepted) by **5:00 PM PST on July 19, 2018** to:

Solano County Health & Social Services  
c/o Research & Planning  
RFP#HSS-18-01  
275 Beck Avenue, MS 5-200  
Fairfield, CA 94533

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. **Proposals must be actually received no later than the Proposal Deadline time of 5:00 PM July 19, 2018 as detailed in Section 2.4 Schedule of Events in order to be considered.** The County assumes no responsibility for delays caused by any delivery service.

The County will not pay any costs associated with the preparation, submittal, or presentation of any Proposal.

To withdraw a Proposal, the Proposer must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted Proposal, the Proposer may submit another Proposal at any time up to the deadline for submitting Proposals. Proposals submitted after the deadline will not be considered.

## **2.6 Interviews**

Proposers may need to attend an interview. The project manager and any key team members should attend the interview. The determination as to the need for interviews, the location, order and schedule of the interviews is at the sole discretion of the County. The evaluation interview panel may include representatives from the County and any other agencies, but the specific composition of the panel will not be revealed prior to the interviews. The proposer must bear all costs incurred to attend.

# **3 INSTRUCTIONS TO PROPOSERS**

## **3.1 Mandatory Proposal Form**

The County has provided Proposal Forms (Attachments A-C) in an electronic format on the County website, <http://www.solanocounty.com/depts/hss>.

Proposers must fully complete and sign the Proposal Forms, responding to every question, and attach all necessary requested documents. Proposers must fill in desired check boxes and adhere to page limits where indicated.

Failure to follow the specified Proposal Form and format may, at the County's sole discretion, result in the rejection of the Proposal.

### **3.2 Proposal Format**

Notwithstanding the hard-copy format imposed by the Proposal Form in Attachments A-C, all Proposers must follow additional formats set forth herein:

- Standard, white 8 1/2" x 11" paper, with 1-inch margins
- Arial font size 11
- All Proposal pages (including attachments) sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

### **3.3 Signatures**

All signatures must be handwritten, legible and written in BLUE ink. Signature stamps are prohibited.

### **3.4 Proposal Submittal**

One (1) “wet-signed” (in blue ink) original of the Proposal, plus five (5) additional complete copies must be submitted to the County in accordance with Section 2.5.

### **3.5 Proposal Components and Proposal Template Instructions**

#### **A. Proposal Template-Coversheet**

Provide requested organizational information. Complete a statement of acknowledgment that the Proposer has reviewed the Proposed Solano County Standard Contract (Attachment D) and has accepted it with or without qualification. If the Proposer makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.) If the Proposer makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications.

#### **B. Proposal Template-Qualifications and Program Narrative**

This section shall provide information on the capacity of the organization to provide the services outlined in this RFP, including prior experience providing mental health services and services to older adults, as well as organizational capacity to manage a contract of this size. In addition, this section contains the opportunity for Proposers to describe their program for prevention and early intervention services.

Proposers shall provide responses to the following:

#### **Section 1: Qualifications and Experience**

**Describe the capacity of the organization to provide services as outlined in this Request for Proposals.** (ATTACHMENT B) Please include:

- A. A brief description of the Proposer’s organizational background
  - i. Organizational history;
  - ii. Years in business performing mental health screenings, assessments, case management, and the provision of mental health treatment, including brief treatment models;
  - iii. Experience in the field of geriatric mental health services for consumers age 60 and over;
  - iv. Experience conducting community outreach, education, and stigma reduction activities;
  - v. Experience providing trainings related to geriatric mental health and suicide prevention.

- B. A list, if any, all current contractual relationships with the County of Solano and all those completed within the previous five-year period. The list must include:
- i. the contract number;
  - ii. the contract term; and
  - iii. the core service(s) being delivered.
- (NOTE: Current or prior contracts with the County are NOT a prerequisite to being awarded the maximum available points for the Proposer Qualifications and Experience category.)
- C. Organization’s infrastructure related to the maintenance of medical records or program clinical records; i.e. electronic health record (EHR), database system, or other method.
- D. Organization’s infrastructure related to data and performance outcome tracking.
- E. Organization’s experience engaging in quality improvement processes that may include voluntary performance improvement plans and/or plans of correction to address performance issues.
- F. Information related to contract sustainability, including organization’s infrastructure to support the program if awarded the contract. This includes:
- i. Administrative, management and supervisory infrastructure specifically focused on programmatic deliverables including clinical oversight.
  - ii. Provide information regarding agency contracts that were terminated due to poor performance and the context surrounding the performance issues.
- G. A statement as to whether there is any pending litigation against the Proposer.

Please note, having no previous experience with the County of Solano or pending litigation does not negatively affect scoring of the Proposal.

## **Section 2: Program Narrative**

**Describe the proposed scope of work and program approach.** (ATTACHMENT B)

- A. The name of the proposed prevention and a brief 2-4 sentence description of the overall program.
- B. Describe your proposed prevention activities. Please include:
- i. Target population for prevention activities;
  - ii. An estimate of the number of individuals served by each activity and how these estimates were determined;
  - iii. Evidence-based practices (EBP) or specific models that will be utilized in the program;
  - iv. Validated instruments that will be utilized and cycle of administration. **Include copies of instruments to be used as an Attachment;** and
  - v. Goals and intended outcomes of the proposed prevention activities, how they will be measured, and the timeframe for accomplishing the goals and outcomes.
- C. Describe your proposed prevention activities. Please include:
- i. Target population for early intervention activities;
  - ii. An estimate of the number of older adults served by each activity and how these estimates were determined;
  - iii. Evidence-based practices (EBP) or specific models that will be utilized in the program;
  - iv. Validated instruments that will be utilized and cycle of administration. **Include copies of instruments to be used as an Attachment;** and

- v. Goals and intended outcomes of the proposed early intervention activities, how they will be measured, and the timeframe for accomplishing the goals and outcomes.
- D. Describe how individuals will access services. Clearly state the proposed access points for the program.
  - E. Describe how this program will specifically address the needs of older adults.
  - F. Describe how the program will demonstrate cultural and linguistic c competence outlined in the National CLAS Standards.
  - G. Described your staffing model and how appropriate services will be delivered by program personnel.
    - i. Required credentials/education level of staff delivering prevention and early intervention services.
    - ii. Training that will be provided for program personnel related to addressing the needs of the older adult population, compliance, cultural competency, suicide prevention, crisis intervention, etc.
    - iii. Staff dedicated to ensuring adequate contract oversight and supervision of program personnel.
  - H. Describe the program implementation plan which should illustrate the critical steps needed to start the proposed program and to identify any challenges associated with implementation.

### **C. Proposal Template-Budget and Budget Narrative**

This section shall provide information on the requested budget and cost proposal for the program, and how proposed vendor will ensure resources are appropriately used. Applicants must provide budget information, as indicated on the budget worksheet provided. Budget detail is required for personnel costs, operational costs and any administrative overhead or indirect costs. Said proposed cost shall incorporate all costs for the proposed scope of services for the total contract period.

Proposers shall complete the budget documents in the template, including:

1. Summary budget for Start-Up Costs, Year 1, and Year 2
2. Start-Up Budget
3. FY2018/19 Budget
4. FY2019/20 Budget

Expenditures may include the following:

1. Personnel: Expenses must include positions, salary, and “FTE” (actual percentage of time devoted to the project) for each position. Salaries are fixed compensation for services performed by staff that are directly employed by the Proposer and are paid for on a regular basis.
2. Employee benefits and employer payroll taxes: Employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses. These expenses are allowable when they are included in the contract and are in accordance with the agency's approved written policies.

**NOTE:** Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries and Benefits of personnel involved in more than one program must be charged to each program based on the actual percentage of time spent on each program. The annualized actual percentage charged for a particular

position (e.g., Project Director) cannot exceed the annual percentage approved in the award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved award. Functional timesheets or an allocation plan must be maintained which support the time charged.

3. Operating Expenses: Necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The expenses must be program-related (i.e., to further the program objectives) and be incurred during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
4. Subcontractors: Costs associated with contracts secured by the lead agency (if applicable) for work to carry out activities in the proposal. Proposals may include up to 2 subcontractors who may not make up more than 25% of the budget.
5. Administrative and Indirect Costs: Shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. Indirect costs should be calculated as a percentage of salaries and benefits and operating expenses. If an agency uses an indirect cost rate above 10%, a Cost Allocation Plan that supports a higher indirect cost rate must be provided.

Proposer shall describe each of the costs in the cost categories as requested in the Template.

In addition, Proposer shall respond to the following:

6. Include the name and title of the individual responsible for cost control and how long the person has been in this position.
7. Describe the fiscal and operational infrastructure and experience to support this program. This may include number of employees in leadership and the fiscal department, tenure of each employee, and any relevant information that supports the depth and breadth of the fiscal and operational infrastructure of the organization.
8. A statement as to whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.

In addition to the Budget and Budget Narrative, the Proposer must provide the following documentation of sufficient financial strength and resources to provide the scope of services as required.

1. The Proposer's most recent year of independent audited financial statements for a fiscal year ended within the last 24 months (2 copies).
  - a. In lieu of audited financial statements, the County will accept the agency's Form 990.
2. Documentation disclosing the amount of cash flows from operating activities for the Proposer's most current operating period (2 copies). Said documentation must indicate whether the cash flows are positive or negative. If applicable, documentation must include a detailed explanation of any factors contributing to negative cash flows.

**4 EVALUATION, SELECTION AND AWARD PROCESS**

**4.1 Compliance**

The County will review all Proposals to determine compliance with basic Proposal requirements as specified in this Proposal. Incomplete Proposals may disqualify the Proposer from further consideration in this process.

The following items will be used to determine compliance:

- Proposer is an eligible Proposer (per section 2.1)
- Proposer attended Mandatory Bidder’s Conference
- 1 original and 5 copies of complete proposal forms including
  - o Attachment A: Proposal Template-Cover Sheet- original copy signed in Blue Ink
  - o Attachment B: Proposal Template-Qualifications and Program Narrative
  - o Attachment C: Proposal Template-Budget and Budget Narrative
- Attachments, as applicable (Please note-no other attachments will be accepted or reviewed)
  - o Validated screening tools
  - o Subcontractor Statements of Commitment
  - o Cost Allocation Plan
- Audited financial statements (2 copies)
- Documentation of cash flow (2 copies)

**4.2 Evaluation Process**

The evaluation process is designed to recommend an award of funding to the Proposer that can best provide activities which will meet the goals of the RFP. Proposals will be evaluated as set forth below.

An Evaluation Committee (EC) will evaluate all Proposals. The EC will be composed of Mental Health staff and other parties that may have relevant expertise or experience. The EC will score and recommend proposals in accordance with the evaluation criteria set forth in this RFP. Evaluation of the proposals shall be within the sole judgment and discretion of the EC.

A maximum number of points will be assigned to each Proposal Element (Qualifications and Experience, Proposed Program Description, and Budget) in the Proposal Packet as follows:

<b>Proposal Section</b>	<b>Maximum Points</b>
Qualifications and Experience	30
Program Narrative	40
Budget/Cost Proposal	30
Total	100

**4.3 Proposal Review Criteria**

<b>Attachment/ Related Questions</b>	<b>Item</b>	<b>Possible Points</b>	<b>Points Total</b>
<b>B1</b>	<b><u>Qualifications &amp; Experience</u></b>		<b>30</b>
1	Proposer clearly articulates the capacity of their organization to provide the services as outlined in the RFP, including experience with geriatric mental health	<b>15</b>	
3-4	Proposer has appropriate infrastructure in place related to information tracking (client records and data and performance outcomes)	<b>10</b>	
5-6	Proposer has appropriate infrastructure and quality improvement processes to manage a contract of this size.	<b>5</b>	
<b>B2</b>	<b><u>Program Narrative</u></b>		<b>40</b>
1-3	Proposer provides a clear description of prevention and early intervention activities which include all the required components. Appropriate EBPs/models and instruments are identified. Goals and outcomes are appropriate.	<b>20</b>	
4-6	The activities are accessible, address the needs of older adults, and culturally and linguistically appropriate.	<b>10</b>	
7-8	The staffing model and program implementation plan are appropriate for services proposed.	<b>10</b>	
<b>C</b>	<b><u>Budget/Cost Proposal</u></b>		<b>30</b>
Budget Tables	Requested resources are appropriate to carry out the project.	<b>15</b>	
1-5	Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description.	<b>10</b>	
6-8	Proposer has appropriate internal controls, fiscal procedures, and fiscal administration	<b>5</b>	
	<b>Total Possible Points</b>		<b>100</b>

The EC may recommend funding for the top ranked Proposal or may recommend the top ranked Proposals be invited to make a presentation and/or participate in an in-person interview. Interviews will be worth up to 100 points, which will be added to the score of the EC for the initial proposal for a total score out of 200 points. The top-ranking proposer from the total of the scores will be recommended for funding.

Final selection is at the sole discretion of the County or its designee, which reserves the right to reject any or all Proposals, or to make no selection based on this RFP.

#### **4.4 Best Value**

County will select the proposal that presents the best value and is most advantageous to the County and the public. Accordingly, County may not necessarily award the proposer with the lowest price proposal if doing so would not be in the overall best interest of Solano County. The County reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints.

## **5 CONTRACT INFORMATION**

### **5.1 Contract Term/Duration**

A contract that results from this RFP may be awarded for two (2) fiscal years (approximately October 1, 2018-June 30, 2020).

**Note:** The timeframe above is estimated. The award of funds does not authorize work to begin. Contracts must be fully executed before services can begin. In addition, services cannot begin prior to the contracted start date.

### **5.2 Contract Payment Structure**

The contract to be negotiated will be a cost reimbursable contract. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

### **5.3 Contract Award Process**

- A. After the evaluation of proposals and final consideration of all pertinent information available, Solano County Behavioral Health will either reject all proposals or issue a written notice of intent to award. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated proposers.
- B. This RFP, its attachments, submitted questions and their answers, and the proposal from the best evaluated proposers shall be incorporated into the final contract.
- C. The apparent best evaluated proposers should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment D to this RFP. If the Proposer makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications. If the Proposer makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract and those will be negotiated during contract negotiations.
- D. Notwithstanding, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.
- E. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.

- F. If a proposer fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within 14 days of its delivery to the proposer, Solano County may cancel the award and award the contract to the next best evaluated proposer.

## **6 TERMS AND CONDITIONS**

### **6.1 Protests and Appeals**

Any actual proposer who believes that the process was not conducted per the instructions provided in this RFP and wishes to protest the notice of intent to award may submit a protest in writing to the Director of General Services within 7 calendar days after such proposer knows or should have known of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of intent to award. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Director of General Services will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

### **6.2 County Purchasing Policy**

The County's Purchasing & Contracting Policy Manual, found at <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21595> is fully incorporated into and made a part of this RFP by this reference and governs this RFP.

### **6.3 RFP Amendment, Cancellation and Right of Rejection.**

- A. Solano County reserves the unilateral right to amend this RFP in writing at any time by posting the amendment on the County website. Proposers are responsible to view the website periodically for any amendments to the RFP. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.
- B. Solano County also reserves the right, in its sole discretion, to reject any and all Proposals or to cancel or reissue the RFP.
- C. Solano County reserves the right, in its sole discretion, to waive variances in Proposals provided such action is in the best interest of County. Where Solano County waives minor variances in Proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, Solano County may hold any Proposal to strict compliance with the RFP.

### **6.4 Confidentiality**

Solano County will retain a master copy of each response to this RFP, which responses will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 6250 et seq. Proposers may clearly label part of a submittal as "CONFIDENTIAL" if the Proposer agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the proposer of the request and delay access to the material until 7 working days after notification to the proposer. Within that time delay, it will be the proposer's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

## **6.5 Reservation of Rights**

- A. Solano County reserves the right to reject any and all bids, or to cancel this RFP in part or in its entirety.
- B. Solano County reserves the right to waive any variances in proposals provided such action is in the best interest of Solano County.
- C. Solano County reserves the right to amend this RFP at any time. Solano County also reserves the right to cancel or reissue the RFP at its sole discretion.
- D. Any bid received which does not meet the requirements of this RFP, may be considered to be non-responsive, and may be rejected. Solano County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFP.
- E. Solano County reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
- F. Solano County reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.
- G. Solano County reserves the right to reject any and all proposals considered not to be in the best interest of Solano County.
- H. Solano County reserves the right to waive any and all minor irregularities in bids.
- I. Solano County reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR PROPOSAL