



DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL ("SAPC")

REQUEST FOR PROPOSALS (RFP)

FOR

COMMUNITY CENTERED EMERGENCY ROOM PROJECT

RFP #SAPC-2012-01

May 2012

Prepared By
County of Los Angeles

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I. BACKGROUND

The Needs Special Assistance (NSA Project) was initiated in Fall 2010 by the Department of Health Services (DHS) Los Angeles County University of Southern California Medical Center (LAC+USC MC) management to help reduce the large number of persons with chronic homelessness and co-occurring disorders (COD) who were frequent users of the Emergency Department for health conditions arising from their homelessness and behavioral health conditions.

The NSA Project and interdepartmental work group efforts are led by DHS. Other partners involved in this collaborative are: the Department of Public Health (DPH) Substance Abuse Prevention and Control (SAPC), the Board of Supervisors, First District, the Chief Executive Office (CEO) Integrated Services Branch, Department of Mental Health (DMH), Department of Public Social Services (DPSS), Los Angeles County Sheriff's Department, Los Angeles Housing Services Authority (LAHSA), and various community-based service providers throughout Los Angeles County. The NSA project is a component of the multi-departmental NSA workgroup at LAC+USC MC in which SAPC is administering the referrals and assessments for substance use disorders services.

In February 2011, SAPC conducted an environmental assessment of the LAC+USC MC grounds and surrounding community to identify risk and protective conditions for alcohol and other drug use by patients. The environmental assessment findings are attached as **Exhibit I** and will be used to guide the environmental project.

According to research, the health and well being of individuals depend on both quality coordinated health care services, and community conditions that support health and safety. A successful, equitable health system will fuse these two areas, merging efficient, accessible, and culturally appropriate care with comprehensive efforts to prevent illness and injury by improving community environments.

This coordinated thrust will produce the most effective, sustainable, and affordable health solutions¹. Community prevention is integral to effective health reform. It reduces the burden placed on the health system by reducing rates of preventable injury and illness and better aligning resources to address the factors that shape health and safety outcomes.² The Community Centered Emergency Room Project (CCERP) was developed to serve as the vehicle for providing the needed community-based prevention services to NSA populations with MH and SUD. It aims to educate and empower local community organizations and residents toward addressing health disparities and reducing chronic diseases by promoting healthy living and tackling the social and economic causes of poor health. The CCERP was designed to complement current NSA integrated health care efforts which assist patients with COD or accompanied by other chronic physical health conditions. It is in line with the provisions of the Affordable Care Act (ACA) and federal

¹ http://www.kresge.org/content/files/Community-Centered_Health_Homes.pdf

² Thorpe K.E., Florence C.S., and Joski P. (2004). Which medical conditions account for the rise in health care spending? *Health Affairs, Supply Web Exclusives*: 437–445.

funding that include addressing the root causes of health disparities and providing the opportunity to engage community members in this process.

The CCERP bridges the gap between health services, public health, and community prevention. According to the Prevention Institute, a nonprofit, national center, the health and wellbeing of individuals depend on both quality coordinated health care services and community conditions that support health and safety. A successful, equitable health system will fuse these two areas, merging efficient, accessible, and culturally appropriate care with comprehensive efforts to prevent illness and injury by improving community environments³.

The CCERP efforts will contribute to the reduction of the large number of persons with chronic homelessness and COD who are frequent users of the Emergency Department for health conditions arising from their homelessness, behavioral health, and community conditions. The CCERP is based on the Community-Centered Health Home Model, an evidence-based concept which includes the following elements: 1) Coordinated activity with community partners, 2) Advocacy for community health, 3) Mobilization of patient populations, 4) Strengthening of partnerships with local health care organizations, and 5) Establishment of model organizational practices.

The CCERP also uses the Public Health Model and *The Guide to Community Preventive Services* (GCPPS), *What Works to Promote Health?* The GCPPS process consists of: forming a systematic review development team (the team); developing a conceptual approach to organizing, grouping, and selecting interventions; selecting interventions to evaluate; searching for and retrieving available research evidence on the effects of those interventions; assessing the quality of and abstracting information from each study that meets inclusion criteria; drawing conclusions about the body of evidence of effectiveness; and translating the evidence on intervention effectiveness into recommendations. Evidence is collected on the positive or negative effects of the intervention on other health and non health outcomes.⁴ The CCERP engages members of the SAPC's SUD treatment providers that are operating a coordinated continuum of care aimed specifically at NSA patients.

II. OBJECTIVES

A. DPH

DPH is issuing this Request for Proposals (RFP) to solicit proposals from organizations experienced in providing community-based prevention services to homeless populations with mental health (MH) and Substance Use Disorders (SUD). The purpose of this RFP is to select one (1) contractor/organization for recommendation of award of a three (3) year agreement (i.e., contract) for the approximate term of July 1, 2012 through June 30, 2015 at an estimated contract cost of Two Hundred Thousand Dollars (\$200,000) per year, or Six Hundred Thousand Dollars (\$600,000) for the entire term of the agreement.

³ Cantor, J., Cohen, L., Mikkelsen, L., Panares, R., Srikantharajah, J., & Valdovinos, E. (Feb 2011) *Community-centered health homes: Bridging the gap between health services and community prevention*. Prevention Institute. Retrieved from PI website Press page under Highlights: <http://www.preventioninstitute.org/component/jlibrary/article/id-298/127.html>

⁴ Briss PA, Zaza S, Pappaioanou M, et al. Developing an evidence-based Guide to Community Preventive Services—methods. *Am J Prev Med* 2000;18(1):35– 43. available at www.thecommunityguide.org/library/ajpm355_d.pdf

B. Proposer

1. Minimize if not eliminate community conditions that contribute to alcohol and other drug associated problems within the target area.
2. Engage community residents, business operators, law enforcement personnel, public health inspectors, alcoholic beverage control officers, and others to reduce community risk factors by cleaning up the area and eliminating physical and social conditions that contribute or are conducive to illegal drug activities as well as problem alcohol consumption and inebriation; consequently making it difficult for persons to congregate in the area to engage in such behaviors.
3. Mobilize and organize community stakeholders using evidence-based approaches to establish and enforce policies that can minimize if not eliminate the physical conditions that contribute to unsafe neighborhood environments and frequent visits by NSA patients to the emergency department.
4. Support the LAC+USC MC's NSA work group's efforts to effectively communicate with NSA populations, track referrals, and ensure substance abuse and mental health services are available when needed.

III. MINIMUM MANDATORY REQUIREMENTS TO PARTICIPATE

Interested and qualified organizations that meet all of the following eligibility specifications as related to implementing the proposed CCERP services as described in this RFP are invited to submit a proposal:

- A. Proposer must have a minimum of five (5) years experience, within the last seven (7) years, providing community-based prevention services to homeless populations with mental health and SUD within the targeted community.
- B. Proposer must have formed and have had a successful SUD prevention community coalition in place for at least three (3) years, within the last seven (7) years, and is experienced at mobilizing and organizing community residents and stakeholders to address alcohol and other drug problems and minimize if not eliminate unhealthy community conditions.
- C. Proposer has successfully implemented SUD environmental strategies that resulted in policy development.
- D. Proposer has enforced current policies that changed community conditions leading to a decrease in alcohol and other drug problems within the target area and surrounding neighborhoods, including nuisance abatement policies to reduce or eliminate community risk factors.
- E. Proposer must have existing collaborative partnerships with the Department of Mental Health, SAPC contracted prevention and treatment providers, and other service agencies within the LAC+USC MC campus and surrounding communities. Such

partnerships must include a continuum of substance abuse prevention, treatment, and recovery services that can strengthen client cross referrals for NSA populations.

- F. Proposer must demonstrate ability to begin providing services within thirty (30) calendar days of the agreement award.
- G. In compliance with the provisions of Los Angeles County Board Policy 5.065 on Nonprofit Contractor Requirements, is a tax-exempt, public or incorporated private non-profit 501(c)3 organization (registered with the State of California) or agency of a municipal government. Other government agencies, local educational agencies, institutions of higher education, and for-profit organizations, are not eligible to apply.
- H. Proposer will/have or has a business office in operation within the target area by the time of contract award.

IV. CRITICAL DATES AND SUBMISSION INFORMATION
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A. RFP Timeline

Release of RFP	May 22, 2012
Solicitation Requirements Review Due	June 5, 2012
Written Questions Due	June 5, 2012
Questions and Answers Released	June 19, 2012
Proposers' Conference	June 26, 2012
Mandatory Intent to Apply form Due by 4:30 p.m.	July 17, 2012
Proposals Due by 3 p.m. (Pacific Time) on Thursday, August 2, 2012	

B. RFP Availability

The RFP will be available online **beginning May 22, 2012**, at the following websites: <http://purchasingcontracts.co.la.ca.us/>, <http://publichealth.lacounty.gov/cg/index.htm>, and <http://www.publichealth.lacounty.gov/sapc/>.

A limited number of printed copies of the RFP will be distributed at the Proposers' Conference.

1) County Rights and Responsibilities

County has the right to amend the RFP by written addendum. County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum and responses to Questions and Answers shall be made available on the following web sites: <http://purchasingcontracts.co.la.ca.us/>, <http://publichealth.lacounty.gov/cg/index.htm>, and <http://www.publichealth.lacounty.gov/sapc/>. Additionally, Addendum shall be e-mailed to each person or organization which County records indicate has attended

the Proposer's Conference. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposer's RFP Response not being considered, as determined at the sole discretion of County. County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

Proposers are responsible for checking the abovementioned web sites for updates subsequent to the release of the RFP.

C. Proposer's Questions

Proposers may submit written questions regarding this RFP **no later than Tuesday, June 5, 2012, 12:00 noon** by mail, or e-mail to the individual identified in Section **VII. TERMS AND CONDITIONS, Subsection A. Conditions, Paragraph 13. Contact with County Personnel.**

1. Written questions should be submitted in two (2) parts:
 - a. Questions requesting clarification of specific data contained in the RFP.
 - b. Questions requesting additional information relevant to the RFP but not discussed in the RFP.

2. All inquiries must be typewritten or word processed and should include:
 - a. Contact Person's Name and Title
 - b. Agency Name
 - c. Agency Address
 - d. Area code and Phone number
 - e. Area Code and Fax number
 - f. E-mail address
 - g. References per question:
 - RFP Section
 - RFP Paragraph Number and/or Title
 - RFP Page Number
 - Passage or quote from RFP

Questions that deviate from the format described above may be rejected without further review and/or response, at County's sole discretion. Proposer bears all risks in the timely submission of written questions. Any written questions received after the submission deadline will not be addressed. County reserves the right to disregard questions that are not relevant to this RFP process and/or group similar questions when providing answers.

Responses to questions received by the deadline indicated above shall be posted on the following web sites: <http://purchasingcontracts.co.la.ca.us/>, at <http://publichealth.lacounty.gov/cg/index.htm>, and <http://www.publichealth.lacounty.gov/sapc/>.

D. Proposing Entity Limitations

Only one (1) proposal per sole proprietorship, partnership, or corporation (whether a parent corporation or a subsidiary corporation under the same or different names) will be considered in response to this RFP -- i.e., a parent corporation may NOT submit a proposal if its subsidiary corporation is submitting a proposal, and a subsidiary corporation may NOT submit a proposal if its parent corporation is submitting a proposal. Additionally, only one subsidiary corporation under a given parent corporation with multiple subsidiary corporations may submit a proposal.

If there is reason to believe that collusion exists among Proposers, none of the proposals submitted by the suspected participants in such collusion will be evaluated for this RFP process.

E. Proposers' Conference

A Proposers' Conference will be held to answer questions concerning this RFP. The Proposers' Conference is scheduled as follows:

Date/Time: **June 26, 2012**
10:00 a.m. – 12:00 p.m.

Location: Ground Floor Conference Room
Building A-9 East, Lower Level G
1000 South Fremont Avenue
Alhambra, California 91803

NOTE: There is a \$3 charge for parking at The Alhambra campus where the Conference will be held. County will not validate parking tickets or reimburse parking fees paid to attend this Conference.

All organizations in attendance should ensure that the official sign-in attendance sheet is completed and signed by one (1) authorized representative of the organization.

Written meeting notes of the Proposers' Conference will not be available for publication, and County representatives will not hold any private or unilateral consultations before or after the conference that may give a proposer any advantage over another in responding to this RFP.

F. County Responsibility

County is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understand or representation is included in the Contract.

G. Mandatory Intent to Apply

Proposers who intend to submit a proposal in response to this RFP must submit a completed **Intent to Apply form, Attachment 1**, both by mail and e-mail, or by facsimile (FAX) to the individual identified in Section **VII. TERMS AND CONDITIONS, Subsection A. Conditions, Paragraph 13. Contact with County Personnel**. Failure to submit the mandatory Intent to Apply form by the deadline will cause a Proposal to be disqualified without review and eliminated from further consideration.

The Intent to Apply form must be received **no later than 4:30 p.m. on July 17, 2012**.

V. INSTRUCTIONS TO PROPOSERS SUBMITTING PROPOSALS
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This Section contains key instructions to Proposers on how to prepare and submit their proposal. Listed items "A1" through "B12" below are subject to a Pass/Fail qualifying review. Proposals who fail to comply with any of these requirements may be deemed nonresponsive, and consequently disqualified from further evaluation.

A. General Format Requirements

1. Proposers must follow the general format requirements listed below when submitting a proposal under this RFP.
2. Proposal submitted, and attached forms where applicable, must be machine printed (e.g., typewriter, laser jet, etc.) in black type of not less than ten (10) point font, using Arial style print.
3. Proposal must be double-spaced, with (top, bottom, left, and right) margins of not less than one (1) inch.
4. Proposal must be single-sided on eight and a half-inch by eleven-inch (8½" x 11") standard size white bond (or similar color and texture) paper.
5. Proposal must be organized by paragraph sections, alphabetized and titled sections, as described herein, with each section separated by dividers which have labeled tabs - extended for easy visibility.
6. Proposal must be numbered sequentially throughout from beginning to end, to ensure that there are no missing pages and to prevent the duplicate numbering of pages.

7. One original proposal and four (4) hard copies must be presented in separate, individual, three-ring binders, with a maximum binder size of four inches (4"). All proposal hard copies must be included within the binder size limit. In addition, a Portable Document Format (PDF) copy of the proposal on a compact disk (CD) or USB flash drive (i.e., "memory stick") from which extra copies can be printed by SAPC using a personal computer, shall be presented together with the four (4) duplicate hard copies. The PDF copy of the proposal must be the exact duplicate of the hard copy, from cover page to last page, to facilitate reproduction of the proposal for evaluation and other purposes. All binder and PDF copies shall be clearly labeled with the RFP title "COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH SUBSTANCE ABUSE PREVENTION AND CONTROL REQUEST FOR PROPOSALS FOR COMMUNITY CENTERED EMERGENCY ROOM PROJECT, RFP # SAPC-2012-01" and the name of proposer's organization on the front exterior. Size permitting; binder ends shall also include the RFP title and the name of the proposer's organization.
8. Original proposal and all hard copies shall be placed within individual binders, as indicated above. These binders must be SECURE BUT easily OPENED AND CLOSED, for the removal of material by County and appropriately identified by the proposer as "TRADE SECRETS," "CONFIDENTIAL OR "PROPRIETARY" as appropriate.

B. Content and Sequence

Each proposal shall follow the required content and sequence as listed below. Any information which does not fit logically into one of these labeled sections shall be submitted separately under Section **9, Additional Information** of the proposal.

1) Cover Letter

There shall be a maximum two (2) page "Cover Letter" on agency letterhead signed in **blue ink**. The letter shall include the following information:

- Full legal agency/proposer name and DBA, address, telephone and fax numbers.
- SPAs where the Proposer's headquarters are located.
- Location, SPA(s), and County Supervisorial District(s) [SD] where the services proposed herein will be provided.
- Budgeted amount for project per SPA and/or per SD where appropriate.
- Name, telephone number, fax number, and e-mail address of the Proposer's contact person for the RFP.
- Name, address, telephone number, and e-mail address of the person(s) authorized to bind the proposal.
- Signature of the Proposer's Executive Director, Chief Executive Officer, or other authorized designee.

The letter should be addressed to:

Mr. Gary Izumi, Chief
Grants Management and Resolicitations Division
Substance Abuse Prevention and Control
1000 South Fremont Avenue, Building A-9 East, Third Floor
Alhambra, California 91803

2) Table of Contents

The "Table of Contents" shall include a detailed and complete outline of material included in the proposal, identified by Section, alphabetized paragraphs, and continuous page numbering from beginning to end.

3) Proposer's Qualifications

Section 1 of the proposal shall be entitled "Minimum Mandatory Requirements to Participate," and shall include the completed form described below along with supporting documents as evidence of compliance with these requirements.

<u>Form:</u>	<u>RFP Attachment Number</u>
• Minimum Mandatory Requirements to Participate	2

<u>Supporting Document:</u>
A copy of Proposer's 501(c)(3) exempt status letter

4) Proposer's Capabilities/Program Design

Section 2 of the proposal shall be entitled "Proposer's Capabilities/Program Design". This section should be written with the intent of offering a clear understanding of the proposed project, as well as the qualifications of the proposer.

This section cannot exceed sixteen (16) double-spaced pages and shall include:

- ▶ *Abstract/ Executive Summary* [no more than one (1) page]
- ▶ *Statement of Work*
- ▶ *Program Design – Narrative*

This section should also include the following completed forms and supporting documents:

<u>Form:</u>	<i>RFP Attachment Number</i>
• Work Plan	3
• Proposed Budget Summary	4

<u>Supporting Document(s):</u>
One Budget Narrative for each fiscal year

The 16-page count limitation does not include the supporting documents for the program design such as work plan, budget summary, budget narratives, subcontracts, résumés of key personnel, position job descriptions, listing of relevant past research projects, and bibliography.

5) Form of Business Organization and Financial Information

Section 3 of the proposal, "Form of Business Organization and Financial Information," shall include a completed **Proposer's Organization Questionnaire/Affidavit form, Attachment 5**, and all other relevant information regarding the proposer's form of business organization and financial strength and stability.

a. Form of Business Organization

A description of the form of each proposer service provider's business organization (i.e., non-profit; sole proprietorship, partnership, or corporation) must be provided.

If one or more Proposers are incorporated, each proposer shall attach the following relevant documents:

- 1) Articles of Incorporation from the California Secretary of State and any subsequent Amendments to the Articles of Incorporation for a formal name change, and Bylaws.
- 2) A detailed statement indicating whether each individual proposer is totally or substantially owned by another business organization (i.e., another legal entity or parent corporation).
- 3) Board minutes identifying who is authorized on behalf of each proposer to conduct business, make commitments, and enter into binding agreements with County.

Each proposer must identify and include documentation on the type of non-profit status their individual organization has been designated, such as "501(c)", or tax status.

b. Financial Status

Provide copies of the proposer's most current and prior two (2) fiscal years (for example 2010 and 2009) financial statements. Financial statements should reflect the financial strength and capability of the proposer in the provision of required services throughout the term of any resultant Contract, as well as evidence of the Proposer's capability to absorb all costs related to the provision of services for a minimum of sixty (60) days, during any resultant Contract.

The following accounts must be included in proposer's financial statements:

Balance Sheet Accounts

(1) Current Assets

- Cash
- Short Term Investments*
- Accounts Receivable *

(2) Current Liabilities

(3) Total Assets

(4) Total Liabilities

(5) Owner's/Shareholder's Equity

Income Statement Accounts

(1) Total Operating Expenses (before taxes)

- Bad Debts *
- Depreciation*
- Amortization*

(2) Total Expenses

(3) Gross Income

(4) Net Income

* may be excluded if they do not apply to proposer's operations

It should be noted that depending on the nature of the entity, i.e., non-profit, governmental, the title of financial statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position.

If audited statements are available, these should be submitted to meet this requirement.

Do not submit Income Tax Returns to meet this requirement.⁵

Financial statements will be kept confidential if so stamped on each page. Proposers who are current contractors of SAPC and are in contract compliance are not required to submit financial statements anew. Current financial records on file at SAPC will be evaluated and scored for this solicitation's purpose.

⁵ Income Tax Returns are required when applying for Transitional Job Opportunities Preference credits. Prescribed form is RFP Attachment 9G.

Current Good Standing with Federal, State, County, City and other Contracts:

Proposers with existing or previous Federal, State, County, City or other contracts must resolve all corrective issues before they will be eligible to receive new contracts. All Proposers must **provide signed and dated declarations that there are no current or outstanding corrective action plans with Federal, State, County, City, or other contracts.**

6) Pending Litigation and Judgments

Section 4 of the proposal, "Pending Litigation and Judgments," shall include a signed and dated declaration of any pending litigation in which Proposer is involved, or judgments against Proposer in the past five years and it shall identify all pending litigation by name, case, and court jurisdiction. This section of the proposal should also include a description of the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

7) Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions

Section 5 of the proposal, "Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions", shall include a duly signed and dated certification, **Attachment 6, Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)** by the Proposer certifying that neither it nor any of its owners, officers, partners, directors, other principals or subcontractors is currently debarred, suspended, proposed for debarment, declared ineligible or excluded from securing federally funded contracts by any federal department or agency. If Proposer is unable to certify to any of the statements in the certification, it should provide a written explanation in its proposal that describes the specific circumstances concerning its inability to certify, identify the individuals or entities concerned, and provide these individuals' job functions as these relate to the contract which is being solicited by this RFP.

8) Contract References

Section 6 of the proposal, "Contract References", shall consist of the following completed forms:

<i>Form</i>	<i>RFP Attachment Number</i>
• Prospective Contractor List of References	7A
• Prospective Contractor List of Contracts	7B
• Prospective Contractor List of Terminated Contracts	7C

9) Acceptance of Terms and Conditions

Section 7 of the proposal, "Acceptance of Terms and Conditions" shall consist of a duly signed and dated **Attachment 8, Acceptance of Terms and Conditions Affirmation**", indicating the proposer's acceptance of the terms and conditions specified in this RFP and any addenda thereto.

10) Other Required Forms

Section 8 of the Proposal entitled, "Other Required Forms", shall consist of the following County required forms duly completed by the Proposer:

<u>Form</u>	<u>RFP Attachment Number</u>
• Certification of No Conflict of Interest	9A
• Attestation of Willingness to Consider GAIN/GROW Participants for Employment	9B
• Familiarity with the County Lobbyist Ordinance Certification	9C
• Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form	9D
• Contractor Employee Jury Service Program Certification Form and Application for Exception	9E
• Charitable Contributions Certification	9F
• Transitional Job Opportunities Preference Application (if applicable)	9G
• Certification of Compliance with the County's Defaulted Property Tax Reduction Program	9H
• Proposer's EEO Certification	9I

11) Additional Information

Section 9 of the proposal, "Additional Information" shall include any other data the proposer(s) deems essential to the evaluation of the proposal. This has specific reference to the following types of data:

- Standard sales brochures, promotional, and pictorial material.
- Generalized narrative of a non-specific nature.
- Letters of references or specific endorsements.

- Any financial, legal, or other problem that may affect proposer's performance of the services described in the proposal, or create any possible conflict of interest with the endeavor.

If there is no Additional Information, this section shall consist of the signed and dated statement, "*We wish to present no Additional Information.*"

12) Identification of Person Writing Proposal

Section 10 of the proposal, "Identification of Person Writing Proposal," shall consist of a completed and signed **Attachment 10**.

Note: To ensure that nothing in a proposer's proposal is overlooked and that a proposer's proposal gets complete review and point credit for each evaluation area, it is imperative that the proposer's responses be organized and placed in the appropriate proposal response section, with cross references to other sections, if appropriate.

C. Submission of Proposals

Proposers shall submit proposals according to the instructions provided above in Paragraph A, General Format Requirements.

Note: Documents with facsimile signatures are discouraged and will be accepted solely at the discretion of the Director, if it is in the County's best interest. In any event, DPH will require original signatures on all agreement documents filed with the County Board of Supervisors for final approval.

PLEASE IDENTIFY THE BOX WHICH CONTAINS THE ORIGINAL PROPOSAL. IT IS STRONGLY RECOMMENDED THAT ALL PROPOSAL BOXES BE HAND DELIVERED BY PROPOSER'S STAFF OR BY A COURIER SERVICE. ALL PROPOSAL BOXES ARE TO BE DELIVERED TO THE FOLLOWING ADDRESS:

County of Los Angeles - Department of Public Health
Substance Abuse Prevention and Control
Grants Management and Resolicitations Division
1000 South Fremont Avenue
Building A-9 East, 3rd Floor Reception Area
Alhambra, California 91803

**ALL PROPOSALS MUST BE RECEIVED BY THE FOLLOWING DEADLINE:
3:00 P.M. PACIFIC STANDARD TIME–August 2, 2012**

THIS IS A FIRM DEADLINE. ANY PROPOSAL RECEIVED AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR EVALUATION.

VI. PROPOSAL REQUIREMENTS

A. **Proposer's Qualifications (Maximum 50 Points)**

Proposer will be evaluated on their experience and capability as an organization or other entity to meet or exceed the complexity to implement the CCERP.

This is the proposer's opportunity to set the stage for Evaluators in terms of what makes the project unique and prepared for CCERP funding. The description should be on a single sheet of paper titled CCERP Abstract, and **must be no longer than one (1) page**.

The Abstract shall clearly describe and highlight key components of the proposed CCERP project efforts to change the physical design of the environment to reduce/eliminate community risk and enhance protective factors.

B. **Program Design (Maximum 750 points)**

Substance Abuse Prevention and Mental Health Services Administration (SAMHSA) established the Strategic Prevention Framework (SPF) which is a community-based approach to substance abuse prevention that cuts across existing programs and systems. SPF executes a data-driven, five-step process. Sustainability and cultural competence are woven throughout the five steps of the SPF. Using the SAMHSA SPF five (5) step format, describe the proposed process for implementing the Community Centered Emergency Room Project within the targeted community in SPA 4.

The following five SPF headings must identify the appropriate sections:

- **Assessment:** Assessing Need, Resources, and Readiness
- **Capacity:** Building Capacity and Community Organizing
- **Planning:** Using Outcome-Based Logic Models and Developing Strategic Plans
- **Implementation:** Implementing Evidence-Based Programs, Practices, and Policies
- **Evaluation:** Monitoring and Evaluating for Improvement and Decision Making

At a minimum, include responses to the following five step SPF components in the order specified below:

1. **Step 1 - Assessment** (*Profile population needs, resources, and readiness to address problems and gaps in service delivery*).
(150 possible points)

This involves:

- a. Describe the method proposer will use to further assess environmental community



conditions identified in the LAC+USC MC environmental scan (reference **Exhibit I**) and how Agency will conduct analysis of relevant data to define the magnitude and locations of problems within the geographic area/community and identify underserved populations and environmental risks.

- b. Describe in detail how proposer will assess resources which include cultural competence, identification of service gaps and the identification of existing prevention infrastructure.
- c. Describe in detail proposer's capability to assess readiness and leadership to implement and sustain policies, programs, and practices. Additionally, how will Agency assess results to establish priorities, define terms to assure consensus of understanding, and establish a purpose.
- d. Describe in detail proposer's assessment plans for identifying specific NSA population situations and needs, how you plan to assess the physical community environmental conditions that contribute to substance abuse problems, gaps in services, and readiness to address the LAC+USC MC and surrounding community risk factors impacting NSA populations. Clearly state a time frame for completing each step in the plan. Data and resources must be cited. Include at a minimum the following elements:
 - Describe the community, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation.
 - Describe what it is like to live and work in the community.
 - Provide an historical perspective focusing on significant shifts or events that have affected the community.
 - Describe the key alcohol and other drug related problems, contributing factors, and risk and protective factors of the targeted area in SPA 4.
 - Describe community readiness for change and potential barriers to success in SPA and/or city/county level.

2. **Step 2 – Capacity** (*Mobilize and/or build capacity to address need*).
(150 possible points)

Capacity involves mobilization of resources within a geographic area to address assessed needs. Readiness, cultural competency, and leadership capacity are addressed and strengthened through education and training.

- a. Describe in detail proposer's experience in the provision of effective substance abuse community-based and environmental accomplishments and achieved outcomes.

- b. Describe proposer's past experience in directly mobilizing/organizing and building community capacity to change local physical community substance abuse contributing risk factors.
- c. Describe proposer's existing relationships and collaborations within the identified SPA that would facilitate implementation of the environmental prevention efforts and success.

Readiness and capacity of the Proposer to address assessed needs are further demonstrated by its financial status as evidenced by the financial documents that should be included in the proposal as specified in Section **V. INSTRUCTIONS TO PROPOSERS SUBMITTING PROPOSALS, Subsection B. Content and Sequence, Paragraph 5. Form of Business Organization and Financial Information.**

3. Step 3 – Planning (*Develop a comprehensive strategic plan*).
(150 possible points)

Planning includes applying assessment results (Exhibit I) to develop a strategic plan that includes policies, programs, and practices based on evidence-based theories. At a minimum, using the assessment results (Exhibit I), include responses to the following in the order specified below:

- a. How will proposer address issues/problems and priorities identified during the assessment phase as well as resources required. The planning process produces strategic goals, objectives, measurements and performance targets as well as logic models.
- b. What will the proposer plan to do to reduce or eliminate community conditions that foster alcohol and other drug use and other contributing social problems in the geographic areas immediately surrounding the LAC+USC Medical Center as described in Section II of this RFP. Clearly identify the time frame for implementing and completing each step.
 - i. Target Population

How will proposer ensure cultural and linguistic competence in its substance abuse prevention efforts targeting NSA populations?

- ▶ Describe the community's diversity, including race, ethnicity, age, gender, socioeconomic status, sexual orientation, etc.
- ▶ Indicate the degree to which the proposer reflects the diversity of the community.
- ▶ Describe its ability to train community members on cultural issues.

ii. Vision, Mission, Goals, and Objectives

How does the proposer intend to achieve/change? Include at a minimum the following elements:

- ▶ Vision and mission of the proposed CCERP.
- ▶ Goal(s) to address LAC+USC MC, NSA workgroup related problem(s).
- ▶ SMART (specific, measureable, achievable, realistic, and time-specific) objectives to address the alcohol related contributing factor(s).

iii. Program Services

Clearly describe how the proposer intends to achieve the CCERP goal(s), objective(s), and outcome(s). Include at a minimum the selection of strategies to minimize if not eliminate physical risk factors that contribute to substance abuse related problems within LAC+USC MC and surrounding community.

- ▶ Describe what evidence-based strategies were selected (including the policy initiative) to minimize/eliminate reduce risk factors.
- ▶ Describe how cultural competency and relevancy will be ensured.
- ▶ Describe how the strategies will be implemented, enforced, and sustained.
- ▶ Provide examples of potential allies and potential opponents, and describe how they will be addressed.

4. **Step 4 – Implementation** (*Implement evidence-based strategies and infrastructure activities*). (150 possible points)

Implementation includes actions guided by a strategic plan to implement policies, programs and practices proven to be effective and culturally appropriate.

Using the results of the assessment plan (Exhibit I), describe in detail how the proposer will implement CCERP efforts developed in Steps 1 through 3. At a minimum, include responses to the following elements in the order specified below:

- a. Complete a three (3) year **Work Plan** using **Attachment 3, Work Plan Form**. Following **Instructions for Preparing Work Plan, Exhibit II**, the Work Plan must include details to enable the evaluation committee and SAPC to understand the scope of the proposed project. Work plans must include proposed target completion dates for each fiscal year.

The Work Plan must reflect a logical progression to achieve the goals and objectives and must not repeat the previous fiscal year's activities.

The Work Plan will be included as an attachment to the Proposal and there is no page limit for the Work Plan. The Work Plan must reflect project start up within thirty (30) days of the agreement award.

The Work Plan must describe and include the following:

- 1) The Proposer's goal to address the CCERP objectives and assessment findings;
 - 2) The Proposer's objectives to address alcohol and other drug related contributing risk factor(s);
 - 3) Key strategies to achieve the Proposer's objectives including proposed start and end dates; and
 - 4) Expected outcomes.
- b. Describe the proposer's ability to begin the CCERP within thirty (30) days of the contract award.
- c. Describe the staffing pattern and staff qualifications. Include at minimum the number of full-time equivalent staff (including at least one full-time program director), key positions, minimum staff qualifications for each position, and relevant cultural and linguistic capabilities. Attach the following:
- 1) Organizational Chart;
 - 2) Résumé (no longer than two pages) and a position description (no longer than one page) for the Program Director and Project Coordinator, and each additional key paid or in-kind position;
 - 3) If a person has been selected but not yet hired, include a letter of commitment from that individual along with a resume and position description. If no individual has been identified for a position, a position description is still required, along with an overview of the hiring plan; and
 - 4) Résumés of any individuals committed to work in a specific position if a contract is awarded with a signed statement attesting to their commitment to the position.

Note: Prior to commencing services under the resultant contract, the Contractor must submit a Work Plan for SAPC review and approval to ensure that all key strategies are included and documented correctly. The Work Plan will be used as the foundation for California Outcome Measurement Services for Prevention data entry (described further in Step 5 Evaluation) and for auditing purposes. Additionally, the Work Plan will be required to be updated each fiscal year of the contract to reflect any changes.

5. Step 5 – Evaluation (*Monitor, evaluate, sustain and improve or replace those that fail*). (150 possible points)

Evaluation involves ongoing measuring of process and outcome data of the implemented programs, policies, and practices for effectiveness and sustainability.

At a minimum, include responses to the following questions in the order specified below:

- a. Describe in detail how the proposer will evaluate the CCERP goal, objectives, and expected outcomes and whether modifications are needed. Describe the process and outcome evaluation, including expected outcomes, and data collection.
- b. How fidelity to the evidence-based model/practice will be maintained and measured.
- c. What proportion of the funding will be dedicated to the project's evaluation.

Note: The recommended Contractor will be required to submit detailed evaluation results as required by the County throughout the term of the resultant Contract. Additionally, the recommended Contractor will be required to submit reports (e.g. financial reports, quarterly progress reports, a year-end performance report, and report activities on a weekly basis using the California Outcomes Measurement Services, Prevention (CalOMS Pv) data system as required by SAPC).

C. Proposed Budget (Maximum 100 points)

Proposer shall submit a line-item budget using **Attachment 4, Proposed Budget Summary form** that will represent an all inclusive cost to perform services for this project. Proposer must also provide a clear, separate budget narrative justifying each expense item identified on each budget.

Proposer should submit a separate set of budget forms and budget narrative for each fiscal year of the three (3) year project period. **Exhibit III, Instructions for Preparing Budget and Narrative Forms**, has been provided to assist in completing these forms.

To be deemed acceptable, the requested funding amount on the budget documents cannot exceed the available funding amount. Proposals which exceed \$600,000 for the full contract term will be disqualified from further consideration.

D. Performance History Analysis (Maximum 100 Points)

Proposer shall submit documents that support its performance history in the provision of services similar to or the same as those solicited by this RFP. These documents shall consist of the following:

1. Proposer's References

It is the Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. The same references may be listed on both forms for References and Contracts, **Attachments 7A and 7B** of this RFP.

County may disqualify a Proposer if:

- references fail to substantiate Proposer's description of the services provided; or
- references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
- Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact of normal working hours (i.e., Monday through Friday, 8:00 a.m. -5:00 p.m.) at which time they should be available.

The Proposer must complete and include the following Required Forms:

a. *Prospective Contractor References form*

Using the Prospective Contractor References form, **Attachment 7A** of this RFP, Proposer must provide no less than three (3) and no more than five (5) references where the same or similar scope of services was provided.

b. *Prospective Contractor List of Contracts form*

Using the Prospective Contractor List of Contracts form, **Attachment 7B** of this RFP, Proposer must provide a listing of its Public Entities contracts in which proposer has been engaged or has been the lead agency for the last three (3) years. Proposer may use additional sheets if necessary.

2. Proposer's Terminated Contracts

Using the Prospective Contractor's List of Terminated Contracts form, **Attachment 7C** of this RFP, Proposer must provide a listing of its terminated contracts within the past three (3) years, to include the reason(s) for termination (which includes expiration of contract). Points will be deducted for every contract terminated for cause and/or minor and major issues in the contract.

3. Proposer's Pending Litigation and Judgments

Proposer must identify by name, case and court jurisdiction any pending litigation in which it is involved or judgments against Proposer in the past five (5) years. Proposer must provide a statement describing the size and scope of any pending or threatening litigation against it or its principals. Points will be deducted for pending litigations and/or judgments that may adversely impact the implementation or outcome of this project.

VII. TERMS AND CONDITIONS

It is the duty of every Proposer to thoroughly review the Sample Contract to ensure compliance with all terms, conditions and requirements. It is the County's expectation that in submitting a proposal the Proposers will accept, as stated, the County's terms and conditions in the Sample Contract and the County's requirements. Contractor must

acknowledge his/her willingness to meet contract requirements which include, but are not limited to, the following:

A. Conditions

1) Mandatory Requirement to Register as a County Vendor

Prior to contract award, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the internet by accessing the County's home page at:
http://doingbusiness.lacounty.gov/main_db.htm.

2) Compliance with Request for Proposals Specifications and Instructions

Responses to this RFP shall be made according to the specifications and instructions contained herein and must comply with the content, sequence, and format for proposals as outlined in this RFP herein under **Section V. INSTRUCTIONS TO PROPOSERS SUBMITTING PROPOSALS**

Failure to adhere to any RFP instruction or to comply with the format requirements of this RFP's Instructions for Proposers Submitting Proposals may be cause for rejection of the proposal at the Director's sole discretion.

3) Acceptance of Terms and Conditions

Proposer understands and agrees that submission of a proposal will constitute acknowledgment and acceptance of, and willingness to comply with, all of the terms, conditions, and criteria contained in this RFP, and any addenda thereto; as evidenced by proposer's authorized representative's signature and date on **Attachment 8, "Acceptance of Terms and Conditions Affirmation"** to be submitted with proposer's response to this RFP.

4) Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in **Attachment 9A, Certification of No Conflict of Interest**, and that an award of an agreement to the bidder/ proposer shall not violate such Section.

5) Agreement Term

County may revise the term's effective date, reduce the length of the agreement term, and/or make other related changes (e.g., reduce budget to match new term) before awarding any agreement under this RFP, based on additional time required to

complete evaluations, debriefings, proposed Agreement or selection reviews, County review panel reviews, negotiations and/or other lengthy procedures requiring completion before the awarding of agreements.

6) Firm Offer

All proposals submitted in response to this RFP shall be firm and final offers and may not be withdrawn for a period of two hundred seventy (270) calendar days following the final proposal submission date.

7) Inquiries and Investigative Authority

Director reserves the right to make inquiries into the operational and financial capacity and responsibility of a proposer. The failure of a proposer to promptly supply information in connection with such inquiry including, but not limited to, information regarding current and past performance, financial stability, professional citations, incidents or charges of malpractice, pending lawsuits, and the ability of proposer to provide services in a fair and timely manner, may be grounds for rejection of a proposal at the sole discretion of Director. By submitting a proposal in response to this RFP, the proposer acknowledges that it gives Director investigative authority to verify and confirm any and all related information, credentials, resources, and references listed in the proposal.

8) Background and Security Investigations

Each of Contractor's staff performing services under the resultant agreement, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under the agreement. Such background investigation may include, but shall not be limited to, criminal conviction information obtained through fingerprints submitted to the California Department of Justice. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation. County shall perform the background check and bill Contractor for the cost further described in Exhibit IV, Sample Agreement.

9) Proposer's Change to their Proposal

Prior to the final submission date, a proposer may retrieve its proposal in order to make additions or alterations. Proposers agree that such retrieval shall not extend the final submission date for proposals under this RFP process. Proposer's changes after the final submission date will only be approved if such change: 1) is requested in writing, 2) is in the County's best interest to do so, and 3) is minor and would not give an advantage over other proposers (e.g., correcting a typographical error on a contact person's e-mail address). In any event, a proposer may not change any aspect of its proposal after the final submission date, unless the same opportunity is offered to all proposers at the Director's sole discretion.

10) Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with proposer's proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be in the Director's sole judgment and his/her judgment shall be final.

11) Cost of Proposal

County shall not in any way be liable or responsible to a proposer or any third party for any costs incurred in connection with responding to this RFP. This includes, but is not limited to costs incurred in the: 1) preparation and submission of any proposal, 2) modification of any of proposer's operations in response to this RFP, 3) debriefing or protest process, 4) Agreement negotiation process, 5) Agreement award process, and 6) cancellation of the RFP process.

12) Compliance with Applicable Law

Any Agreement awarded by the Board as a result of this RFP will be in compliance with all applicable federal, State, and local laws, ordinances, regulations, rules, and objectives. Proposer will ensure that proposer's proposal is in compliance with all applicable federal, State, and local laws, ordinances, regulations, rules, and directives, as required to enter into a Agreement with County, and as further described in the Sample Agreement of this RFP.

13) Contact with County Personnel

All contact regarding this RFP or any matter relating thereto must be in writing and shall be mailed, e-mailed, or faxed to the following contact person:

County of Los Angeles – Department of Public Health
Substance Abuse Prevention and Control
Grants Management & Resolicitations Division
1000 South Fremont Avenue, Building A-9, East, Third Floor
Alhambra California 91803
Attention: Gary T. Izumi, Chief
Telephone Number: (626) 299-4513, FAX Number (626) 299-7226
Electronic Mail (e-mail) Address: gizumi@ph.lacounty.gov

If it is discovered that proposer contacted or received information from any County personnel, other than the contact person specified above, regarding this RFP, Director, at his sole determination may disqualify proposer's proposal from further consideration.

14) Disclosure of Contents of Proposal

All proposals submitted in response to this RFP shall become the exclusive property of County. Absent any extraordinary circumstances, with respect to the recommended proposer's proposal, until such time Director completes: (1)

Agreement negotiations, (2) Protest Policy Reviews (Board Policy Number 5.055) and County Review Panel reviews, if any, and (3) recommends the award of an agreement, or agreements, to County's Board, and such recommendation appears on the Board agenda, all proposals submitted in response to this RFP shall become a matter of public record, with exception of those parts of each proposal defined by the proposer as a business or trade secret and plainly marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY". Proposer agrees that marking each page of proposer's proposal as a "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY", or making a blanket statement that proposer's entire proposal is confidential or is a business or trade secret, shall not be deemed sufficient notice of exception, and will not be allowed.

County shall not in any way be liable or responsible for the disclosure of any such information or any part thereof, if "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" pages are unmarked, or if disclosure is required or permitted under the California Public Records Act or otherwise by law or order of a Court.

15) Gratuities

Attempt to Secure Favorable Treatment

It is improper for any County officer, employee, or agent to solicit consideration, in any form, from a proposer with the implication, suggestion, or statement that the proposer's provision of the consideration may secure more favorable treatment for the proposer in the award of an agreement or that the proposer's failure to provide such consideration may negatively affect County's consideration of the proposer's submission. A proposer shall not offer or give, either directly or through an intermediary, consideration in any form, to a County officer, employee, or agent for the purpose of securing a favorable treatment with respect to the award of an agreement.

Proposer Notification to County

A proposer shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County Manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration.

Form of Improper Consideration

Among the items such improper consideration may take form of: cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

16) County Option to Reject Proposals

The Director may, at his sole discretion, reject any or all proposals submitted in response to this RFP. The Director shall not be liable for any costs incurred by the

Proposer in connection with the preparation and submission of any proposal. The Director reserves the right to waive inconsequential disparities in a submitted proposal.

17) Protest Policy Review Process

Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described in Section **VIII. EVALUATION AND SELECTION, Subsection D. Disqualification Review** of this RFP. It is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 are limited to the following:

- Review of Solicitation Requirements (Reference Sub-paragraph 2.4 in the Proposal Submission Requirements Section)
- Review of a Disqualified Proposal (Reference Sub-paragraph 3.3 in the Selection Process and Evaluation Criteria Section)
- Review of Proposed Contractor Selection (Reference Sub-paragraph 3.7 in the Selection Process and Evaluation Criteria Section)

18) Final Agreement Award by the Board of Supervisors

Notwithstanding a recommendation of a Department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

B. Terms

1) Proposer's Notification to County of Pending Mergers and Acquisitions

Proposer shall notify County if proposer is involved in any pending merger and acquisition ("M&A") actions. M&A information shall be provided by proposer on this RFP's **Attachment 5, Proposer's Organization Questionnaire/Affidavit** form.

Failure by the proposer to provide this information may mean the elimination of its proposal from any further consideration.

2) Indemnification and Insurance

Contractor shall be required to comply with the indemnification provisions contained in **Exhibit IV, Sample Agreement, Paragraphs 7 and 8**. Contractor shall procure, maintain, and provide County proof of insurance coverage for all the programs of insurance, along with associated amounts, as specified in **Exhibit IV, Sample Agreement, Paragraph 9**.

3) Service Providers, Artisan and Tradesman Activities ("SPARTA")

A County program, known as SPARTA may be able to assist Contractors in obtaining affordable liability insurance, in meeting the above County Contractor indemnification and insurance requirements. The SPARTA Program is administered by County's insurance broker Merriwether & Williams. For additional information, proposers may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at: www.2sparta.com

4) Injury & Illness Prevention Program ("IIPP")

Contractor shall be required to comply with the State of California's Occupational Safety and Health Act ("Cal OSHA") regulations. Section 3203 of Title 8 in the California Code of Regulations ("CCR") requires all California employers to have a written, effective IIPP that addresses hazards pertaining to the particular workplace covered by the program.

5) Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision contained in **Exhibit IVA, Additional Provisions, Paragraph 15**, and the **Independent Contractor Status** provision contained in **Paragraph 16**.

6) Determination of Proposer Responsibility

- a. A responsible proposer is a proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Agreement being awarded to proposer. It is County's policy to conduct business only with responsible proposers.

- b. Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, County may determine whether a proposer is responsible proposer based on a review of proposer's performance as a Contractor on any Agreement, including but not limited to County Agreements. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by proposer against public entities. Labor law violations which are the fault of subcontractors and of which the proposer had no knowledge shall not be the basis of a determination that proposer is not responsible.
- c. The County may declare a Proposer to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the proposer has done any of the following: (1) violated a term of a Agreement with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on proposer's quality, fitness or capacity to perform a Agreement with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.
- d. If there is evidence that the apparent highest ranked proposer may not be a responsible proposer, Director shall notify proposer in writing of the evidence relating to proposer's non-responsibility and its intention to recommend to the Board that proposer be found not responsible. Director shall provide proposer and/or proposer's representative with an opportunity to present evidence as to why proposer should be found to be responsible and to rebut evidence which is the basis for Director's recommendation.
- e. If proposer presents evidence in rebuttal to the Director, the Director shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the proposer shall reside with the Board of Supervisors.
- f. These terms shall also apply to proposed subcontractors of proposers on County agreements.

7) Proposer Debarment

- a. The Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar proposer from bidding or proposing on, or being awarded, and/or performing work on other County Agreements for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and County may terminate any or all of the proposer's existing Agreements with County, if Board finds, in its discretion, that the proposer has done any of the following: (1) violated a term of a Agreement with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on proposer's quality, fitness or capacity to perform a

Agreement with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

- b. If there is evidence that the apparent highest ranked proposer may be subject to debarment, Director shall notify proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- c. The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. Proposer and/or proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether proposer should be debarred, and, if so, the appropriate length of time of the debarment. Proposer and Director shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors
- d. After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- e. If a proposer has been debarred for a period longer than five (5) years, that proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.
- f. The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the proposer has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

- g. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
 - h. These terms shall also apply to proposed subcontractors of proposer's on County contracts.
 - i. **Exhibit V, Listing of Contractors Debarred in Los Angeles County** provides a link to County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.
- 8) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

Pursuant to federal law, the County is prohibited from contracting with parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, or excluded from securing federally funded contracts. At the time of RFP response proposal submission, Proposer must submit a certification, **Attachment 6, Certification Regarding Debarment, Suspension, Ineligibility, And Voluntary Exclusion – Lower Tier Covered Transactions** in the RFP, attesting that neither it, or other principals is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Should the RFP identify prospective subcontractors, or should Proposer intend to use subcontractors in the provision of services under any subsequent agreement resulting from this RFP, Proposer must submit a certification, completed by each subcontractor, attesting that neither the subcontractor, as an organization, nor any of its owners, officers, partners, directors, or other principals is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts.

Failure to provide the required certification may eliminate the Proposer's RFP response proposal from consideration.

In the event that Proposer and/or its subcontractor(s) is or are unable to provide the required certification, Proposer instead shall provide a written explanation concerning its inability and/or its subcontractor's inability to provide the certification. Proposer's written explanation shall describe the specific circumstances concerning the inability to certify. The written explanation shall further identify any owner, officer, partner, director, or other principal of the Proposer and/or subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Finally, the written explanation shall provide that person's or those persons' job description(s) and function(s) as they relate to the contract which is being solicited by this RFP.

The written explanation shall be examined by County to determine, in its full discretion, whether further consideration of the RFP is appropriate under federal law.

9) Proposer's Adherence to County Child Support Compliance Program

Proposers shall: (1) fully comply with all applicable federal and State reporting requirements relating to employment reporting for its employees; and (2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any Agreement that may be awarded pursuant to this competitive selection solicitation. Failure to comply may be cause for termination of a Agreement or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

10) Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration for Agreement award, proposers shall demonstrate a proven record of hiring participants in County Department of Public Social Services Greater Avenues for Independence GAIN or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Additionally, proposers shall attest to a willingness to provide employed GAIN/GROW participants access to the proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Proposers who are unable to meet this requirement shall not be considered for Agreement award. Proposers shall complete and return the form, **Attestation of Willingness to Consider GAIN/GROW Participants, Attachment 9B** along with their proposal.

11) Notice to Proposers Regarding County Lobbyist Ordinance

The Board has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or Agreement must certify compliance with the ordinance. As part of this RFP competitive selection (i.e., solicitation) process, it will be the responsibility of each proposer to review the ordinance independently, as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is **not** on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting **Attachment 9C, Familiarity with the County Lobbyist Ordinance Certification**, as part of their proposal.

12) Federal Earned Income Tax Credit (EITC)

Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the federal EITC under the federal income tax laws. Such notice shall be provided in accordance with the requirements

set forth in **Internal Revenue Service (IRS) Notice No. 1015**. (Reference **Exhibit VI** of this RFP)

13) County's Quality Assurance Plan

After Agreement award, County or its agent will evaluate Contractor's performance under the Agreement on a periodic basis. Such evaluation will include assessing Contractor's compliance with all terms in the Agreement and performance standards identified in the Statement of Work. Contractor's deficiencies which County determines are severe or continuing and that may jeopardize performance of the Agreement will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate the Agreement in whole or in part, or impose other penalties as specified in the Agreement.

14) Recycle Bond Paper

Consistent with the Board policy to reduce the amount of solid waste deposited into County landfills, the Contractor agrees to use recycled content bond paper as specified in **Exhibit IVA, Additional Provisions, Paragraph 54**.

15) Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org for printing purposes.

16) County Policy on Doing Business with Small Business

- a. The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.
- b. The Local Small Business Enterprise Preference Program requires the Firm to complete a certification process. This program and how to obtain certification are further explained in Section **VII. TERMS AND CONDITIONS, Sub-paragraph B.17. Local Small Business Enterprise Preference Program** of this RFP.
- c. The Jury Service Program provides exceptions to the Programs if a proposer qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. Further explanation of the Program is provided in Section **VII. TERMS AND CONDITIONS, Sub-paragraph B.18. Jury Service Program** of this Section.

17) Local Small Business Enterprise Preference Program (if applicable)

- a. The County will give Local SBE preference during the solicitation process to **businesses that meet the definition of a Local Small Business Enterprise** (Local SBE), consistent with Chapter 2.204.030C.2 of the Los Angeles County Code.
- b. A business which is certified as small by the Small Business Administration (SBA) or which is registered as small on the federal Central Contractor Registration data base may qualify to request the Local SBE Preference in a solicitation.
- c. SBE businesses must complete the Required Form - **Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form – Attachment 9D** in the RFP, and include the completed form in their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain the Local SBE Preference

18) Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the **Jury Service Ordinance, Exhibit VII** of this RFP, and the pertinent jury service provisions of the **Additional Provisions, Exhibit IVA, Section 58**, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their Subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- a. The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

- b. There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation of other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have (a) ten or fewer employees; and, (b) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000, and, (c) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
- c. If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the **Contractor Employee Jury Service Program Certification Form and Application for Exception, Attachment 9E**, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

19) Proposer's Charitable Contributions Compliance

- a. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractors should carefully read the **Background and Resources: California Charities Regulations, Exhibit VIII** of this RFP. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.
- b. All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the **Charitable Contributions Certification form, Attachment 9F**. A completed Charitable Contributions Certification is a required part of any agreement with the County.

- c. In **Attachment 9F, Charitable Contributions Certification**, prospective contractors certify either that:
- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,
- OR -
- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.
- d. Prospective County contractors that do not complete **Attachment 9F** as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

20) Transitional Job Opportunities Preference Program

- a. In evaluating proposals, the County will give preference to businesses that are certified by the County as Transitional Job Opportunity vendors, consistent with Chapter 2.205 of the Los Angeles County Code. A Certified Transitional Job Opportunity vendor is, and has been such for three (3) years, an entity: 1) that is a non-profit organization recognized as tax exempt pursuant to section 501 (c) (3) of the Internal Revenue Services Code; set forth, under penalty of perjury, such information as requested by the County on either electronic or hard copy forms, along with their application form and three most recent annual tax returns to the Department with their proposal response to the contracting solicitation for which they are competing; 2) has been in operation for at least one year providing transitional job and the related supportive services to program participants; and 3) provide a profile of their program with a description of their program components designed to assist program participants, number of past program participants, and any other information requested by a contracting Department.
- b. Transitional Job Opportunities vendors must request the preference in their solicitation response and may not receive the preference until their certification has been affirmed by the applicable Department. County must verify the Transitional Job Opportunity vendor certification prior to applying the preference. Sanctions and financial penalties may apply to a Proposer that knowingly and with intent to defraud seeks to obtain or maintain certification as a Transitional Job Opportunities vendor.
- c. To request the Transitional Job Opportunities Preference, Proposer must complete the **Transitional Job Opportunities Preference Application – Attachment 9G** and submit it along with all supporting documentation with their proposal.

21) Defaulted Property Tax Reduction Program

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the **Defaulted Property Tax Reduction Program, Exhibit IX** of this RFP, and the pertinent provisions of the **Additional Provisions, Exhibit IVA, Paragraphs 52A and 52B**, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Property Tax Reduction Program applies to both Contractors and their Subcontractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing **Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Attachment 9H** in this RFP. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

VIII. EVALUATION AND SELECTION

A. Selection Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP, to review and request clarifying or additional information at any time during the RFP process in order to evaluate and make a recommendation. The evaluation process will begin after the submission deadline as specified in **Section IV. CRITICAL DATES AND SUBMISSION INFORMATION** and **Section V. INSTRUCTIONS TO PROPOSERS SUBMITTING PROPOSALS** of this RFP.

An Evaluation Committee selected by the Director or his authorized designee will be responsible for evaluating all proposals that are submitted in a timely manner. Proposals will be scored according to the specific criteria listed in this RFP, as identified in **Section VI. PROPOSAL REQUIREMENTS** of this RFP. The Director or his/her authorized designee may determine in his/her sole discretion that an interview and/or site visit is necessary with Proposers receiving the highest proposal rating scores by the Evaluation Committee. If an interview and/or site visit is necessary, elements of the interview and/or site visit will be assigned a numerical score and factored into the consideration of the proposal's overall merit.

For the final selection of prospective Contractor, the County and the prospective Contractor will negotiate a contract for recommendation to the County Board of Supervisors for its consideration and possible approval. The recommendation to award

a Contract will not bind the Board of Supervisors to award a Contract to the prospective Contractor.

The proposal evaluation process shall consist of a Pass/Fail Qualifying Review, a scored Program Design Evaluation, and an optional Interview/ Site Visit if warranted for verification or additional information. Proposer's references provided in **Section 6** of the proposal will be verified and proposer's past performance history on County or other contracts will be determined by reviewing the County's Contract Database and Contractor Alert Reporting Database, if applicable.

1) Proposed Budget

The County may determine that credit may be given to proposals for Local Small Business Enterprises (SBEs) and/or Transitional Job Opportunities employers. As defined by Chapter 2.204.030C.2 of the Los Angeles County Code and following the requirements identified in **Section VII. TERMS AND CONDITIONS, Paragraph B.17. Local Small Business Enterprise Preference Program (if applicable) and Paragraph B.20. Transitional Job Opportunities Preference Program** of this RFP, should one or more of the Proposers request and be granted the Local Small Business Enterprise (SBE) Preference and/or Transitional Job Opportunities Preference, the cost component points will be determined as follows:

- **Local SBE Preference:** Eight percent (8%) of the lowest cost proposed will be calculated, which shall not exceed Fifty Thousand Dollars (\$50,000), and that amount will be deducted from the Cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference.
- **Transitional Job Opportunities Preference:** Five percent (5%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all Proposers who requested and were granted the Transitional Job Opportunities Preference.

If no proposer qualifies for such local SBE and/or Transitional Job Opportunities Preference, then no such preference or credit shall be given to any proposer.

2) Pass/Fail Qualifying Review

a. Minimum Mandatory Requirements

The Pass/Fail Qualifying Review will primarily consist of a review of Proposer's ability to meet the Minimum Mandatory Requirements to Participate and its Financial Capability to provide the services being solicited by this RFP.

Proposer must indicate compliance by completing **Attachment 2, Minimum Mandatory Requirements to Participate form**. Failure of the proposer to comply with any of the Minimum Mandatory Requirements to Participate in addition to providing the required information as detailed in **Section III.**

MINIMUM MANDATORY REQUIREMENTS TO PARTICIPATE and in

Attachment 2 of this RFP may be deemed non-responsive and disqualified from further consideration. The Director may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3) Financial Capability

The Pass/Fail Review phase of the evaluation process also includes an evaluation of the Proposer's financial capability in which County will determine if proposer is financially stable to provide services required under this RFP. A subject matter expert will evaluate and recommend a score based on the financial strength and capability of the proposer in the provision of required services throughout the term of any resultant Contract, as well as evidence of the Proposer's capability to absorb all costs related to the provision of services for a minimum of sixty (60) days, during any resultant Contract.

Applicants that are currently contracted with SAPC and are in contract compliance need not include financial statements in their proposals since, as current contractors, they have been monitored by County and proven to be financially stable to date. SAPC will review these applicants' current financial documents that are on file and score them appropriately.

To be eligible to proceed to the scored, final phase of the evaluation process, a proposal must have received a "Pass" rating, i.e., met all the Minimum Mandatory Requirements and received a minimum score of 65% on Financial Capability. A proposal that receives a "Fail" rating, i.e., did not meet all the Minimum Mandatory Requirements and/or received a score of less than 65% on Financial Capability, may be determined to be non-responsive and will be disqualified from further evaluation. The concerned proposer(s) will be notified by County and upon receipt of the written determination of non-responsiveness, the proposer may submit a written request for a Disqualification Review. For further details, please see Paragraph D. Disqualification Review of this section.

The Director of DPH, or his designee, at his/her sole discretion, may waive this requirement.

4) Final Score

The final evaluation score per proposal is arrived at by adding up the individual scores from the following evaluation components:

<u>Component</u>	<u>Maximum Points</u>
I. Abstract/ Executive Summary	50
II. Program Design/ Narrative	
<i>Step 1- Assessment</i>	150
<i>Step 2- Capacity</i>	150
<i>Step 3- Planning</i>	150
<i>Step 4- Implementation</i>	150
<i>Step 5- Evaluation</i>	150
III. Proposed Budget	100
IV. Performance History Analysis	100
Maximum Score per Proposal	1,000

The highest possible final score per proposal representing the sum total of all these component scores is **1,000 points**.

B. Contract Negotiations

After a prospective Contractor has been selected, County and the prospective Contractor(s) will negotiate a contract for submission to the Board of Supervisors for its consideration and possible approval. County may, in its sole determination, disqualify any Proposer with whom County cannot satisfactorily negotiate a contract. If the parties come to an impasse at any time during the negotiation process, negotiations may be terminated with the Proposer and the process started over with the next highest rated Proposer.

The recommendation to award a contract will not bind the Board of Supervisors to award a contract to the prospective Contractor.

C. Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting **Attachment 11, Transmittal Form to Request a Solicitation Requirements Review**. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy **all** of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days from the issuance of this RFP.
2. The request for a Solicitation Requirements Review includes documentation which demonstrates the underlying ability of the person or entity to submit a proposal.
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and

4. The request for a Solicitation Requirements Review asserts either that:
5. application of the minimum requirements, evaluation criteria, and/or business requirements unfairly disadvantages the person or entity; or
6. due to unclear instructions, the process may result in County not receiving the best possible responses from prospective Proposers.

All requests for a Solicitation Requirements Review should be submitted by direct delivery to the Department by U.S. mail and/or facsimile transmission only, by **June 5, 2012**. The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

D. Disqualification Review

A proposal may be disqualified from consideration because a department determined it was a non-responsive proposal at any time during the review/evaluation process or received a "Fail" rating at the Pass/Fail Review phase of the evaluation process. These disqualified proposals will not be allowed to proceed to the final, scored phase of the evaluation process.

If a department determines that a proposal is disqualified due to non-responsiveness or has received a "Fail" rating, the Department shall notify the proposer in writing.

Upon receipt of the written determination on non-responsiveness or "Fail" rating, the proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination. Requests for a Disqualification Review not submitted by that date will be denied.

A Disqualification Review shall only be granted under the following circumstances:

- 1) The proposer/person requesting a Disqualification Review is a proposer;
- 2) The request for a Disqualification Review is submitted by the date specified; and,
- 3) The request for a Disqualification Review asserts that the Department's determination of disqualification due to proposal non-responsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the proposer, in writing, prior to the conclusion of the evaluation process.

E. Proposed Contractor Selection Review

- *Departmental Debriefing Process*

Upon completion of the evaluation, the Department shall notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. Only proposers whose proposals completed the evaluation process, i.e., passed the Pass/Fail Review phase and went through the final, scored phase, are eligible for a Debriefing. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to the RFP with the evaluation document and explaining the reason(s) for its score. The requesting Proposer shall be debriefed only on its response and score. Because contract negotiations are not yet complete, responses from other Proposers shall not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review, if the requesting Proposer is not satisfied with the results of the Debriefing.

- *Proposed Contractor Selection Review*

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Section may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer;
2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:

- (1) Failure to correctly apply the standards for reviewing the proposal format requirements.
 - (2) Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - (3) Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
- b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and
 - e. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a review by a County Review Panel.

- *County Review Panel Process*

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for review by a County Review Panel in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for review by a County Review Panel may, in County's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting review by a County Review Panel is a Proposer;
2. The request for a review by a County Review Panel is submitted timely (i.e., by the date and time specified by the Department); and

3. The person or entity requesting review by a County Review Panel has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed above.

Upon completion of County Review Panel's review, the Panel will forward its report to the Department, which will provide a copy to the Proposer.