



DEPARTMENT OF MENTAL HEALTH

REQUEST FOR PROPOSALS TO PROVIDE BENEFITS ESTABLISHMENT ASSISTANCE AND ADVOCACY SERVICES PROGRAM

Bid No. DMH031212B1

March 12, 2012

**Prepared By
County of Los Angeles
Contracts Development & Administration Division**

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

MENTAL HEALTH SERVICE AREAS

C O M M U N I T I E S / C I T I E S

- SERVICE AREA 1** Lancaster, Palmdale
- SERVICE AREA 2** Agoura Hills, Burbank, Calabasas, Glendale, Hidden Hills, L. A. (Part), La Cañada-Flintridge, San Fernando, Santa Clarita, Westlake Village
- SERVICE AREA 3** Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Diamond Bar, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, San Marino, Sierra Madre, South El Monte, South Pasadena, Temple City, Walnut, West Covina
- SERVICE AREA 4** L.A. (Part), West Hollywood
- SERVICE AREA 5** Beverly Hills, Culver City, L.A. (Part), Malibu, Santa Monica
- SERVICE AREA 6** Compton, L.A. (Part), Lynwood, Paramount
- SERVICE AREA 7** Artesia, Bell, Bell Gardens, Bellflower, Cerritos, Commerce, Cudahy, Downey, Hawaiian Gardens, Huntington Park, L. A. (Part), La Habra Heights, La Mirada, Lakewood, Maywood, Montebello, Norwalk, Pico Rivera, Santa Fe Springs, South Gate, Vernon, Whittier
- SERVICE AREA 8** Avalon, Carson, El Segundo, Gardena , Hawthorne, Hermosa Beach, Inglewood, L. A. (Part), Lawndale, Long Beach, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, Signal Hill, Torrance



COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

MENTAL HEALTH SERVICE AREAS



The Department of Mental Health divides the County into eight service areas.

PREAMBLE

For over a decade, the County has collaborated with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The County of Los Angeles' Vision is to improve the quality of life in the County by providing responsive, efficient, and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, businesses and communities. This philosophy of teamwork and collaboration is anchored in the shared values of:

- Responsiveness
- Professionalism
- Accountability
- Compassion
- Integrity
- Commitment
- A Can-Do Attitude
- Respect for Diversity

These shared values are encompassed in the County Mission to enrich lives through effective and caring service and the County Strategic Plan's eight goals: 1) Service Excellence; 2) Workforce Excellence; 3) Organizational Effectiveness; 4) Fiscal Responsibility; 5) Children and Families' Well-Being; 6) Community Services; 7) Health and Mental Health; and 8) Public Safety. Improving the well-being of children and families requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies, and community and contracting partners.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- a. Good Health;
- b. Economic Well-Being;
- c. Safety and Survival;
- d. Emotional and Social Well-Being; and
- e. Education and Workforce Readiness.

Recognizing no single strategy – in isolation – can achieve the County’s outcomes of well-being for children and families, consensus has emerged among County and community leaders that making substantial improvements in integrating the County’s health and human services system is necessary to significantly move toward achieving these outcomes. The County has also established the following values and goals for guiding this effort to integrate the health and human services delivery system:

- a. Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- b. Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- c. There is no “wrong door”: wherever a family enters the system is the right place.
- d. Families receive services tailored to their unique situations and needs.
- e. Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- f. The County service system is flexible, able to respond to service demands for both the Countywide population and specific population groups.
- g. The County service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- h. In supporting families and communities, County agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- i. County agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family-focused, culturally-competent, accessible, user-friendly, responsive, cohesive,

efficient, professional, and accountable.

- j. County agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- k. County agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- l. County agencies and their partners create incentives to reinforce the direction toward service integration and a seamless service delivery system.
- m. The County human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the County human services system for children and families should ultimately be judged by whether it helps achieve the County's five outcomes for children and families: good health, economic well-being, safety and survival, emotional and social well-being, and education and workforce readiness.

The County, its clients, contracting partners, and the community will continue to work together to develop ways to make County services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-disciplinary team approach. County departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The County of Los Angeles health and human service departments and their partners are working together to achieve the following ***Customer Service***

And Satisfaction Standards in support of improving outcomes for children and families.

Personal Service Delivery

The service delivery team – staff and volunteers – will treat customers and each other with courtesy, dignity, and respect.

- a. Introduce themselves by name
- b. Listen carefully and patiently to customers
- c. Be responsive to cultural and linguistic needs
- d. Explain procedures clearly
- e. Build on the strengths of families and communities

Service Access

Service providers will work proactively to facilitate customer access to services.

- a. Provide services as promptly as possible
- b. Provide clear directions and service information
- c. Outreach to the community and promote available services
- d. Involve families in service plan development
- e. Follow-up to ensure appropriate delivery of services

Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

Ensure a safe environment

- a. Ensure a professional atmosphere
- b. Display vision, mission, and values statements
- c. Provide a clean and comfortable waiting area
- d. Ensure privacy
- e. Post complaint and appeals procedures

The basis for all County health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The County and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

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1.0 INTRODUCTION

1.1 Purpose

The Los Angeles County (County) Department of Mental Health (DMH) is issuing this Request for Proposals (RFP) to solicit proposals for a Contract with an organization that has demonstrated an extensive history of successfully assisting mental health clients through the process of applying for Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or Medi-Cal, provide benefits establishment training and consultation to the staff of DMH directly operated clinics (Centers) and providing training, advocacy and consultation to the families of severely emotionally disturbed (SED) school-age children and Transitional Age Youth (TAY) – ages 16-25, to acquire benefits including special education and other related services.

For people who cannot sustain employment due to a disability, SSI/SSDI are the primary sources of available income. Without SSI/SSDI income, a person may become homeless and/or repeatedly cycle through the network of emergency shelters and transitional housing. Medi-Cal coverage, which is automatically provided to SSI/SSDI recipients, is also crucial for people living with Serious and Persistent Mental Illness (SPMI). Through Medi-Cal, such disabled individuals are able to access essential health and mental health services and successfully integrate into their communities. SSI/SSDI advocacy is therefore a key element to improving the quality of life for people with mental disabilities.

Applying for SSI/SSDI can be a long and difficult process for people living with mental disabilities and there are many possible complications which can lead to the denial of such benefits. Experienced, knowledgeable advocates are needed to assist people with mental disabilities in obtaining SSI/SSDI and to help them prevent disruption of payments after they have been approved. A successful SSI/SSDI application requires that all the required documents are thoroughly and correctly completed in a timely

manner. Additionally, applicants are more successful if they are accompanied by skilled advocates to the local Social Security Administration (SSA) Office for appointments.

To date, the funds made available through this county-wide project have assisted more than 3,400 DMH consumers with the SSI/SSDI application process resulting in more than an 85% approval rate. The goal of this program is to gain such benefits for approximately 700 new and existing clients by working successfully and collaboratively with DMH Centers clinical staff.

Only one successful bidder (Proposer) will be selected at the end of this RFP process.

1.2 Overview of Solicitation Document

This RFP is composed of the following parts:

- a. **INTRODUCTION:** Specifies the Proposer's minimum requirements, provides information regarding the requirements of the Contract and the solicitation process.
- b. **PROPOSAL SUBMISSION REQUIREMENTS:** Includes instructions to Proposers on how to prepare and submit their proposal.
- c. **SELECTION PROCESS AND EVALUATION CRITERIA:** Includes information on how the proposals will be selected and evaluated.
- d. **APPENDICES:**
 - **A- SAMPLE CONTRACT:** Identifies the terms and conditions in the Contract.
 - **B- STATEMENT OF WORK (SOW):** Explains in detail the required services to be performed by the Contract.
 - **C- STATEMENT OF WORK EXHIBITS:** Exhibits to the Statement of Work.
 - **D- REQUIRED FORMS:** Forms that must be completed and included in the proposal.
 - **E- TRANSMITTAL FORM TO REQUEST A RFP SOLICITATION REQUIREMENTS REVIEW:** Transmittal sent to Department

requesting a Solicitation Requirements Review.

- **F- COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS:** County policy.
- **G- JURY SERVICE ORDINANCE:** County Code.
- **H- LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY:** Contractors who are not allowed to contract with the County for a specific length of time.
- **I - IRS NOTICE 1015:** Provides information on Federal Earned Income Credit.
- **J- SAFELY SURRENDERED BABY LAW:** County program.
- **K- BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION:** An information sheet intended to assist Nonprofit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources.
- **L- DEFAULTED PROPERTY TAX REDUCTION PROGRAM ORDINANCE:** County Code.

1.3 Headings/Acronyms and Terms/Definitions

Specialized terms, roles, groups and departments/agencies referenced throughout this RFP are defined in Appendix C, Exhibit 1 – Glossary of Terms and Acronyms.

1.4 Minimum Mandatory Requirements

Interested and qualified Proposers that can demonstrate their ability to successfully provide the required Benefits Establishment Assistance and Advocacy (BEAA) services outlined in Appendix B, SOW, of this RFP are invited to submit proposal(s), provided they meet the following requirement(s): Any proposal submitted that fails to demonstrate that Proposer meets these minimum requirements may be considered non-responsive and the proposal may be rejected, at the County's sole discretion.

- 1.4.1 Proposer must attend the Mandatory Proposers' Conference, sign-in legibly, and submit a Letter of Intent to submit proposal

as set forth in the Proposal Submission Requirements, Sections 2.6 and 2.7 respectively, of this RFP.

- 1.4.2 Proposer must have a minimum of three (3) years experience providing BEAA services, within the last five (5) years, similar to the services identified in Appendix B, SOW, to a minimum of 200 clients each year for mentally ill adults, TAY and children living with or at risk of serious emotional disorders. The Proposer must demonstrate experience serving mentally ill clients with special issues such as homelessness, HIV/AIDS, and/or co-occurring disorders.
- 1.4.3 Proposer must submit three (3) signed letters of reference, including references from contracts or business arrangements where the required or substantially similar scope of services was provided. If Proposer has any such contracts or business arrangements with other County departments, these departments must be included in these references.
- 1.4.4 Proposer must be registered with the County's WebVen. The WebVen contains the Proposer'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://lacounty.info/doing_business/main_db.htm.
- 1.4.5 Proposer must not be on the Los Angeles County Debarment List (http://lacounty.info/doing_business/DebarmentList.htm) or on the Office of Inspector General (OIG) Health and Human Services (HHS) Debarment List (www.oig.hhs.gov/fraud/exclusions.asp).

1.5 County Rights & Responsibilities

The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which

County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal not being considered, as determined at the sole discretion of the County. The 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.

1.6 Contract Term

The Contract term shall be for a period of three (3) years with two (2) optional one-year renewals. The Contract shall commence in Fiscal Year (FY) 2012-13, following Board of Supervisors' approval.

1.7 Contract Rates

County will compensate Contractor on a cost reimbursement basis for actual cost incurred. In no event shall total reimbursement exceed County's maximum financial obligation specified in the Contract.

1.8 Funding

The total funding available for this RFP is \$404,900 annually for FYs 2012-13, 2013-14, 2014-15 and the optional FYs 2015-16 and 2016-17 of this Contract. However, fund availability will be conditional on Board of Supervisors' appropriation of funds for this Contract on an annual basis. The Proposer shall submit a proposed annual budget schedule for each FY of the Contract term.

1.9 Days of Operation

Proposer shall be required to provide BEAA services from Monday through Friday from 8:00 A.M. until 5:00 P.M. However, extended hours shall be offered to meet the needs of the program participants (e.g., training sessions on weekends or after regular office hours to working parents and/or families of potential beneficiaries). Proposer shall provide the names, e-mail addresses, and telephone numbers of all BEAA Specialists at the time the Contract is approved and as changes occur. The Proposer is not required to provide services on County recognized

holidays. The County's Contract liaison will provide a list of the County holidays to the Proposer at the time the Contract is approved, and annually, at the beginning of the calendar year.

1.10 Contact with County Personnel

All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Richard Kushi, Chief
Contracts Development and Administration Division
County of Los Angeles – Department of Mental Health
550 South Vermont Avenue, 5th Floor, Room 500
Los Angeles, CA 90020
E-mail address: rkushi@dmh.lacounty.gov
Fax No. (213) 381-7092

If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, at its sole determination, may disqualify their proposal from further consideration.

1.11 Final Contract 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 of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

1.12 Mandatory Requirement to Register on County's WebVen

Prior to a 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://lacounty.info/doing_business/main_db.htm.

1.13 County Option to Reject Proposals

The County may, at its sole discretion, reject any or all proposals

submitted in response to this RFP. The County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

1.14 Protest Policy Review Process

1.14.1 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 in Section 1.14.3 below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the sections below. 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.

1.14.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer's 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.

1.14.3 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 Section 2.5 in the Proposal Submission Requirements Section)
- Review of a Disqualified Proposal (Reference Section 3.3 in the Selection Process and Evaluation Criteria Section)
- Review of Proposed Contractor Selection (Reference Section

3.5 in the Selection Process and Evaluation Criteria Section)

1.15 Notice to Proposers Regarding the Public Records Act

- 1.15.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, at such time as (a) with respect to the recommended Proposer's proposal, DMH completes contract negotiations and obtains a letter from an authorized officer of the recommended Proposer that the negotiated contract is a firm offer of the recommended Proposer, which shall not be revoked by the recommended Proposer pending the Department's completion of the process under Board Policy No. 5.055 and approval by the Board of Supervisors and (b) with respect to each Proposer requesting a County Review Panel, the County Review Panel convenes as a result of such Proposers' request, and (c) with respect to all other Proposers, DMH recommends the recommended Proposer(s) to the Board and such recommendation appears on the Board agenda, proposals submitted in response to this solicitation become a matter of public record, with the exception of those parts of each proposal which are justifiably defined as business or trade secrets, and, if by the Proposer, plainly marked as "Trade Secret," "Confidential," or "Proprietary."
- 1.15.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

1.16 Financial Viability

1.16.1 Proposers shall submit a current and prior two (2) years compiled, reviewed or audited financial statements based on annual operating revenues indicated below. The latest audited financial statements may not be older than 18 months at the time of submission of the RFP.

- a. Compiled Statement - annual operating revenue averaging up to \$49,999.
- b. Reviewed Statement - annual operating revenue averaging from \$50,000 - \$499,999.
- c. Audited Statement - annual operating revenue averaging \$500,000 or more. The opinion of the Certified Public Accountant (CPA) is to be included. If the opinion is qualified in any way, an explanation regarding the nature of the qualification is to be provided.

Do not submit Income Tax Returns to meet these requirements. Financial statements will be kept confidential if so stamped on each page. Form 990 (for Non-Profit), Department of the Treasury, Internal Revenue Service (IRS) *Return of Organization Exempt from Income Tax*, or Form 1120 (for Profit) *U. S. Corporation Income Tax Return* may be substituted for the CPA prepared financial statements when the latter are not available.

1.16.2 Proposer shall be financially viable as determined by DMH based on the submission and evaluation of the submitted financial statements. Such financial statement is to include the independent CPA's letter documenting internal control and/or other findings including those from federal single audits, if applicable.

1.17 Indemnification and Insurance

Proposer shall be required to comply with the indemnification provisions

contained in the - Appendix A, Sample Contract, Paragraph 23. Proposer shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in the Appendix A, Sample Contract, Paragraph 23.

1.18 SPARTA Program

A County program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by the 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

1.19 Injury & Illness Prevention Program (IIPP)

Proposer shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program that addresses hazards pertaining to the particular workplace covered by the program.

1.20 Background and Security Investigations

Background and security investigations of Proposer's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the Contractor.

1.21 Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision contained in Paragraph 17 and the Independent Contractor Status provision contained in Paragraph 27 in Appendix A, Sample Contract.

1.22 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 Exhibit 5 in Appendix D - Required Forms-Certification of No Conflict of Interest.

1.23 Determination of Proposer Responsibility

1.23.1 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 contract. It is the County's policy to conduct business only with responsible Proposers.

1.23.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Proposer is responsible based on a review of the Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Proposer against public entities. Labor law violations which are the fault of the subcontractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.

1.23.3 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 contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness, or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the

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 the County or any other public entity.

1.23.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the Board of Supervisors that the Proposer be found not responsible. The Department shall provide the Proposer and/or the Proposer's representative with an opportunity to present evidence as to why the Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.

1.23.5 If the Proposer presents evidence in rebuttal to the Department, the Department 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.

1.23.6 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

1.24 Proposer Debarment

1.24.1 The Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts 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 the County may terminate any or all of the Proposer's existing contracts with County, if the

Board of Supervisors finds, at its discretion, that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness, or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the 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 the County or any other public entity.

- 1.24.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, the Department shall notify the Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 1.24.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The 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 the Proposer should be debarred, and, if so, the appropriate length of time of the debarment. The Proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 1.24.4 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 of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

- 1.24.5 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. The County may, at its discretion, reduce the period of debarment or terminate the debarment if it finds that the 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 the County.
- 1.24.6 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 the 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.

1.24.7 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 of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

1.24.8 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

1.24.9 Appendix H provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

1.25 Proposer's Adherence to County's Child Support Compliance Program

Proposers shall: 1) fully comply with all applicable State and Federal 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 contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

1.26 Gratuities

1.26.1 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 the Contract or that the Proposer's failure to provide such consideration may negatively affect the 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 favorable treatment with respect to the award of the Contract.

1.26.2 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.

1.26.3 Form of Improper Consideration

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

1.27 Notice to Proposers Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles 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 contract must certify compliance with the ordinance. As part of this 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 the

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 the Familiarity with the County Lobbyist Ordinance Certification, as set forth Exhibit 6 in Appendix D - Required Forms as part of their proposal.

1.28 Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015 (Appendix I).

1.29 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration for contract award, Proposers shall demonstrate a proven record of hiring participants in the County's 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 contract award. Proposers shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix D - Required Forms Exhibit 9, along with their proposal.

1.30 County's Quality Assurance Plan

After contract award, the County or its agent will evaluate the Contractor's performance under the contract no less than on an annual basis. Such

evaluation will include assessing Contractor's compliance with all terms in the Contract and performance standards identified in the SOW, Appendix B. Contractor's deficiencies which the County determines are severe or continuing and that may place performance of the agreement in jeopardy if not corrected will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Contract or impose other penalties as specified in the Contract.

1.31 Recycled Bond Paper

Proposer shall be required to comply with the County's policy on recycled bond paper as specified in Appendix A, Sample Contract, Paragraph 55.

1.32 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 set forth in Appendix J of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

1.33 County Policy on Doing Business with Small Business

1.33.1 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.

1.33.2 The Local Small Business Enterprise (SBE) Preference Program requires the Company to complete a certification process. This program and how to obtain certification are further explained in Section 1.37 of this RFP.

1.33.3 The Jury Service Program, provides exceptions to the Program if a company qualifies as a Small Business. Further explanation is provided in Section 1.34 - Jury Service Program of this RFP.

1.33.4 The County also has a Policy on Doing Business with Small Business that is stated in Appendix F.

1.34 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 Appendix G, the Contractor Employee Jury Service Ordinance, and the pertinent jury service provisions of Appendix A – Sample Contract, Paragraph 59, 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.

1.34.1 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 (5) 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.

1.34.2 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 or 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 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000; and, 3) 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.

1.34.3 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 Certification Form and Application for Exception, Exhibit

10 in Appendix D - Required Forms, 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, at 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.

1.35 Corporate Capability

Contractors are required to complete the requested information as provided in Exhibit 11 in Appendix D – Required Forms.

1.36 Required Supplemental Documentation

Contractors must complete the requested information as provided in Exhibit 12 in Appendix D – Required Forms.

1.37 Local Small Business Enterprise Preference Program

1.37.1 The County will give Local SBE preference during the solicitation process to businesses that meet the definition of a Local SBE, consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. A Local SBE is defined as: 1) A business certified by the State of California as a small business; and 2) has had its principal office located in Los Angeles County for at least one year. The business must be certified by Internal Services Department as meeting the requirements set forth in 1 and 2 above prior to requesting the Local SBE Preference in a solicitation.

1.37.2 To apply for certification as a Local SBE, businesses may register with Internal Services Department at <http://laosb.org>

1.37.3 Certified Local SBEs must request the SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. Businesses must attach the Local SBE

Certification Letter to the Required Form - Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form - Exhibit 7 in Appendix D - Required Forms with their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Local SBE.

1.37.4 Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>.

1.38 Local Small Business Enterprise (SBE) Prompt Payment Program

It is the intent of the County that Certified Local SBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

1.39 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The Proposer shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Proposer on Required Form – Appendix D, Exhibit 1 - Proposer's Organization Questionnaire/ Affidavit. Failure of the Proposer to provide this information may eliminate its proposal from any further consideration.

1.40 Transitional Job Opportunities Preference Program

1.40.1 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 (3) 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 (1) 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.

1.40.2 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.

1.40.3 To request the Transitional Job Opportunities Preference, Proposer must complete the Transitional Job Opportunities Preference Application Exhibit 15 in Appendix D – Required Forms and submit it along with all supporting documentation with their proposal.

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1.41 Contractor’s Obligations as a “Business Associate” Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and Health Information Technology for Economic and Clinical Health Act (HITECH) Contractor shall be required to comply with the Administrative Simplification requirements of the federal HIPAA as in effect and as may be amended, and with applicable provision of the HITECH Act, as contained in Appendix A, Sample Contract, Paragraph 58.

1.42 Proposer’s Charitable Contributions Compliance

1.42.1 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. 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.

1.42.2 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, Exhibit 16 in Appendix D - Required Forms. A completed Exhibit 16 is a required part of any agreement with the County.

1.42.3 In Exhibit 16, 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.

1.42.4 Prospective County contractors that do not complete Exhibit 16 as part of the solicitation process may, at 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).

1.43 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 Tax Program Ordinance, Appendix L, which is incorporated by reference into and made a part of this solicitation. The Defaulted Tax 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, Exhibit 17 in Appendix D - Required Forms. 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-compliant 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.

2.0 PROPOSAL SUBMISSION REQUIREMENTS

This Section contains key project dates and activities as well as instructions to Proposers on how to prepare and submit their proposal.

2.1 County Responsibility

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

2.2 Truth and Accuracy of Representations

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

2.3 RFP Timetable

The timetable for this RFP is as follows:

- a. Release of RFP3/12/12
- b. Request for a Solicitation Requirements Review Due3/26/12
- c. Mandatory Proposers’ Conference3/27/12
- d. Mandatory Letter of Intent (signed original on letterhead) must be delivered and signed in at the 5th floor reception desk by 5:00 P.M. Pacific Standard Time.....4/3/12
- e. Release of Proposers’ Conference Transcripts4/10/12
- f. Proposals are due at the 5th floor reception desk by 5:00 P.M. Pacific Standard Time4/17/12

2.4 Proposers’ Questions

Questions will be answered at the Mandatory Proposers’ Conference on 3/27/12 and all responses will also be provided on the Proposers’ Conference transcript to be released by 4/10/12. ***There will be no***

responses to any questions/inquiries presented after the Proposers' Conference.

2.5 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix E - Transmittal Form to Request a Solicitation Requirements Review to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, at the Department's sole discretion, if the request does not satisfy all of the following criteria:

- a. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
- b. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal.
- c. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- d. The request for a Solicitation Requirements Review asserts either that:
 1. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity;
 - or,
 2. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

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.

2.6 Proposers' Conference

A Mandatory Proposers' Conference will be held to discuss the RFP. County staff will respond to questions from potential Proposers. All potential Proposers must attend this conference and sign the attendance

sheet legibly, or their proposals will be rejected (disqualified) without review and eliminated from further consideration. The conference is scheduled as follows:

Tuesday, March 27, 2012
8:30 a.m. Registration
9 a.m. – 12:00 p.m. Conference
Superior Court Building
600 S. Commonwealth Avenue, 2nd floor
Los Angeles, CA 90005

Please bring your own copy of the RFP to the Conference.

2.7 Mandatory Letter of Intent

Proposers shall submit a Mandatory Letter of Intent on agency letterhead with original signature to submit a proposal for this RFP to DMH on the 5th floor on or before 5:00 p.m. Pacific Standard Time on 4/3/12, which is seven (7) days after the Proposers' Conference. No facsimile (fax) or electronic mail (e-mail) of the Mandatory Letter of Intent will be accepted.

Proposers shall complete the Mandatory Letter of Intent, which must include the following information:

1. Name of Agency
2. Address of the Agency
3. A brief description of services to be provided
4. Contact person

The Mandatory Letter of Intent shall be delivered or mailed to:

Richard Kushi, Chief
Contracts Development and Administration Division
County of Los Angeles - Department of Mental Health
550 S. Vermont Avenue, 5th Floor, Room 500
Los Angeles, CA 90020
and/or

Proposer may submit a Mandatory Letter of Intent at the end of the Mandatory Proposers Conference.

The Mandatory Letter of Intent does not obligate an agency to submit a Proposal.

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2.8 Preparation of the Proposal

All Proposals must be bound and submitted in the prescribed format.

The objective of the Proposal Package submission is for DMH to ascertain the Proposer's ability to provide or exceed the required service level. All Proposal Packages must be submitted in the prescribed format. Any Proposal Package that deviates from this format may be rejected without review at the County's sole discretion. In preparing the written Proposal Package, the Proposer shall ensure the following:

- a. Text must be legible, typewritten, and double-spaced.
- b. The font must be an Arial typeface, and a font size of 12 points or larger. No other font typeface or smaller point size may be used in the Proposal Narrative. (Type size in charts, tables, graphs, and footnotes will not be considered in determining compliance.) Margins must be at least one inch each (left, right, top, bottom).
- c. Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the Proposal Package. The cover page should be page 1, the transmittal letter should be page 2, etc. Appendices should be labeled and separated from the Proposal Project Narrative and Budget Schedule, and the pages should be numbered consecutively to continue the sequence.
- d. Transmittal letter shall be included in the Proposal Package.
- e. The Proposal Package Narrative sections may not total more than 16 pages, and must follow the following proposal format (failure to follow this format and sequence order of sections in the Proposal format may result in disqualification or a lower Proposal evaluation score).
See Section 2.9 below for page limitations per section.
- f. In preparing the written Proposal Package, the Proposer should use its own words and not copy the language in the RFP. The Proposer should ensure that the Proposal Package responds completely and thoroughly to all requirements set forth in this RFP. Specific

information is requested from all Proposers to ensure that the Proposal Packages can be fairly compared and evaluated in a standard manner.

- g. The Proposer must respond to this RFP in accordance with the specifications for content and sequence set forth in the Proposal Package Format herein below. Failure to adhere to these specifications may be cause for rejection of the Proposal Package. No correction or re-submission shall be accepted after the Proposal Package deadline.
- h. Odd-sized and oversized attachments such as posters will not be copied or sent to reviewers. Do not include videotapes, audiotapes, or compact disks.
- i. Only information that is contained in the written Proposal Package will be evaluated. The County reserves the right to waive any inconsequential irregularity in a submitted Proposal Package.

2.9 Proposal Format

The content and sequence of the proposal must be as follows:

- Cover Page
- Transmittal Letter
- Minimum Mandatory Requirements
- Proposer's Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies
- Table of Contents
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Provide Required Services (Section C)
- Staffing, Oversight, and Service Delivery Plan (Section D)
- Administrative Tasks and Quality Assurance (Section E)
- Budget Schedule (Section F)
- Financial Viability based on Audited Financial Statements

(Section G)

- Green Initiatives (Section H)
- Terms and Conditions in Sample Contract, and Requirements of the SOW: Acceptance of or Exceptions to (Section I)
- Proposal Required Forms (Section J)

2.9.1 A. Cover Page

The cover page shall, at a minimum, identify the document as a Proposal Package stating the exact name of the RFP, Proposal Package submission date, and the Proposer's name.

B. Transmittal Letter

The transmittal letter must be on the Proposer's stationery, transmitting the Proposal Package. The transmittal letter must include the Proposer's name, address, telephone, and facsimile numbers of the person or persons to be used for contact and who will be authorized to represent the Proposer. The transmittal letter must bear the signature of the person authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

2.9.2 Minimum Mandatory Requirements

Complete, sign, and attach documentation to Exhibit 1 in Appendix D – Required Forms.

2.9.3 Proposer's Organization Questionnaire/Affidavit and Required Support Documentation

The Proposer shall complete, sign, and date the Proposer's Organization Questionnaire/Affidavit Exhibit 1 in Appendix D – Required Forms. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

Taking into account the structure of the Proposer's organization, Proposer shall determine which of the below referenced

supporting documents the County requires. If the Proposer's organization does not fit into one of these categories, upon receipt of the Proposal or at some later time, the County may, at its discretion, request additional documentation regarding the Proposer's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of Proposal submission, Proposers must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the Proposal:

- 1) A copy of a "Certificate of Good Standing" with the State of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

2.9.4 Table of Contents

List all material included in the Proposal. Include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

Section Label	Section Title	Page Limit
A.	Executive Summary	1
B.	Proposer’s Qualifications	3
C.	Proposer’s Approach to Providing Required Services	5
D.	Staffing, Oversight, and Service Delivery Plan	3
E.	Administrative Tasks and Quality Assurance	3
F.	Budget Schedule	N/A
G.	Financial Viability based on Audited Financial Statements	N/A
H.	Green Initiatives	1

2.9.5 Executive Summary (Section A) (limit 1 Page)

Condense and highlight the contents of the Proposal to provide DMH with a broad understanding of the Proposer’s qualifications, experience, approach, and staffing to meet the objectives in the Appendix B, SOW.

Additionally, include the following:

- a. A Mission Statement related to this RFP.
- b. Proposer will submit a clear overview of current services offered.
- c. Proposer must submit an Organizational Chart, and a description of the organizational structure and the role of its management and Board of Directors.
- d. Proposer should indicate how the proposed scope of work and approach will meet the primary objectives of program services as reflected in Appendix B, SOW.

2.9.6 Proposer’s Qualifications (Section B) (limit 3 pages)

Demonstrate that the Proposer’s organization has the experience and financial capability to perform the required services. The following sections must be included:

a. Proposer’s Background and Experience (Section B.1)

Provide a summary of relevant background information to demonstrate that the Proposer meets the minimum requirement(s) stated in Section 1.4 of this RFP and has the capability to perform the required services as a corporation or other entity. (Referenced in the Appendix B, SOW.)

1. Proposer must have a minimum of three (3) years experience providing BEAA services, within the last five (5) years, similar to the services identified in the SOW, Appendix B, to a minimum of 200 clients each year for mentally ill adults, TAY and children living with or at risk of serious emotional disorders. The Proposer must also demonstrate experience serving mentally ill clients with special issues such as homelessness, HIV/AIDS, and/or co-occurring disorders.
2. Proposer must elaborate on and provide documentation to support their recent history related to the number of SSI applications filed, success rate, duration of time it typically takes to file an SSI application from the date of first contact with client, as well as history of appealing denied applications and achieving high approval rates.
3. Proposer must summarize on their experience in serving applicants to demonstrate their ability to collaborate with social services professionals as well to utilize community resources for successful benefit approval outcomes.
4. Proposer must demonstrate their experience in providing community-based training to assist families with children and youth in accessing benefits assistance and other supportive services related to IEP development and implementation.

b. Proposer’s References (Section B.2)

Proposer must submit three (3) signed letters of reference, including references from contracts or business arrangements

where the required or substantially similar scope of services were provided that substantiate Proposer's ability to provide BEAA services. If Proposer has any such contracts or business arrangements with other County departments, these departments must be included in these references.

DMH shall not be listed as a reference. References are not limited to those who have/had an actual contract with the Proposer. Other non-contract business arrangements may be reported but must be explained in a manner satisfactory to the County. DMH shall contact and verify the references to assess a Proposer's performance history. 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 - Exhibits 2 and 3 in Appendix D – Required Forms.

County may disqualify a Proposer if:

1. References fail to substantiate Proposer's description of the services provided; or
2. References fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel; or
3. The 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.

The Proposer must complete and include Exhibits 2, 3, and 4 in Appendix D - Required Forms.

1. Prospective Contractor References, Exhibit 2

Proposer must provide three (3) references where the same or similar scope of services was provided. If Proposer has any such contracts or business arrangements with other County departments, these departments must be included in

these references.

2. Prospective Contractor List of Contracts, Exhibit 3

The listing must include all Public Entities contracts for the last three (3) years. Use additional sheets if necessary.

3. Prospective Contractor List of Terminated Contracts, Exhibit 4
Listing must include contracts terminated within the past three (3) years with a reason for termination.

c. Proposer's Pending Litigation and Judgments (Section B.3)

Identify by name, case, and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

2.9.7 Proposer's Approach to Providing Required Services (Section C) (limit 5 pages)

Present a description of the methodology the Proposer will use to meet Contract work requirements. Describe in detail how the services will be performed to meet the intent of Appendix B, SOW, Sections 3.1 and 3.2.

2.9.8 Staffing, Oversight, and Service Delivery Plan (Section D) (limit 3 pages)

Proposer will provide a comprehensive staffing plan to ensure that staff will provide quality BEAA services and meet the requirements as stated in the Appendix B, SOW.

2.9.9 Administrative Tasks and Quality Assurance (Section E) (limit 3 pages)

Present a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in the SOW. (Referenced in the SOW, Appendix B, Sections 6 and 7 and in the Appendix C,

SOW Exhibit 3, Performance Requirements Summary Chart.)

2.9.10 Budget Schedule (Section F)

Provide a comprehensive budget schedule and a budget narrative (Appendix D, Exhibit 18) indicating total program costs that breakdown the expenditures for the deliverables in each FY during the term of the Contract, including the formula/calculation for each line item budget amount in the Budget Schedule based upon the following minimum expectations:

- a. Approximately 80% of the budget must be utilized to provide benefits establishment services and the remaining 20% will be applied toward providing community education and consultation sessions.
- b. Staffing will consist of a minimum of four (4) Full Time Equivalent (FTE) BEAA Specialists
- c. Services will be conducted throughout Los Angeles County, in all of the eight (8) Service Areas.
- d. At least 700 new and existing clients will be provided benefits establishment assistance each year.
- e. At least 300 hours per year for case consultations.
- f. At least one training to staff of each County Mental Health Center regarding BEAA services per fiscal year.
- g. At least two (2) community based trainings per month in each of the eight (8) Service Areas, targeting no less than 5-10 people per session, to educate parents about special education and mental health services.
- h. Participation in at least 24 IEP meetings each year.

2.9.11 Financial Viability based on Audited Financial Statements (Section G)

Provide a current and prior two (2) years compiled, reviewed or audited financial statements. The latest audited financial

statements may not be older than 18 months at the time of submission of the RFP.

2.9.12 Green Initiatives (Section H) (limit 1 page)

Contractor shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits. Present a brief description of the proposed plan.

Contractor shall notify County’s Project Manager of Contractor’s “new” green initiatives prior to the contract commencement.

2.9.13 Terms and Conditions in Sample Contract, and Requirements of the SOW: Acceptance of or Exceptions to (Section I)

A. It is the duty of every Proposer to thoroughly review the Appendix A, Sample Contract, and Appendix B, SOW 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 in the SOW. However, the Proposers are provided the opportunity to take exceptions to the County’s terms, conditions, and requirements.

B. Section I of Proposer’s response must include:

1. A statement offering the Proposer’s acceptance of or exceptions to all terms and conditions listed in Appendix A, Sample Contract.
2. A statement offering the Proposer’s acceptance of or exceptions to all requirements listed in Appendix B, SOW; and
3. For each exception, the Proposer shall provide:
 - An explanation of the reason(s) for the exception;
 - The proposed alternative language; and
 - A description of the impact, if any, to the Proposer’s

price.

- C. Indicate all exceptions to the Appendix A, Sample Contract, and/or the Appendix B, SOW, by providing a 'red-lined' version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions.

The County reserves the right to determine if Proposers' exceptions are material enough to deem the proposal non-responsive and not subject to further evaluation.

The County reserves the right to make changes to the Sample Contract, Appendix A and its appendices and exhibits at its sole discretion.

2.9.14 Proposal Required Forms (Section J)

Include the following forms as provided in Appendix D - Required Forms. Complete all forms, and sign and date where applicable.

Exhibit 1 Proposer's Organization Questionnaire/Affidavit

Exhibit 2 Prospective Contractor References

Exhibit 3 Prospective Contractor List of Contracts

Exhibit 4 Prospective Contractor List of Terminated Contracts

Exhibit 5 Certification of No Conflict of Interest

Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification

Exhibit 7 Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information

Exhibit 8 Proposer's EEO Certification

Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants

Exhibit 10 Contractor Employee Jury Service Program -

Certification Form and Application for Exception
Exhibit 11 Corporate Capability
Exhibit 12 Required Supplemental Documentation
Exhibit 13 Other Government Contracts
Exhibit 14 Certification of Independent Price Determination And
Acknowledgement of RFP Restrictions
Exhibit 15 Transitional Job Opportunities Preference Application
Exhibit 16 Charitable Contributions Certification
Exhibit 17 Defaulted Property Tax Reduction Program
Exhibit 18 Budget Schedule

2.10 Proposal Submission

Proposers shall submit one (1) original Proposal, eight (8) numbered copies of its Proposal Package, and any related information. The proposals shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

"PROPOSAL FOR BEAA SERVICES"

The Proposal(s) shall be delivered or mailed to:

Richard Kushi, Chief
Contracts Development and Administration Division
County of Los Angeles - Department of Mental Health
550 S. Vermont Ave, 5th Floor, Room 500
Los Angeles, CA 90020

It is the sole responsibility of the Proposer to ensure that its Proposal is received at the address shown above before the submission deadline. Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Postal Service. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in Section 2.3, RFP Timetable, will not be accepted and returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. The deadline for submitting the Proposal Package is:

April 17, 2012, 5:00 P.M., P.S.T.

All proposals shall be firm offers and may not be withdrawn for a period of 30 days following the last day to submit proposals.

3.0 SELECTION PROCESS AND EVALUATION CRITERIA

3.1 Selection Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate, and select the successful proposal(s). The selection process will begin with receipt of the proposal on April 17, 2012.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department using The Informed Averaging method (Board of Supervisors Policy No. 5.054). The Committee will evaluate the proposals and will use the evaluation approach described herein to select the most qualified prospective Contractor.

All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective Contractor has been selected, the County and the prospective Contractor will negotiate a Contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

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

The County retains the right to select a Proposal other than the Proposal receiving the highest number of points if County determines, at its sole discretion, another Proposal is the most overall qualified, cost-effective, responsive, responsible, and in the best interests of the County.

3.2 Adherence to Minimum Requirements (Pass/Fail)

County shall review the Proposer's Organization Questionnaire/Affidavit - Exhibit 1 of Appendix D - Required Forms, and determine if the Proposer meets the minimum requirements as outlined in Section 1.4 of this RFP. Failure of the Proposer to comply with the minimum requirements may eliminate its proposal from any further consideration. The County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.3 Disqualification Review

A proposal may be disqualified from consideration because the Department determined it was non-responsive at any time during the review/evaluation process. If the Department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the Proposer in writing. Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

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

- a. The person or entity requesting a Disqualification Review is a Proposer;
- b. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
- c. The request for a Disqualification Review asserts that the Department's determination of disqualification due to 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 requesting Proposer, in writing, prior to the

conclusion of the evaluation process.

3.4 Proposal Evaluation and Criteria (1000 points, 100%)

The total number of points that can be earned is 1000.

Any reviews conducted during the evaluation of the proposal may result in a point reduction.

3.4.1 Executive Summary (60 points, 6%)

The Proposer will be evaluated on its description of Proposer's Executive Summary based on information provided in Section A of the proposal. (Referenced in 2.9.5)

3.4.2 Proposer's Qualifications (140 points, 14%)

1. Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required BEAA services based on information provided in Section B.1 of the proposal. (Referenced in 2.9.6).
2. Proposer will be evaluated on the verification of references provided in Section B.2 of the proposal. In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to 100% of the total points awarded in this evaluation category. Additionally, a review of terminated contracts will be conducted which may result in point deductions (Referenced in 2.9.6)
3. A review will be conducted to determine the significance of any litigation or judgments pending against the Proposer as provided in Section B.3 of the proposal. (Referenced in 2.9.6)

3.4.3 Proposer's Approach to Providing Required Services (215 points, 21.5%)

The Proposer will be evaluated on its description of the

methodology to be used to meet the County's requirements based on information provided in Section C of the proposal. (Referenced in 2.9.7)

3.4.4 Staffing, Oversight, and Service Delivery Plan (150 points, 15%)

The Proposer will be evaluated on its description of the processes for identifying, training and managing staff to provide BEAA services throughout Los Angeles County based upon information in Section D of the proposal (Referenced in RFP 2.9.8).

3.4.5 Administrative Tasks and Quality Assurance (125 points, 12.5%)

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring systems for all services listed on the Performance Requirements Summary (PRS) based on the information provided in Section E of the proposal. (Referenced in 2.9.9)

3.4.6 Budget Schedule (200 points, 20%)

The Proposer will be evaluated on the information provided in the completed budget schedule and budget narrative (Appendix D, Exhibit 18) based upon the minimum expectations noted in Section 2.9.10 of the RFP, including analysis of the formula/calculation for each item budget amount in the Budget Schedule.

3.4.7 Financial Viability based on Audited Financial Statements (100 points, 10%)

Proposer's Financial Statement, in accordance with Paragraph 1.16 – Financial Viability of this RFP, will be evaluated by DMH staff according to the following four (4) criteria:

1. Quick Ratio;
2. Current Ratio;
3. Expense to Income Ratio; and
4. Tangible Net Assets.

An overall rating will be given: Pass (no weak rating) or Fail (includes one (1) weak rating).

3.4.8 Green Initiatives (10 points, 1%)

Proposer will be required to describe its ability to comply with the green requirements as indicated in Section 2.9.12 of this RFP. Proposer must demonstrate in Section H of the proposal its implementation of Executive order 13423 “Strengthening Federal Environmental, Energy and Transportation Management” by utilizing environmentally preferable products and services and its compliance with Natural Resources Defense Council’s Green Business Guides.

3.4.9 Local Small Business Enterprises

Eight percent (8%) of the lowest cost proposed will be calculated, which shall not exceed \$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.

3.4.10 Transitional Job opportunities

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.

3.4.11 Exceptions to Terms and Conditions of Sample Contract and/or Requirements of the SOW

Proposer will be required to demonstrate their willingness to accept the Terms and Conditions outlined in Appendix A - Sample Contract, and Appendix B – SOW. The County may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposers are further notified that the County may, in its sole

determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a Contract.

3.4.12 Scoring Criteria

Proposals will be scored using the criteria below. The maximum scored points for this RFP is 1,000.

Scoring Category	Maximum Points	
	Maximum Points	% of points
A. Executive Summary	60	6%
B. Proposer Qualifications	140	14%
• Background and Experience – 95 Points		
• Proposer’s References – 45 Points		
C. Approach to Provide Required Services	215	21.5%
D. Staffing, Oversight, and Service Delivery Plan	150	15%
E. Administrative Tasks and Quality Assurance	125	12.5%
F. Budget Schedule	200	20%
G. Financial Viability based on Audited Financial Statements	100	10%
H. Green Initiatives	10	1%
Total	1,000	100%

3.5 Department's Proposed Contractor Selection Review

3.5.1 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. A request for a Debriefing may, at 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 solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response. 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 (see Section 3.5.2 below), if the requesting Proposer is not satisfied with the results of the Debriefing.

3.5.2 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, at 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:

- i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - iii. 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
4. 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 of Supervisors. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a review by a County Review Panel (see Section 3.6 below).

3.6 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, at the 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 of appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Section 3.5.2 above.

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