

DEPARTMENT OF HEALTH & SOCIAL SERVICES

Public Health Services Division



**SOLANO
COUNTY**

SOLANO
PUBLIC
HEALTH



Solano County Health & Social Services, Public Health

**Request for Proposals #2018-11:
Solano Community Health Improvement Plan**

Issued: February 8, 2018

Responses due: March 22, 2018, 5:00 PM PST

Mandatory Proposers' Conference

A Mandatory Proposers' Conference will be held:

Thursday, February 22, 2018

1:00 PM – 2:00 PM PST

601 Texas Street, Conference Room B (First Floor), Fairfield CA 94533

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Section 1	Scope of Services	Solano Community Health Improvement Plan c/o First 5 Solano RFP #2018-11 601 Texas Street, Suite 210 Fairfield, CA 94533
Section 2	Request for Proposals Process	
Section 3	Instructions to Proposers	
Section 4	Evaluation, Selection, and Award Process	RFP COORDINATOR:
Section 5	Contract Information	Megan Richards, Deputy Director MERichards@solanocounty.com
Section 6	Terms and Conditions	Written questions regarding this RFP may be submitted to the RFP Coordinator no later than Tuesday, February 20, 2018, 5pm. Questions may also be asked at the Mandatory Proposers' Conference.
Attachment A: Proposal Form		
Attachment B: Solano County Standard Agreement		

1 SCOPE OF SERVICES

1.1 Overview

Solano Public Health is seeking highly-qualified agencies to assist with the implementation of the Solano County Community Health Improvement Plan (CHIP).

The CHIP highlights four strategic health issues for improving the overall health of communities in Solano:

1. Homelessness & Lack of Affordable Housing
2. Unemployment
3. Poverty
4. Inequitable K-12 Education & Barriers to Educational Attainment

More information on the CHIP, including the full report can be found at: <http://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=27717>

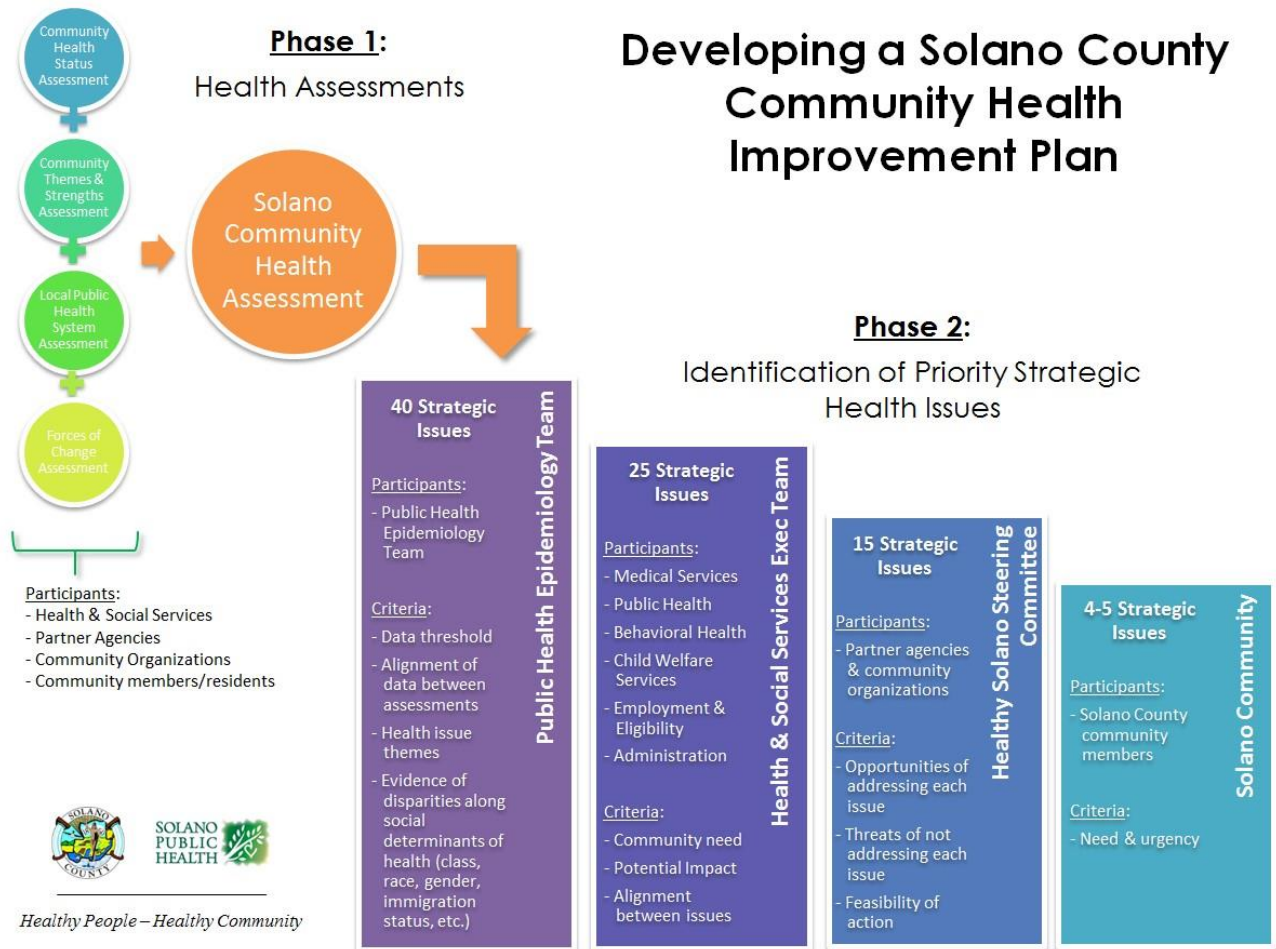
Solano Public Health seeks to support the implementation of the CHIP through funding systems-building initiatives, one-time training or technical assistance, and coordination of services. Solano Public Health has allocated up to \$50,000 per strategic health issue for a one-year period for the implementation of the Solano County CHIP. At this time, Solano Public Health will not be accepting proposals for Inequitable K-12 Education & Barriers to Educational Attainment, so a total of up to \$150,000 is available through this RFP.

Non-profit organizations, for-profit organizations, and government entities are eligible to submit proposals. Agencies not traditionally providing services for Solano County are encouraged to propose.

1.2 Background

The Healthy Solano Collaborative – a diverse group of departments, agencies and community-based organizations who represent the local public health system – recently completed the process for developing a Community Health Assessment (CHA), which outlined the current health status of Solano County residents. Health needs identified by the CHA were then prioritized and narrowed down to the four strategic health issues that would be addressed in the Community Health Improvement Plan.

In the final stage of prioritization, the community chose the four strategic health issues for the CHIP: Homelessness & Lack of Affordable Housing, Unemployment, Poverty and Inequitable K-12 Education & Barriers to Educational Attainment.



The 2017 Community Health Improvement Plan, developed by the Healthy Solano Collaborative, outlines the goals, strategies and actions for beginning to address each of the strategic health issues.

A summary of these is as follows:

- Homelessness & Lack of Affordable Housing:
 - Coordinate supportive services for homeless or at risk of being homeless
 - Research and propose solutions for a full spectrum of housing options
- Unemployment:
 - Provide communities with resources and guidance that support the cultivation of interests and skills in youth;
 - Expose people of all ages to opportunities for assessment/education/experience/skill building for job readiness
- Poverty:
 - Advance equity through meeting basic needs
 - Advance equity through system change
- Inequitable K-12 Education & Barriers to Educational Attainment:
 - All students acquire the academic & life skills they need to thrive
 - Adverse Childhood Experiences (ACEs) are understood, prioritized & addressed in schools and the community

The CHIP is reviewed every three years, in accordance with the hospital systems' update of their Community Health Needs Assessment and Community Benefits Plans. Funding for CHIP implementation available through this RFP is one year (approximately June 1, 2018-May 31, 2019).

Due to the upstream nature of the CHIP's strategic health issues, and the limited term of funding, Solano Public Health is focusing on systems-building initiatives, one-time training or technical assistance, and coordination of services. Solano Public Health shall prioritize proposals which incorporate an equity lens into their project development.¹

Selected agencies will be expected to actively seek ways to sustain efforts beyond the initial funding support from Solano Public Health, participate in an orientation meeting, regularly participate in regular Healthy Solano collaborative meetings, and participate in evaluation activities. Selected agencies will be required to provide a 6-month and 12-month report to Solano Public Health documenting activities completed, as well as progress toward goals and outcomes.

1.3 Description of Services

Selected agencies will provide activities under at least one of the following priorities and goals and one or more of the following strategies:

Priority 1: Homelessness & Lack of Affordable Housing

Goal 1: Coordinate supportive services for homeless or at risk of being homeless:

- **Strategy #1:** Establish or continue a homeless/housing taskforce that includes people who are or have been homeless, other key stakeholders, and service providers
- **Strategy #2:** Develop criteria and define homeless and at risk of homeless
- **Strategy #3:** Support the roll out of Coordinated Entry

Goal 2: Research and propose solutions for a full spectrum of housing options

- **Strategy #1:** Make affordable housing a priority in Solano County
- **Strategy #2:** Identify and recommend permanent sources of funding within the County, by geography
- **Strategy #3:** Identify and support policy and legislative actions to support housing affordability, habitability and stability

Priority 2: Unemployment

Goal 1: Provide communities with resources and guidance that support the cultivation of interests and skills in youth

- **Strategy #1:** Engage agencies that touch the youth in the activities to identify and distribute resources
- **Strategy #2:** Create a marketing and distribution plan for distributing the information and guidance to families

Goal 2: Expose people of all ages to opportunities for assessment/education/experience/skill building for job readiness

- **Strategy #1:** Engage local employers in building a mentoring program
- **Strategy #2:** Identify all of the resources currently available
- **Strategy #3:** Explore opportunities to use technology to improve job readiness

¹ Policy Link defines *equity* as just and fair inclusion into a society in which all can participate, prosper, and reach their full potential. An equity lens ensures that groups of historically marginalized people are included and a part of the solution that benefits all.

Priority 3: Poverty

Goal 1: Advance equity through meeting basic needs

- **Strategy #1:** Support implementation of “Bridges Out of Poverty” strategies in all Solano Communities
- **Strategy #2:** Develop a community garden project to develop at least one garden in each city to be a source of fresh vegetables, a hub of information and a place for building relationships
- **Strategy #3:** Define the advocacy agenda for equity, including an operational definition for equity

Goal 2: Advance equity through system change

- **Strategy #1:** Coordinate resources and services around the root cause of poverty
- **Strategy #2:** Work with city officials to pass an ordinance for tenant protections
- **Strategy #3:** Engage community and policy makers as champions of addressing root causes to reduce poverty

Agencies may submit any of the following:

- A Proposal for up to \$50,000 to address one priority
- Separate Proposals for individual priorities for up to \$50,000 each with distinct activities and programs.
- A Proposal addressing two or three priorities for up to \$50,000 per priority area with targeted activities for each priority area and a plan for integration of activities.

1.4 Funding Availability

Funding is available through this RFP in the amount of \$150,000 total (up to \$50,000 per strategic health issue) over one year (approximately June 1, 2018-May 31, 2019) for implementation of the Solano County Community Health Improvement Plan.

No monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities. Funds are not allocated for capital improvements.

2 REQUEST FOR PROPOSALS PROCESS

2.1 Eligible Proposers

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

2.2 Mandatory Proposers’ Conference

Potential Proposers must attend a Mandatory Proposers’ Conference on Thursday, February 22, 2018 from 1:00pm to 2:00pm at 601 Texas Street, Conference Room B (1st floor). The purpose of the conference is to provide an opportunity for potential Proposers to ask specific questions about the project and to request RFP clarification. Potential Proposers may submit questions in writing before or during the conference (see 2.3 below). The County will entertain verbal questions asked at the conference, but responses may be deferred and provided at a later date. Subcontractors may not represent a potential Proposer at the conference. The County will not accept any proposal from Proposers that do not attend the conference.

2.3 RFP Inquiries and Requests for Information

Inquiries regarding the RFP may be made by email prior to the Mandatory Proposers' Conference, or may also be made at the Mandatory Proposers' Conference. Inquiries made outside of the Mandatory Proposers' Conference must be made by email to the RFP Coordinator at MERichards@solanocounty.com with the Subject line: **RFP #2018-11**.

All emailed inquiries must be received by February 20, 2018, 5:00pm PST. Emailed inquiries will be addressed along with all other inquiries at the Mandatory Proposers Conference on February 22, 2018. The County will provide written responses by February 28, 2018 to these inquiries to each individual/agency in attendance at the Mandatory Proposers' Conference via email and on the Solano website Public Health website:

http://www.solanocounty.com/depts/ph/quality_improvement_program/community_health_improvement_plan_chip_request_for_proposals.asp

2.4 Schedule of RFP Events

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

EVENT		DATE
1	County Issues RFP Packet	February 8, 2018
2	Deadline for Submitting Written Questions to RFP Coordinator at merichards@solanocounty.com	February 20, 2018, 5:00PM PST
3	Mandatory Proposer Conference 601 Texas St, Conference Room B Fairfield CA 94533	February 22, 2018 1:00-2:00 PM
4	Written Responses to RFP inquiries issued	February 28, 2018
5	Deadline for Submitting a Proposal to: First 5 Solano RFP#2018-11 601 Texas St, Ste 210 Fairfield, CA 94533	March 22, 2018, 5:00PM PST
6	Intent to Award Issued	April 9, 2018
7	Contract Development & Negotiations Period	April 9, 2018-April 30, 2018
8	Completed Contract Signed by Contractor	May 7, 2018
9	Contract Approved by the County Administrator or Board of Supervisors (as appropriate)	May 30, 2018
10	Services Begin	June 1, 2018

2.5 Proposal Submittal and Withdrawal

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

One (1) “wet-signed” (in blue ink) Proposal Packet, plus five (5) additional copies must be submitted to the County in a sealed package and be clearly marked as: “**RFP #2018-11**”

Proposals shall be hand-delivered or mailed (hard copies only – no email or faxed Proposals will be accepted) by **5:00 PM PST on March 22, 2018** to:

**Solano Community Health Improvement Plan
c/o First 5 Solano
RFP #2018-11
601 Texas Street, Suite 210
Fairfield, CA 94533**

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. **Proposals must be actually received no later than the Proposal Deadline time of 5:00 PM March 22, 2018 as detailed in Section 2.4 Schedule of Events in order to be considered.** The County assumes no responsibility for delays caused by any delivery service.

The County will not pay any costs associated with the preparation, submittal, or presentation of any Proposal. To withdraw a Proposal, the Proposer must submit a written request, signed by an authorized representative, to First 5 Solano. After withdrawing a previously submitted Proposal, the Proposer may submit another Proposal at any time up to the deadline for submitting Proposals. Proposals submitted after the deadline will not be considered.

3 INSTRUCTIONS TO PROPOSERS

3.1 Mandatory Proposal Form

The County has provided a Proposal Form (Attachment A) in an electronic format on Solano Public Health’s website:

[http://www.solanocounty.com/depts/ph/quality_improvement_program/community_health_improvement_plan_\(chip\)_request_for_proposals.asp](http://www.solanocounty.com/depts/ph/quality_improvement_program/community_health_improvement_plan_(chip)_request_for_proposals.asp).

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

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

3.2 Proposal Format

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

- Standard, white 8 1/2" x 11" paper, with 1-inch margins
- Arial font size 11
- All Proposal pages (including attachments) sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable

- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

3.3 Signatures

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

3.4 Proposal Submittal

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

4 EVALUATION, SELECTION AND AWARD PROCESS

4.1 Compliance

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

4.2 Evaluation Process

The evaluation process is designed to recommend award(s) of funding to the Proposer(s) that can best provide activities which will enhance one or more priorities identified in the Solano County CHIP. Proposals will be evaluated as set forth below.

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

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

Proposal Elements	Maximum Score
Program Description	35 Points
Qualifications and Experience	25 Points
Budget	20 Points
Equity	20 Points
Total Maximum	100 Points

4.3 Proposal Review Criteria

Item	Possible Points	Points Total
Program Description		35
Proposer clearly shows relationship between the Priority, Goal and Strategy(ies) selected and the activities, short term outcome, and long term community impact.	15	
Proposer provides a clear description of activities, including how they will be implemented and evaluated.	15	

Proposer describes how activities will integrate with other services at their agency and within the community. If applying for multiple priority areas, proposer demonstrates how each priority area will be addressed and how the programs will be integrated.	5
Qualifications and Experience	25
Proposer clearly articulates their experience in doing work in the selected priority area and why they are best suited to accomplish the work.	15
Key personnel on the project have the qualifications and experience to carry out the activities.	10
Budget	20
Requested resources are appropriate to carry out the project.	10
Resources needed to carry out the project are adequately described and clearly connected to the activities in the program description.	10
Equity	20
The proposer demonstrates an understanding of equity and includes an equity lens throughout the proposal, including clearly describing how the activities will be equitable and inclusive, and how their organization has experience providing equitable services/programs.	20
Total Possible Points	100

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

4.4 Best Value

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

5 CONTRACT INFORMATION

5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Proposal form, page 1) that the Proposer has reviewed the Proposed Solano County Standard Contract (Attachment B) and has accepted it with or without qualification. If the Proposer makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.) If the Proposer makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Proposer accepts these items without reservation or any qualifications.

5.2 Contract Term/Duration

A contract that results from this RFP may be awarded for one (1) year (approximately June 1, 2018-May 31, 2019).

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

5.3 Funding and Payment Structure

As described in Section 1.4, funding is available through this RFP in the amount of \$150,000 total (up to \$50,000 per strategic health issue) over one year (approximately June 1, 2018-May 31, 2019) for implementation of the Solano County Community Health Improvement Plan.

The contract to be negotiated will be a cost reimbursable contract, unless another methodology is requested in the proposal and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

5.4 Budget Definitions

A. Personnel Costs must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position. Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries are fixed compensation for services performed by staff that are directly employed by the Proposer and are paid for on a regular basis. Employee benefits and employer payroll taxes include employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses. These expenses are allowable when they are included in the contract and are in accordance with the agency's approved written policies.

B. Salaries and Benefits of personnel involved in more than one program must be charged to each program based on the actual percentage of time spent on each program. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved award. Functional timesheets or an allocation plan must be maintained which support the time charged.

C. Operating Expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The expenses must be program-related (i.e., to further the program objectives) and be incurred during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

D. Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. For this program, indirect costs cannot exceed 15% of the total of Salaries and Benefits, and Operating Expenses.

5.5 Contract Award Process

A. After the evaluation of proposals and final consideration of all pertinent information available, Solano County Public Health will either reject all proposals or issue a written notice of intent to award. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated proposers.

- B. This RFP, its attachments, submitted questions and their answers, and the proposals from the best evaluated proposers shall be incorporated into the final contract.
- C. The apparent best evaluated proposers should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment B to this RFP. Notwithstanding, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.
- D. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.
- E. If a proposer fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within 14 days of its delivery to the proposer, Solano County may cancel the award and award the contract to the next best evaluated proposer.

6 TERMS AND CONDITIONS

6.1 Protests and Appeals

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

6.2 County Purchasing Policy

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

6.3 RFP Amendment, Cancellation and Right of Rejection.

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

6.4 Confidentiality

Solano County will retain a master copy of each response to this RFP, which responses will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 6250 et seq. Proposers may clearly

label part of a submittal as "CONFIDENTIAL" if the Proposer agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the proposer of the request and delay access to the material until 7 working days after notification to the proposer. Within that time delay, it will be the proposer's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

6.5 Reservation of Rights

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

END OF REQUEST FOR PROPOSALS