

County of El Dorado
Chief Administrative Office
Procurement and Contracts Division
solicitation on behalf of the
Health and Human Services Agency



Request for Proposal
#21-952-041

for

In-County Adult Residential Facility (ARF) Services

Submittal Deadline:

June 28, 2021 not later than 3:00 PM (PST)

Table of Contents

Section

1.0 INTRODUCTION.....	3
2.0 SCOPE OF WORK.....	11
3.0 ELIGIBILITY	20
4.0 REQUIRED PROPOSAL COMPONENTS.....	22
5.0 PROPOSER QUESTIONS	30
6.0 PROPOSAL SUBMITTAL INSTRUCTIONS	31
7.0 EVALUATION PROCESS	32
8.0 SELECTION PROCEDURE	33
9.0 EL DORADO COUNTY WEBSITE REQUIREMENTS.....	34
10.0 REJECTION OF PROPOSALS	35
11.0 VALID OFFER.....	35
12.0 COUNTY’S RIGHTS.....	35
13.0 CONFLICT OF INTEREST	36
14.0 PUBLIC RECORDS ACT.....	36
15.0 BUSINESS LICENSE REQUIREMENT	37
16.0 PUBLIC AGENCY	37

Attachment A – Sample Agreement*

Attachment B – California Code of Regulations (CCR) Title 22, Chapter 6 - Adult Residential Facilities

Attachment C – ARF RFP Proposal Budget Tracking Tool

*The attached Sample Agreement for Services is for reference only. Other terms and conditions may apply based on the types of services and funding involved.

1.0 INTRODUCTION

The County of El Dorado (County), through its Health & Human Services Agency (HHSA), Behavioral Health Division is requesting sealed proposals from highly qualified and experienced firms (Contractor, Proposer, or firm) to develop and operate a licensed Adult Residential Facility (ARF) and provide residential treatment services to adults with serious mental illness (Client/Clients) within the County. The intent of this solicitation is to establish one (1) or more agreements with qualified Contractors to perform the above mentioned services on behalf of County at the most reasonable cost.

The California Department of Social Services (CDSS) defines an “Adult Residential Facility (ARF)” as a licensed facility that provides 24-hour-a-day non-medical care and supervision to persons in need, 18 to 59 years of age, inclusive, and under specified conditions for the elderly, or any person 60 years of age or older under specified requirements². ARFs are intended to offer personal care services, supervision, and assistance essential for sustaining the activities of daily living or for the protection of the individual.

The State of California Department of Health Care Services (DHCS) contracts with the County to provide Specialty Mental Health Services (SMHS) to Medi-Cal beneficiaries who meet eligibility criteria for these services. Within the County, the HHSA, Behavioral Health Division serves as the Mental Health Plan (MHP) and implements the required SMHS programs.

County-established SMHS programs include outpatient mental health services such as medication therapeutic services, inpatient services such as acute psychiatric hospitalizations, and certain types of residential placements, including ARFs. The SMHS program partners closely with other HHSA programs (e.g., Public Guardian, Substance Use Disorder Services), other government entities (e.g., Law Enforcement, Probation, Courts), healthcare providers, and community-based organizations to assist mental health Clients in need.

The County’s Behavioral Health Division is in the process of building a comprehensive network of mental health care providers to offer critical supports for SMHS Clients, including providing eligible Clients ARF services. An ARF is an integral part of the County’s continuum of care for SMHS Clients. Through the provision of housing, community-based care and other supportive services to eligible Clients, the County reduces placements of Clients in more restrictive

² <https://www.cdss.ca.gov/inforesources/community-care/ascp-centralized-application-units>; CCR, Title 22, Division 6, Chapter 1, Article 1, Section 80001(a)(5).

facilities, allowing them to remain within the community, close to their natural support system, and results in Clients learning valuable skills needed to transition from the ARF to more independent living.

1.1 Current Situation

The County is experiencing a shortage of licensed ARF facilities offering adequate supportive housing options to serve SMHS Clients. While this shortage is common throughout the State, the impact of the shortage is many adult individuals with mental illness are not able to obtain sustainable community housing options within the appropriate level of care following stays in acute in-patient treatment programs, hospitals, Short-Term Crisis Residential or Transitional Residential Treatment Programs and/or correctional institutions.

The provision and continuum of community-based housing, specifically ARFs for adults with mental illness, is critically needed in El Dorado County. The County's Behavioral Health Division currently houses six (6) adults who experience serious mental illness and other co-occurring disorders in a local ARF. Due to an unfortunate planned closure of County's current contracted ARF, the County has SMHS Clients in need of rehousing.

As a result, the County is seeking proposals from individuals and/or qualified and experienced firms to establish/operate a licensed ARF to house and support six (6) or more adult residents (County Clients) with mental illness, within El Dorado County.

The intended ARF will provide housing and residential treatment services for County Clients, ages eighteen (18) – fifty-nine (59), who are experiencing serious mental illness and other co-occurring disorders. Under certain circumstances, the County may request admission of County Clients who are 60 years of age or older that meet specific requirements to be housed in this ARF, in which justification will be provided to the State to obtain permission to house these specific County Clients in the facility.

These County Clients are generally stepping down from, or at risk of placement into, a locked psychiatric setting, Mental Health Rehabilitation Center and/or correctional institution.

Proposers responding to this solicitation should understand the intent of this solicitation is to identify providers who can offer ARF services to County

Clients in El Dorado County's West Slope (areas west of Echo Summit) as a locally-based facility is crucial to ensure that County Clients remain within their community, close to their natural support system and in close proximity to necessary mental health services.

El Dorado County is geographically rural and is topographically divided into two (2) slopes, encompassing a portion of the Sierra Nevada Mountains, which divides the County between the Eastern Slope (South Lake Tahoe basin) and the Western Slope (areas West of Echo Summit).

The County is accepting proposals from organizations that have residential care experience in serving adults with chronic and severe mental illness, including those with other co-occurring disorders that have expertise in the delivery of supportive services and have the ability to provide a program that includes twenty-four (24) hour staffing. The selected Proposer must demonstrate a commitment to customizing treatment plans and supports as needed to accommodate County Client-specific needs.

Due to the known shortage of licensed ARFs located in the County, the development of an ARF in the West Slope of the County is highly desired. Proposals for the development of a County-located ARF with licensed capacity to provide six (6) beds, up to a maximum of sixteen (16) beds, with six (6) beds dedicated for exclusive use by the County, are highly sought. Start-up funding for the development of this locally-based licensed ARF is available.

1.2 Special Considerations

As noted in the March 2018 report from the California Behavioral Health Planning Council, "New construction or attempts to obtain a use permit for a property to establish an ARF that provides more than six (6) beds are frequently confronted with "Not In My Backyard" (NIMBY) opposition from communities within the State."³ While there is no County-based evidence to determine if a Proposer will face this obstacle with the permitting process, it is recommended that if a Proposer has plans to operate a facility with more than six (6) beds, a strategy is established for effectively engaging the community to minimize possible public opposition.

³ (ARFs) Highlighting the critical need for adult residential facilities for adults with serious mental illness in California, <https://www.dhcs.ca.gov/services/MH/Documents/Legislation-Committee/2018-ARF-Final.pdf>.

1.3 Start-Up Funding

Several factors related to start-up funding are important for Proposers to consider prior to submitting a response to this RFP:

Start-up funding for the development of a licensed ARF on the West Slope of El Dorado County is available up to the maximum amount of \$150,000.00, for a six (6) bed facility that is dedicated for the exclusive bed use by the County.

Proposals that include a licensed six (6) bed ARF with licensed capacity for the maximum of sixteen (16) beds can propose more start-up costs for evaluation and must indicate in their proposal the dedicated number of County beds versus non-dedicated County beds, and should provide in their budget summary how the excess start-up costs justify the additional budget.

Start-up funds are intended to support the development of the licensed ARF within the County and to support the program during the initial time frame required to reach licensing and to house County Clients. Start-up costs will cease once the County-based ARF is operational and County Client(s) become residents in the facility.

Start-up funding shall only be used toward the development or expansion of the ARF in El Dorado County.

Allowable Proposed start-up costs may include:

- Costs for securing a facility site such as: required licensing orientations, ARF permit and licensing fees, facility lease/rent deposits, insurance deposit, fire safety clearance, inspection fees, and other such related costs;
- Office equipment required for the Facility operations;
- Home furnishings for up to the intended six (6) County Clients (residents);
- Rent for the facility until the ARF is operational;
- Necessary staffing to facilitate the development of the ARF; and
- Consultation with professionals in the field or contractors required to update the Facility.

Not Allowable Proposed start-up costs that will not be funded include:

- New construction;
- General program development costs; and
- Staff development and training.

Start-up funds will be awarded to the selected Proposer based on the County's evaluation of the start-up costs proposed, being reasonable and necessary to support the ARF becoming licensed and operational, the number of beds proposed, and the plan and detailed timeline proposed for the development leading up to an operational licensed ARF in the County.

Prior to the acceptance of any start-up funds, the selected Proposer must enter into a contract with the County. This contract will detail the conditions under which the funds may be used. Any agreed upon start-up costs by the County for the project will require an agreement that the Contractor will provide, at minimum, thirty-six (36) months (three [3] years) of continuous residential care services, based upon the date of the first admission. Failure to meet this term of service will require the Contractor to repay a portion of the original start-up funds.

Proposers are required to provide a detailed budget for all proposed start-up costs and explain how start-up funds were determined and how they will be used in their submittal. Proposals for an ARF with more than six (6) beds should include justification for any additional start-up costs as well as for beds that are not specifically designated for County Clients (if applicable). This justification should demonstrate a clear benefit to the County and establish why these costs are reasonable, necessary, and/or insignificant compared to the benefit the additional beds will provide.

1.4 Rate of Reimbursement of Operational ARF Facility

Once County Clients are residing in the contracted ARF, start-up costs will no longer be paid and the all-inclusive agreed upon rate per bed/per night per County Client is reimbursable. This all-inclusive per bed/per night per County Client rate is negotiable. Proposers will propose this all-inclusive nightly rate in response to this RFP for evaluation. The all-inclusive rate must include all costs necessary to operate the ARF including, but not limited to, all operating costs such as staffing, training, rent, residential treatment services, food, equipment, and supplies (etc.).

The County will reimburse the selected Contractor for six (6) beds dedicated for exclusive use by County Clients at the agreed upon nightly rate, regardless of occupancy. If the selected Contractor operates a seven (7) bed up to sixteen (16) bed ARF, and more than six (6) County Clients are admitted into the ARF, each additional bed occupied by a County Client is reimbursable at the same agreed upon all-inclusive nightly rate. It is

important to distinguish that only the six (6) County dedicated beds are reimbursable with or without County Client occupancy. Any additional ARF bed utilized by the County, beyond the dedicated six (6) beds, is only reimbursable per bed/per night when occupied by an additional County Client.

1.5 Eligible RFP Proposal Submission Pathways

To be eligible to submit a proposal in response to this RFP, the Proposer must meet all of the Eligibility criterion identified in Section 3, Eligibility. If selected, the Proposer must also be to provide all requirements identified in Section 2.2 “Facility Requirements” of this RFP, subsequent to startup and implementation.

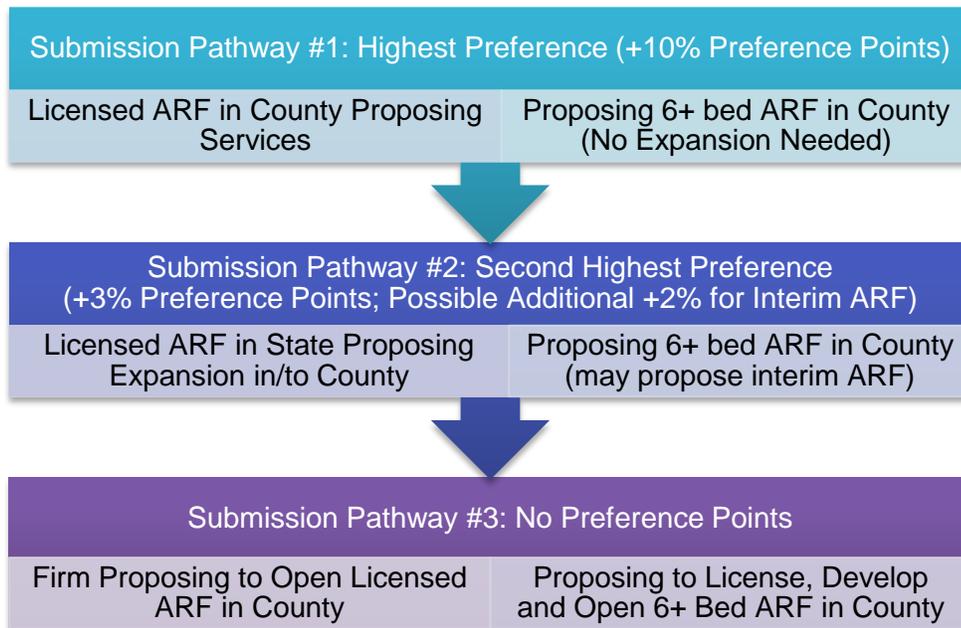
Proposals will also need to identify one (1) of the three (3) Submission Pathways identified below, selecting the pathway that best describes the Proposer’s current situation. Defining these submission pathways will be used in order to ensure similar proposals are evaluated competitively, and to ensure preference is given to qualified Proposers who can provide the required services most expediently.

In order of preference, the following Submission Pathways identify what County considers most qualified to submit a proposal:

1. Proposer Submission Pathway #1 is a licensed ARF in El Dorado County with capacity to offer services and six (6) beds for County Clients, with up to sixteen (16) beds for services, in the West Slope, that is in-compliance and good standing with licensing regulations and not on probation with the State (most preferred option will receive +10% preference points on total evaluation score);
2. Proposer Submission Pathway #2 is a licensed ARF in El Dorado County or elsewhere in the State, that is in-compliance and good standing with licensing regulations and not on probation with the State, willing to expand their existing facility or develop an ARF in El Dorado County, to offer services and six (6) beds for County Clients, with up to sixteen (16) beds for services, in the West Slope (an acceptable option with a realistic plan for implementation and appropriate/competitive costs), (second preferred option will receive +3% preference points on total evaluation score);

3. Proposer Submission Pathway #3 is qualified and planning to pursue opening a licensed ARF in El Dorado County with capacity to offer services and six (6) beds for County Clients, with up to sixteen (16) beds for services, in the West Slope (an acceptable option with a realistic plan for implementation and appropriate/competitive costs and this pathway receives no preference points).

Graphic visual of three (3) Eligible Submission Pathways in preference order:



The County is willing to accept proposals from entities/organizations meeting any of the above three (3) pathways, with preference given to qualified and experienced Proposers that present the most cost effective and most timely implementation plan to operate a licensed ARF in the West Slope of County that meet all mandatory service components detailed in this RFP.

Proposers responding to Submission Pathway #2 that have a licensed ARF existing outside of El Dorado County in California, who propose to provide interim ARF housing for County Clients while developing the ARF in the County of El Dorado, will be given preference points (total evaluated points +2%) and need to provide this plan in their response to this RFP. This optional service must be included as a statement within the Proposer's Cover Letter as defined in Section 4.1.

If a Proposer is submitting a response to this RFP per Submission Pathway #3, a detailed plan and timeline for providing all mandatory service and provider components detailed in Section 2.2 of this RFP, must be included in the RFP response.

The County will evaluate and select proposals from any eligible Proposer willing to provide the ARF services detailed in this RFP, and is open to selecting multiple proposals. In the case where no proposal is submitted that can house six (6) County Clients in the County, proposals under Submission Pathway #1 proposing these services at separate facilities within the County, or that accept less than six (6) County Clients within the County will be considered. No preference points will be given for proposals with less than six (6) beds.

1.6 RFP Process Information

The County of El Dorado is an Equal Opportunity Employer (EOE). All individuals are encouraged to participate. The County will not discriminate against any individual because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, or sexual orientation. Bilingual/bicultural providers are encouraged to submit a proposal in response to this RFP.

The County will award one (1) or more contracts through this solicitation with a term effective upon execution of the contract(s), extending through June 30, 2023. During this term, the selected Proposer will be limited to the funding available for services as described in the resulting contract, from which actual costs may be billed. The resulting contract may be extended, based upon successful project outcomes, and/or budget availability. Conversely, the contract may be terminated prior to June 30, 2023, if project outcomes do not reflect successful implementation, and/or budgeted funds become unavailable.

This RFP includes a description of the evaluation and selection process, Scope of Work, and proposal requirements.

The following schedule is for reference purposes and is subject to change:

RFP Issuance	May 21, 2021
Deadline for Questions	June 3, 2021
Answers Posted on or About	June 11, 2021
Due Date for Submissions	June 28, 2021

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued and posted at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>.

Any amendment to this RFP is valid only if in writing and issued by the Chief Administrative Office, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFP are invalid.

All interpretation or corrections, as well as any additional RFP provisions that the County may decide to include, will be made only as an official addendum that will be posted to the County's website and it shall be the Proposer's responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by the County shall become part of the RFP and will be incorporated into the proposal.

The County will not be bound by oral responses or inquires or written responses other than written addenda.

2.0 SCOPE OF WORK

2.1 ARF Service Descriptions

The goal of the ARF services solicited through this RFP is for the development and operation of an in-County ARF, with a minimum bed capacity for six (6) County Clients, which is in compliance with all licensing, certification, zoning, and operating requirements for the provision of all residential and supportive services for identified County Clients enrolled in SMHS with the County.

The selected Proposer must have a commitment to customizing supports as needed to accommodate County Client needs and shall provide the facility, personnel, residential treatment services, and equipment necessary for a fully functional ARF on the West Slope of El Dorado County.

2.2 Facility Requirements

The standard for residential facilities is to provide quality care in a home-like environment that focuses on the needs and interests of the County Clients. The residential facility is to provide the least restrictive environment that promotes independence while assuring County Clients' health and safety. The ARF must include all required spaces, personnel, services, furniture, equipment, and supplies necessary to provide residential treatment services for County Clients.

The number of beds available in the ARF must be at least six (6) with a maximum number of sixteen (16) beds, contingent upon State licensing, and County zoning. For six (6) bed facilities proposed, the beds must be dedicated to El Dorado County Clients.

Proposers must be licensed and in good standing with the State's licensing requirements, or have a viable plan for becoming licensed as an ARF, to operate as a licensed ARF in the County of El Dorado, as defined in this RFP and in State guidelines and regulations. Prior to submitting a proposal, Proposers are strongly encouraged to review the following information, as regulatory understanding and compliance will be imperative to project completion. For reference, Proposers can view the resource documental labeled "Attachment B – California Code of Regulations (CCR) Title 22, Chapter 6 - Adult Residential Facilities", which is attached to this RFP.

ARFs are licensed by the CDSS, Community Care Licensing Division (CCLD) as specified in the California Code of Regulations (CCR), as defined by CCR Title 22, Division 6, Chapter 1 and CCR Title 22, Division 6, Chapter 6. More information about the ARF licensing and operating requirements are published online through the CDSS at <https://www.cdss.ca.gov/inforesources/adult-care-licensing>.

Mandatory Facility and Provider Components

The selected Proposer shall comply with all of the requirements identified below as they are legally mandated for ARF operation. Because the County is allowing Proposals from organizations without currently established ARF facilities, Proposers should be aware that selection as a result of this RFP is conditional upon the following requirements being met before any costs for the operation of the facility can be billed or reimbursed.

In order to operate a licensed ARF in the County of El Dorado:

- Facilities must meet licensure and certification requirements set forth by the CDSS for operation of an ARF in El Dorado County (as linked above);
- Facilities must be zoned for the uses described in this RFP and all necessary permits, licenses, and similar entitlements must be secured (or a detailed plan for securing such approvals must be included in the RFP response);
- Facilities must be in-compliance with all applicable State and federal laws, regulations, and other guidance related to the operation of an ARF;
- Facilities must be in substantial compliance and good standing with licensing regulations for all current residential facilities operated. Facilities on probation with and/or have pending accusation against the licensee are not in substantial compliance and not eligible Proposers for the purpose of this RFP⁴;
- Licensed and operational ARF must be enrolled as a California DHCS Medi-Cal Provider responsible for providing Assisted Living Waiver (ALW) services to residents;
- ARF provider must have a National Provider Identifier (NPI);
- Facility must be registered in all applicable State and federal databases (e.g., PAVE, NPPES);
- Facility must have a designated Administrator who possesses the necessary California qualifications and Administrator Certification;
- Facility must have licensed nurses on staff in order to provide skilled nursing services as needed;
- ARF must employ staff as necessary to meet minimum State staffing requirements and ensure provision of care and supervision to meet Clients' health and safety needs;
- Facilities must be able to offer private or shared bedrooms with no more than two (2) Clients per bedroom;
- Facilities housing more than six (6) clients are required to have an Individual Response System (IRS) enabling clients to summon for assistance at any time; and
- ARF must complete and submit all reports required by State, Federal, and County requirements, including a Plan of Operation and a Financial Plan of Operation.

All facilities must be Americans with Disabilities Act (ADA) compliant in a clean, comfortable, functional, and non-institutional setting, and compliant with State ARF regulations. The facility must allow for single or double occupancy bedrooms with no more than two (2) Clients per bedroom;

⁴ <https://www.dhcs.ca.gov/services/ltc/Pages/Residential-Care-Facility-and-Adult-Residential-Facility-Provider-Enrollment.aspx>.

common rooms, including a living room, dining room, den, or other recreation/activity room, which provide the necessary space and/or separation to promote and facilitate the program of planned activities and to prevent such activities from interfering with other functions; and an appropriate number of bathrooms based on the maximum occupancy. At least one (1) room must be available to County Clients for relaxation and visitation with friends and/or relatives.

There must also be an outdoor activity space which meets the CCR Title 22 § 85087.2 requirements below:

- Outdoor activity areas shall be easily accessible to clients and protected from traffic; and
- Outdoor activity areas shall provide a shaded area, and shall be comfortable, and furnished for outdoor use.

If a facility has not been identified or leased prior to the submittal of the proposal, the proposal must include a detailed plan for the acquisition, licensing, and preparation of the facility for a fully-functional and operational ARF, including the anticipated date of opening.

2.3 Staffing and Training Requirements

The selected Proposer, as mandated by the California Code of Regulations, must provide twenty-four (24) hour staff coverage, seven (7) days per week, with supportive, supervisory and medication support services intended to prepare County Clients to transition from the facility to independent community living.

To be in compliance with applicable State law and regulations, the selected Proposer must have at least one (1) Designated Administrator, who possesses the necessary California qualifications and Administrator Certification, on staff and on premises the number of hours necessary to manage and administer the facility in compliance with applicable law and regulation. The Certified Administrator or a designated substitute, with qualifications adequate to be responsible for the management and administration of the facility, must be on site twenty-four (24) hours per day, seven (7) days per week.

The Designated Administrator must maintain and recertify their Administrator Certification every two (2) years as mandated by the State. Any change of administrator has to be reported to the CDSS/licensing

agency and the County in writing within thirty (30) days prior to a change in administrator.

While there is no specific staff-to-resident ratio for residential care facilities, California law requires that facility personnel at all times be sufficient in numbers, qualifications, and competency to provide the services necessary to meet individual client needs, and to ensure their health, safety, comfort, and supervision. Staff qualifications and the number of staff on-site must be adjusted as-needed to adhere to all regulations outlined in the CCR Title 22, Section 80065, Personnel Requirements.

In instances where all clients are away from the facility, a designated staff person must be available at all times to respond to sick or emergency calls. If a County Client is unwilling or cannot attend an outing or a day program, it is his or her personal right to remain at the facility and staff must be on duty for care and supervision. The facility must also have at least one (1) staff member trained in CPR and first aid on duty and on the premises at all times.

Staff classifications must be within the scope of practice for the duties performed, including supervisory and medication support services. Facilities are required to have licensed nursing staff, either on call or employed, in order to provide skilled nursing services as needed.

Staff should be highly competent, caring, and compassionate, with experience working with individuals with a serious mental illness and co-occurring disorders. As may be necessary, staffing should be able to be adjusted upward when needed to prevent crisis situations or other occurrences that could lead to acute hospitalization or loss of housing for any County Clients.

Staff must be properly equipped on how to effectively work with County Clients who have mental health illnesses and be trained on all relevant operational requirements of an ARF, including but not limited to medication support services, principles of nutrition, housekeeping and sanitation, personal care and hygiene, supportive and individualized supports, residential treatment plans, and activities beyond basic living and personal care, County Client safety measures, and the provision of excellent client care.

2.4 ARF Service Specifications

A. Service Requirements

The goal of the ARF is to help Clients gain the skills and ability necessary to remain out of higher level locked placement facilities, such as Institutes of Mental Disease and Mental Health Rehabilitation Centers, and to move into a less restrictive living arrangement in the community. This should be accomplished by helping each County Client to develop independent living skills and improve their quality of life.

County Clients must be treated with respect and be allowed to live in the ARF with the ability to make reasonable decisions and express independence in a monitored and safe environment.

The ARF must provide support for County Clients who require assistance with everyday activities, as well as provide training to County Clients to develop independent living skills. Services may be provided one-on-one or in groups. The program must be configured to meet the individual needs of each County Client, and may include, but is not limited to, skill building in the following areas:

- Personal Hygiene;
- Household Maintenance (cleaning, laundry, etc.);
- Nutrition and Meal Planning;
- Personal Safety;
- Medical Needs / Medication / Health;
- Money Management / Budgeting;
- Public Benefit Enrollment / Certification;
- Public Transportation;
- Personal Identification Documentation;
- Reading and Writing Skills;
- Telephone Usage and Etiquette;
- Use of Clocks and Calendars;
- Basic Problem Solving Skills;
- Social / Communication Skills Development;
- Sensory / Motor Skill Development;
- Vocational / Volunteer Readiness;
- Recreation and Social Activities;
- Peer and Family Support; and
- Community Integration / Linkage to Community Resources.

Training goals will be identified in each County Client's Needs and Service Plan. Progress toward goals will be documented at the conclusion of each training session and the time spent on the training. Trainings will be reviewed and lessons will build upon each other.

Additionally, the Contractor will be required to comply with all other service needs for operation of the ARF and support for the County Clients, including but not limited to:

- Preparing three (3) meals and three (3) nutritional snacks each day and providing County Clients and the County's designated staff/case manager with a calendar of meals and snacks;
- Providing housekeeping and laundry;
- Transporting County Clients;
- Arranging for daily activities and providing County Clients and the County's designated staff/case manager with a calendar of daily activities;
- Providing skilled nursing services, as needed;
- Assisting with medication, including administration, ordering, monitoring for side-effects, and reporting medication non-compliance to the County's designated staff/case manager and conservator if applicable;
- Supporting County Clients in scheduling and attending medical, dental, and other appointments, and providing advocacy as needed;
- Providing close supervision of and intensive interaction with County Clients who may require the management of more difficult or complex behavioral problems, reporting any concerns to the County's designated staff/case manager, and conservator if applicable, and developing and implementing any needed behavior plans to decrease exhibited negative or aggressive behaviors;
- Maintaining individual County Clients records in accordance with County and State requirements; and
- Participating with the County in regularly scheduled meetings with the County's designated staff, conservators, and/or other entities with whom the County Client is involved (e.g., Probation) to assess the progress and ongoing needs of County Clients.

The ARF staff shall prominently post and provide to each County Client and their natural support network (e.g., family, designated County staff, Probation, conservator if applicable) information regarding how to

contact ARF staff in case of any County Client-specific concerns or emergencies. The ARF shall also display all other required posters and/or notifications, such as County grievance forms.

B. Level of Care

The purpose of the ARF is to assist County Clients that are stepping down from a higher level restricted institutional facility into a less restrictive home-based residential care facility that offers personalized care and community-based services. As such, the County Clients who will reside at the ARF are anticipated to have a high level of care, but not rising to a level of care requiring a locked placement.

The ARF staff will work closely with the County Clients, County, and other appropriate entities (e.g., conservator, Probation) to develop individualized Needs and Service Plans for all County Clients residing at the ARF, with the goal of discharging to a lower level of care within one hundred eighty (180) days. County Clients will actively participate in the development of their Needs and Service Plans.

County Clients' level of care will be reassessed every six (6) months after admission using, minimally, the Levels of Care Utilization System (LOCUS) and Adult Needs and Strengths Assessment (ANSA). If there is a significant change in the level of functioning before the six (6) month period is over, the selected Contractor and the County's designated staff/case manager will prepare a new assessment.

C. Admission and Discharge

Referrals for admission will be made by the County's Behavioral Health Division. The ARF intake staff will review all referrals for appropriateness of placement. If a County Client is accepted to the ARF, an admission plan will be developed for each new County Client to address the date and time of arrival, orientation to the ARF, and other County Client-specific care and coordination needs. In the event it is determined that a County Client is not appropriate for placement at the ARF, the County's designated staff/case manager, and conservator if applicable, will receive written notification of the denial and the reason for the denial.

Discharge planning should begin at admission in collaboration with the County's designated staff/case manager, and conservator, if applicable,

and any other relevant entities/individuals. Notifications of discharges must be made in a timely manner to the County's designated staff/case manager, and conservator if applicable.

2.5 Communication with Collaborative Partners

As a matter of necessity and coordination of care, the Contractor will be required to maintain effective and ongoing communication with the County and related partners supporting the ARF Program and County Clients.

County Client Needs and Services Plans will be developed by the County's designated Case Manager and County Clients in cooperation with the Contractor. To ensure effective collaboration, the Contractor will work closely with the County's designated staff/case manager to develop a facility program plan to meet the goals and objectives established in the Client Plan.

Some ARF County Clients have current or prior involvement with the criminal justice system. Involvement in this system may require the Contractor to coordinate County Client information and/or services with the public safety agency of jurisdiction, such as the County's Probation Department, Public Defender's Office, Courts, and the District Attorney's Office.

The majority of the ARF clients will be conserved pursuant to the Lanterman-Petris-Short Act. Per California Welfare and Institutions Code (WIC), "The Lanterman-Petris-Short (LPS) Act regulates involuntary commitment of persons with mental health disorders to a mental health institution in the State." The LPS Act sets the precedent for mental health commitment procedures and strict due process protections for mental health clients. Therefore, the Contractor will be required to collaborate with the County's Public Guardian office and other individual conservators for the care and treatment of the conserved individuals residing at the ARF.

2.6 Reporting Requirements

Regular reporting and accurate submission of documentation is required to meet the needs of the County Measurements. Maintenance of individual County Client records, reporting outcomes for County Clients and tracking key events is required in accordance with County requirements and as mandated by the State. All reports must be submitted timely and transmitted

to the appropriate agencies. Reporting timelines will be specified upon award of this RFP in the resulting contract.

Reporting is anticipated to include, but not be limited to:

- County Clients' progress towards goals (quarterly at a minimum; more frequently if needed);
- County Clients' behavioral concerns;
- Full Service Partnerships documentation, including but not limited to key tracking events;
- Unusual occurrence reports;
- Results of any State or federal audits; and
- All State and federal reporting that may be required by law or regulation.

2.7 Timeline for Implementation

It is important to note, El Dorado County, like much of California, is experiencing a short supply of ARFs. As a result, it is highly anticipated the selected Proposer will need to identify available and adequate housing/property within the West Slope of the County and obtain all required permits, licensure and certifications to operate an ARF in the County.

As identified in this RFP, the County has existing Clients living in an ARF which is scheduled to close. Therefore, transitioning these County Clients to a new ARF for necessary residential treatment services is high priority.

As a result, it is critical for the County to select a Proposer with the capacity, experience, and qualifications necessary to offer services and housing to existing County Clients as quickly as possible and make the implementation of the proposed ARF an urgent priority.

3.0 ELIGIBILITY

To be considered eligible to submit a proposal for evaluation, proposers must meet the eligibility requirements associated with the Submission Pathway that best describes their organization and intent.

Submission Pathway #1

To be eligible for the highest Submission Pathway preference (Total Score + 10%), Proposers must:

1. Be a licensed ARF facility that is in-compliance and good standing with licensing regulations and not on probation with the State, and currently serving adults with chronic and severe mental illness, including those with other co-occurring disorders in El Dorado County, proposing this facility to service County Clients. To establish that the Proposer's organization meets this requirement, the Proposer must submit a copy of the current license for the facility along with the Proposal submitted in response to this RFP; and
2. Provide a copy of the certification for the Certified Administrator currently staffing the County-located ARF as a part of the proposal submission in response to this RFP.

Submission Pathway #2

To be eligible for the second highest Submission Pathway preference (Total Score + 3% with possible additional 2% for Interim ARF), Proposers must:

1. Provide a copy of current licensure for an ARF facility by the CDSS located in California that is in compliance and good standing with licensing regulations and not on probation with the State, as a part of the proposal submission in response to this RFP;
2. Provide a copy of the active certification for the ARF Certified Administrator if identified, or a resume or detailed qualification requirements if individual is not yet identified, for the proposed personnel who will serve in the role as a Certified Administrator in El Dorado County ARF. Said resume or qualification requirements must clearly identify how the individual's qualifications are likely to result in an approved certification by the CDSS, and is to be provided as a part of the proposal submitted in response to this RFP; and
3. Certify the Proposer intends to pursue licensing and meet all regulatory/statutory requirements necessary to establish an ARF in El Dorado County. This certification should be included as a statement within the Proposer's Cover Letter as defined in Section 4.1 below.

Submission Pathway #3

To be eligible for the Submission Pathway without any preference, Proposers must:

1. Provide a resume, or detailed qualification requirements if individual is not yet identified, for the proposed personnel who will serve in the role as a Certified Administrator in El Dorado County ARF. Said resume or qualification requirements must clearly identify how the individual's qualifications are likely to result in an approved certification by the CDSS, and is to be provided as a part of the proposal submitted in response to this RFP;

2. Provide a statement with details on the Proposed ARF that will be established including the number of beds the facility will house. This statement should be included within the Proposer's Cover Letter as defined in Section 4.1 below; and
3. Certify the Proposer intends to pursue licensing and meet all regulatory/statutory requirements necessary to establish an ARF in El Dorado County. This certification should be included as a statement within the Proposer's Cover Letter as defined in Section 4.1 below.

In addition to meeting the Eligibility requirements for each of the three (3) Submission Pathways, each Proposer, regardless of the Submission Pathway selected must:

- Certify the Proposer has read and will agree to the standard terms and conditions identified in the Sample Agreement, attached to this RFP as Attachment A, Sample Agreement.
- Certify that the Proposer acknowledges and agrees subsequent to any necessary implementation and startup period, the Proposer will meet all of the requirements specified in Section 2, "Scope of Work" including all of the Facility Requirements specified in Section 2.2, "Facility Requirements" as applicable and regulated for the operation of an ARF in the El Dorado County.
- Contractor agrees to comply with all applicable Federal and State laws and regulations required of the licensed facility and program.

The certifications indicated above should be included in the "Cover Letter" specified in Section 4.1. All required documentation, such as copies of certifications, resumes, and qualification requirements, must be attached in response to this RFP. Proposals received that fail to meet the Eligibility requirements identified above will be rejected as unresponsive and not evaluated.

4.0 REQUIRED PROPOSAL COMPONENTS

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. The document shall be 8-1/2 inches by 11 inches in size.

All proposals shall contain the following elements, and in the order given:

4.1 Cover Letter must at least contain the following information:

- Title of this RFP;
- Name and Mailing Address of firm (include physical location if mailing address is a P.O. Box);
- Type of organization of firm (partnership, corporation, etc.);
- Contact person including telephone number, fax number, e-mail address, and physical mailing address;
- A statement identifying the Eligible Submission Path Number (#1, #2, or #3) that the Proposer is submitting a response to;
- A statement indicating the number of beds the Proposer is proposing for the scope of services for El Dorado County Clients;
- A statement indicating the number of years the organization has been providing services to mental health individuals in a residential setting;
- Proposers currently operating a licensed ARF in the County must provide a copy of the active certification for the ARF Certified Administrator. If a Proposer does not currently operate a licensed ARF in the County, provide a copy of the active Administrator Certification, resume, or required qualifications for the proposed Certified Administrator for the County-located ARF, clearly identifying how the individual's qualifications are likely to result in an approved certification by the CDSS. In either case, a copy of any certification, resume, detailed background, and qualifications, for the Proposed Certified Administrator must be attached to this RFP labeled as "certification";
- If applicable for Proposers of Submission Pathway #2, provide a statement indicating that interim housing will be provided for County Clients in an ARF located outside of the County, until the Proposer can begin operating an ARF within El Dorado County. Identify the facility and location(s) at which County Clients will temporarily reside, including the number of beds proposed, the all-inclusive nightly rate per bed/per County Client, and the anticipated date of availability and longevity for this interim service.

- A statement certifying the Proposer has read and will agree to the standard terms and conditions identified in the Sample Agreement, attached to this RFP as Attachment A;
- A statement acknowledging and agreeing, subsequent to any necessary implementation and startup period, the Proposer will meet all of the requirements specified in Section 2.0, "Scope of Work" including all of the Facility Requirements specified in Section 2.2, "Facility Requirements" as applicable and regulated for the operation of an ARF in the El Dorado County;
- A statement certifying the Proposer agrees to comply with all required federal, State, County, and city if applicable, laws, regulations and guidance regarding operation of an ARF;
- A statement by submitting firm requesting protection of proprietary information if necessary. All proposals may be considered public information. Subsequent to award of this RFP, all or part of any proposal may be released to any person or firm who may request it. Therefore, Proposers may request in their Cover Letter if any portion of their submittal should be treated as proprietary and not released as public information.

4.2 Signatory Requirements:

In order to receive consideration, the Cover Letter must be signed by an officer empowered by the Proposer to sign such material and thereby commit the Proposer to the obligations contained in the RFP response. **Further, the signing and submission of a response shall indicate the intention of the Proposer to adhere to the provisions described in this RFP and a commitment to enter into a binding contract.** Submittals shall be signed by one of the following representatives:

- If the respondent is a **partnership**, submittal shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Attorney evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm.
- If the respondent is a **corporation**, the submittal shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name.

The title of the office held by the person signing for the corporation shall appear below the signature of the officer.

- If the respondent is an **individual** doing business under a firm name, the submittal shall be signed in the name of the individual doing business under the proper firm name and style.
- If the respondent is a **non-profit organization** (i.e. 501[c]3), the submittal shall be signed by the Executive Director of the organization with additional evidence submitted to demonstrate the Executive Director has been delegated to have signature authority by the organization's governing body.

4.3 Proposal Narrative

A. Executive Summary

The Executive Summary section of the proposal should address the Proposer's overall approach to operating an ARF in El Dorado County. At a minimum, the Executive Summary should:

1. Describe the Proposer's understanding of the need for services for SMHS adult Clients in the County; and
2. Describe the Proposer's overall intent and approach for meeting the need for all services solicited in this RFP, including its ability and capacity to do so in El Dorado County.

B. Plan for Services

The plan for services should address the Proposer's plan for licensing and operating an ARF in El Dorado County. All descriptions of plans should be detailed and include measurable outcomes, defined timelines, a clear discussion of the facility and staff/resource requirements to provide the services, and the activities/steps that will be taken to achieve the outcomes identified. At a minimum, the plan for services should clearly:

1. Describe the Proposer's plan for operating an ARF in El Dorado County for the provision of all services outlined in this RFP. At a minimum, this response should include:

- If a licensed facility within the County has not been procured prior to submittal of this proposal include the detailed plan for the acquisition, intended location(s) for facility, licensing, permitting and strategy to minimize possible opposition to obtaining said permit, number of beds being offered for County Clients and how many beds the facility will support (if the proposed facility is intended to be licensed for more than the six (6) beds, include details on proposed bed assignments and the number of County-only beds and the number of beds that may be accessed by other counties, if any), and preparation plan of the facility for a fully-functional and operational licensed ARF in the County, including the anticipated date of opening;
 - If existing licensed ARF within the County is being proposed for services, describe the facility and location(s) at which County Clients will reside, including the number of beds at each facility proposed for these services (if the proposed facility is licensed for more than the six (6) beds, include details on proposed bed assignments and the number of County-only beds and the number of beds that may be accessed by other counties, if any), including the anticipated date of availability; and
 - Proposer's detailed approach to service provision and plan for staffing, the qualifications of staff utilized including the Certified Administrator and how staffing patterns will ensure effective delivery of services 24-hours per day.
2. Describe the Proposer's services plan and how activities will be selected in providing individualized services and supports to the County Clients residing at the ARF;
 3. Describe the Proposer's detailed approach in determining County Clients' admission and discharge criteria which will be utilized for the ARF;
 4. Describe the organization's assessment and planning process to identify how program success will be measured and reported and for identifying, measuring, analyzing, and reporting County Client outcomes data. Plans may include, but are not limited to, the number of County Clients who discharge from the ARF for a higher or lower placement, number of County Clients who newly obtain or recertify for public benefits, number of County Clients who come off a conservatorship or who go onto a conservatorship while residing at the ARF;
 5. Describe the Proposer's plan to provide ongoing staff training in topics relevant to County Client treatment, the operation of an ARF, and the provision of excellent County Client care;

6. Describe the Proposer's plan for working with other partners in the County, including but not limited to Public Guardian, other County and City agencies, healthcare providers, and community-based organizations;
7. Describe the Proposer's plan for how safety precautions for public health emergencies including procedures related to COVID-19 will be established, implemented, and monitored; and
8. Provide detailed timeline and plan, including specific time periods and milestones for implementation and service operation of the ARF within the County. Timelines should also include tasks associated with the timeline and an identification of the responsibilities assigned to key personnel leading up to a fully functioning program.

C. Capabilities and Experience

The Capabilities and Experience section should provide an overview of the organization's history and experience serving adults with chronic and severe mental illness and co-occurring disorders in a residential facility in California. At a minimum it should also address the following:

1. Describe the Proposer's background and experience providing residential services in ARFs, as described in Title 22 of the California Code of Regulations;
2. Describe the organization's history and expertise working with adults with a chronic and severe mental illness and co-occurring disorders, including its experience addressing the unique needs of this population;
3. Describe the organization's history and expertise working with adults who are conserved pursuant to the LPS Act, including its experience addressing the unique needs of this population;
4. Describe the organization's history and expertise working with adults who are involved in the criminal justice system, including its experience addressing the unique needs of this population;
5. Describe the organization's administrative expertise and ability to ensure funding is expended consistent with program goals and costs are tracked and managed for the specific project; and
6. Describe the organization's history and experience with effectively collaborating with healthcare, community-based organizations, and local government-based mental health providers. Provide any examples of experience your organization has had including how your organization navigated barriers to coordinating and collaborating services.

D. Budget and Budget Narrative

All Proposers for all Submission Pathways must complete the ARF Proposal Budget Tool, which is attached to the RFP labeled as Attachment C, "ARF RFP Proposal Budget Tracking Tool". (Tab A on the Budget Tool is provided as a Sample Budget; Tab B must be completed and submitted.) The budget sections on the Budget Tool are categorized and also labeled specific to each Proposal Submission Path Number, identifying either ALL Proposers to complete a section or noted specifically to be completed by Proposers of Submission Path #2 and/or #3). Please ensure that all related Budget Sections (that correspond to your Proposed Submission Path) are completed on the Budget Tool. When completing the ARF Proposal Budget Tool attached, important considerations are as follows:

A. Submission Pathway #1 Proposers must:

- Provide an all-inclusive, cost per night, per bed rate using the Budget Tool for the County-located licensed ARF proposed in response to this RFP. The completed budget tool should identify how many beds are being proposed in the facility for County Clients. Proposed costs must be consistent with the requirements and limitations specified in this RFP; and
- In addition to the all-inclusive cost per night, per bed for the ARF, Submission Pathway #1 Proposers must provide answers to Questions #4 and #5 of the Budget Narrative consistent with the requirements identified below, and will be given full points/credit for Questions #2 and #3 which are not applicable to their proposals. (Questions requiring responses are clearly marked in the Budget Narrative Section below as applicable to ALL Proposers.)

B. Submission Pathway #2 and #3 Proposers must:

- Provide an all-inclusive, cost per night, per bed rate using the Budget Tool for the ARF proposed in response to this RFP, which will be effective subsequent to licensure and completed implementation. The completed budget tool should identify how many beds are being proposed in the facility for County Clients; and
- The completed Budget Tool should include all proposed Direct Start-Up/Implementation Costs (if applicable) identifying all allowable proposed costs associated with the performance of

activities necessary to develop an operational licensed County-located ARF. Proposers Submission Pathway #2 and #3 shall identify all start-up personnel costs inclusive of salaries and benefits required for the ARF development, any contractor or consultant costs that will be incurred whether for goods or services during the project, and facility start-up costs required. Important considerations for proposed start-up costs are as follows:

- Proposed start-up costs must be consistent with the allowable cost requirements and not to exceed the maximum funding limitation for a six (6) bed facility specified in this RFP; and
- Only Proposers proposing a seven (7) bed up to sixteen (16) bed ARF can propose higher start-up costs for evaluation and must show in their Proposal budget summary how the excess costs justify any additional start-up costs, for beds that are not specifically designated as being for County Clients. This justification should demonstrate a clear benefit to the County and establish why these costs are reasonable, necessary, and/or insignificant compared to the benefit the additional beds will provide.

In addition to the Budget Tool, All Proposers must submit a Budget

Narrative. All Proposers must provide detailed descriptions for all costs proposed/budgeted. Completed Budget Narratives should be included as an attachment to the Proposal as a part of responses to the Budget Narrative prompts below and be directly reflective of answers provided within the narrative. (Attachment C provides a sample for creating a consistent format.) The budget narrative sections below are categorized and also labeled specific to each Proposal Submission Path Number, identifying either ALL Proposers to respond to the narrative or noted as specifically to be completed by Proposers of Submission Path #2 and/or #3. At a minimum, the detailed budget narrative should address:

1. **(Proposers of Submission Pathway #2 and #3)** Describe the total costs involved in starting up the proposed ARF program including but not limited to the time commitments of staff involved in community outreach, personnel costs, operating costs, incentives/subsidies, rent/lease deposits, permit/license costs, and any administrative costs for start-up facilities;
2. **(Proposers of Submission Pathway #2 and #3)** Describe the organization's process for managing the actual costs associated with this start-up funding provision, including how personnel time

and other proposed start-up costs will be recorded and tracked to ensure appropriate reimbursement;

3. **(All Submission Pathways)** Describe the costs included in an all-inclusive rate per bed, per night per County Client that will be billed to the County once the Proposed ARF is operational (the all-inclusive billed rate includes all operating costs such as staffing, training, rent, food, equipment and supplies, etc.,) and if Proposer is operating an ARF for more than one (1) county (or other Entity), describe how funds will be segregated for the El Dorado County ARF program from other programs operated by the organization, to ensure costs are appropriately tracked and billed; and
4. **(All Submission Pathways)** Describe how costs are budgeted for each year of service to maximize services within the daily rate quoted to prevent overspending.

5.0 PROPOSER QUESTIONS

- 5.1 Questions regarding this RFP must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office and must be received no later than 5:00 p.m. on **June 3, 2021**.
- 5.2 All emails must have “**RFP #21-952-041 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFP #21-952-041 – QUESTION**” for clarity. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.
- 5.3 Questions will **not** be accepted by telephone, facsimile (fax), or orally.
- 5.4 The County reserves the right to decline to respond to any question if, in County’s assessment, the information cannot be obtained and shared with all potential organizations in a timely manner.
- 5.5 A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the County website on or about **June 11, 2021**. Any addenda to this RFP is valid only if in writing and issued by the County Procurement and Contracts Division.
- 5.6 All inquiries shall be submitted by email to: **kristen.germond@edcgov.us**

or by U.S. Mail to: County of El Dorado
Procurement and Contracts

- 5.7** Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the contact above and shall not contact the requesting department or other County staff directly regarding any matter related to this Request for Proposal. Information provided by other than Procurement and Contracts staff may be invalid and proposals which are submitted in accordance with such information may be declared non-responsive.

6.0 PROPOSAL SUBMITTAL INSTRUCTIONS

- 6.1** Respondents are strongly encouraged to submit their responses online to assure a complete and timely response. To respond online firms must register with the County's online bidding system, Planet Bids, at <https://pbsystem.planetbids.com/portal/48157/portal-home>. Respondents are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by Planet Bids, not when a submittal is initiated by a Respondent. Online submittal transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. For these reasons the County recommends that bidders allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed the Planet Bids web clock, which does not allow submittals after the closing date and time. Planet Bids will send a confirmation email to the Respondent advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the Planet Bids Support team by phone (818-992-1771 Monday through Friday between 7am and 5pm Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit <https://solutions.planetbids.com/support/> to complete and submit the ticket form).
- 6.2** Respondents that decide to submit a hard-copy response do so at their own risk. All hard-copy proposal responses must include all of the same information required for online responses. Incomplete proposals will be rejected as non-responsive. Respondents shall submit one (1) original copy and one (1) electronic copy of your proposal in PDF format on CD or on a flash/USB drive. All hard-copy submittals shall be submitted in a

sealed envelope or container and clearly marked with the RFP number and title on the outside of the parcel.

- 6.3** All proposals must be submitted not later than the date and time posted on the County's website. Hard-copy proposals shall be submitted ONLY to:

County of El Dorado
Procurement and Contracts Division
330 Fair Lane
Placerville, CA 95667

- 6.4** The County shall not be responsible for proposals delivered to a person or location other than specified herein. Proposals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting proposals delivered to a person or location other than that specified above.

- 6.5** Faxed or emailed proposals shall not be accepted.

- 6.6** Late submittals will not be accepted or considered.

- 6.7** All submittals, whether selected or rejected, shall become the property of the County and shall not be returned.

- 6.8** The County reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of the materiality of any such defect or irregularity.

- 6.9** All costs associated with proposal preparation shall be borne by the offeror.

- 6.10** All proposals shall remain firm for one hundred twenty (120) days following the closing date for the receipt of the submittals.

7.0 EVALUATION PROCESS

Proposals will be evaluated by a selection committee and the firms submitting the most highly rated proposals may be invited for interviews. The following evaluation criteria and rating schedule will be used to determine the firm that provides the best value:

	Evaluation Criteria	Maximum Possible Points
A.	Executive Summary	16
B.	Plan for Services	72
C.	Capabilities and Experience	72
D.	Budget and Budget Narrative	40
	TOTAL POSSIBLE POINTS	200

Preference points will be added to the total points received consistent with the preference criterion described in Section 3.0, Eligibility, as demonstrated in the examples below:

Preference Point Examples:

1. Example A: Proposal received in response to Submission Pathway #1 (currently a licensed ARF provider in the County proposing services in El Dorado County) received 200 Total Points. Due to meeting the submittal criteria for Submission Pathway #1, Proposer was provided an additional 10% to their Total Evaluation Points (20 additional points) raising their total points to 220 points;
2. Example B: Proposal received in response to Submission Pathway #2 (currently a licensed ARF provider in California proposing to operate [or expand existing] ARF in El Dorado County) received 200 Total Evaluation Points. Due to meeting this secondary preference criteria, Proposer was provided an additional 3% to their total score (6 additional points) raising their total points to 206 points; and
3. Example C: Same Proposal used in Example B above in response to Submission Pathway #2 also proposed to house County Clients in an interim ARF during the development of the County-located ARF. Due to meeting this additional preference criteria, Proposer was provided an additional 2% to their Total Evaluation Points (4 additional points to 200 = 204) + (the 6 additional points from example B) raising their total points to 210 points.

8.0 SELECTION PROCEDURE

- 8.1 Proposals will be reviewed for responsiveness. A selection committee will then evaluate responsive proposals in accordance with the above criteria. The firm(s) submitting the highest rated proposals may be invited for an interview. Interviews will be conducted solely at the County's option.
- 8.2 The County reserves the right to make an award without further discussion of the submittal with the Proposer. Therefore, the proposal should be

submitted initially on the most favorable terms that the firm or individual may propose.

8.3 In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern. The County reserves the right to reject any and all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.

8.4 The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit our website at:

<http://edcapps.edcgov.us/contracts/bidresults.asp>

8.5 RFP results will be posted within approximately fourteen (14) business days after the RFP opening deadline date. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.

8.6 The selected Proposer will receive written notification of the award. Response and selection of a proposal will not necessarily result in the award of a contract with the County of El Dorado. Proposal opening does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or Board of Supervisors and is not in force until fully executed.

9.0 EL DORADO COUNTY WEBSITE REQUIREMENTS

It is the Proposer's responsibility to monitor the County's website for possible addenda to this RFP to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her proposal in accordance with original RFP requirements and all required addenda. All available RFPs and related addenda can be found at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

Failure of Proposer to obtain this information shall not relieve him/her of the requirements contained therein. Those Proposers not acknowledging and returning

Addenda as required will not be considered and will be rejected as “non-responsive.”

10.0 REJECTION OF PROPOSALS

Proposers interested in being considered must submit a proposal in compliance with this RFP. Failure to meet the minimum requirements of the RFP shall be cause for rejection of the proposal. The County reserves the right to reject any or all proposals.

The County may reject a proposal if it is conditional, incomplete, contains irregularities, or reflects inordinately high cost rates. County may waive immaterial deviation in a proposal at the sole determination of the County. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

11.0 VALID OFFER

Proposals shall remain valid for one hundred twenty (120) days from the due date. The County reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the County or to otherwise revise the scope of this RFP.

This RFP does not constitute a contract or an offer of employment. The cost of preparation of proposals shall be the obligation of the Proposer. All proposals, whether accepted or rejected, shall become the property of the County and will not be returned.

12.0 COUNTY’S RIGHTS

The County reserves the right to:

1. Request clarification of any submitted information.
2. Waive any irregularity or immaterial deviation in any proposal.
3. Not enter into any agreement.
4. Not select any Proposer.
5. Cancel this process at any time.
6. Amend this process at any time.
7. To award more than one (1) contract if it is in the best interest of the County.
8. Interview Proposers prior to award.
9. To request additional information during an interview.

Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

13.0 CONFLICT OF INTEREST

Proposers warrant and covenant that no official or employee of the County, or any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to the County. Proposer's proposal shall contain a statement to the effect that the Proposer is not currently committed to another project that would constitute a conflicting interest with the project defined in this RFP.

14.0 PUBLIC RECORDS ACT

All proposals and materials submitted shall become property of the County and will not be returned. All responses, including the accepted proposal and any subsequent contract, become public records in accordance with the requirements of the California Government Code, Sections 6250 - 6270, "California Public Records Act". Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal are not considered proprietary information. Proposers which indiscriminately identify all or most of their proposal as confidential or proprietary without justification may be deemed unresponsive.

The County will treat all information submitted in a proposal as available for public inspection once the County has selected a successful Proposer. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal, and present such information **separately** as part of your response package.

Upon receipt of a request for disclosure pursuant to the California Public Records Act for information that is set apart and marked as proprietary, County will notify you of the request for disclosure. You shall have sole responsibility for the defense of the proprietary designation of such information. Failure to respond to the notice and enter into an agreement with County providing for the defense of and complete indemnification and reimbursement for all costs incurred by the

County in any legal action to compel the disclosure of such information, shall constitute a complete waiver of any rights regarding the information designated proprietary and such information will be disclosed by County pursuant to applicable procedures under the California Public Records Act.

15.0 BUSINESS LICENSE REQUIREMENT

It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information.

It is not a requirement to possess a County business license at the time of proposal submittal. Selected Proposers may be required to possess a County business license to award contract.

16.0 PUBLIC AGENCY

It is intended that other public agencies (i.e., city, special district, public authority, public agency, and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFP with the same terms and conditions specified therein, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.