

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



**Request for Proposal
#20-918-078**

for

**Driving Under the Influence (DUI) Program Providers
in the South Lake Tahoe Basin**

Submittal Deadline:

Tuesday, December 1, 2020, not later than 3:00 PM (PST)

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1.0 INTRODUCTION

The County of El Dorado (County) is soliciting sealed proposals from highly qualified firms (Proposer, or firm) to provide Driving Under the Influence (DUI) Program services in the South Lake Tahoe basin.

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.

Consistent with the California Code of Regulations, Title 9. Rehabilitative and Developmental Services, Division 4. Department of Alcohol and Drug Programs, Chapter 3. Programs for Alcohol and Drug Impaired Drivers, the County is responsible for:

- Reviewing new applications for DUI program licensure and forwarding all applications recommended for licensure through the County alcohol and drug program administrator to the Department for final review and approval. As part of the recommendation, in accordance with Section 9805, the County Board of Supervisors (Board) shall include a statement assuring there is a need for a new DUI program in the County and assuring that the establishment of an additional DUI program will not jeopardize the fiscal integrity of existing licensed DUI programs;
- Assure the Department in writing of the programmatic and fiscal integrity of the DUI programs the County has recommended for licensure; and
- Section 9808 of Title 9 indicates the County may conduct a Request for Proposal (RFP) in order to determine the best qualified provider.

Additionally, as El Dorado County currently lacks a licensed DUI program in the South Lake Tahoe basin, Proposers responding to this solicitation should have no concern in justifying how their operations will impact the fiscal integrity of existing licensed DUI programs in the South Lake Tahoe basin.

Unique to this RFP process, the successful proposer will not be selected to receive a service-based contract with the County. Responses received from this solicitation must be evaluated before being presented to the County Board of Supervisors with a request the Board issue the statements required in Section 9805 of Title 9. Subsequent to award from the County Board of Supervisors, the

awarded proposal will be submitted to the California Department of Health Care Services (DHCS), Substance Use Disorder Compliance Division.

It is also important for Proposer's to note, DHCS cannot process an application until both the aforementioned Board process has occurred and a non-refundable license application fee in the amount of four hundred dollars (\$400) has been submitted by the awarded proposer to DHCS with its completed application.

Upon receipt of the awarded proposal and recommendation from the County Board of Supervisors along with the completed application and license fee, DHCS will be responsible for approving or denying any licensure of DUI programs as well as reviewing and approving the DUI programs' participant fee schedules in accordance with Section 11837.4(b)(2) of the California Health and Safety Code (HSC).

This RFP includes a description of the evaluation and selection process, Scope of Work, and proposal requirements a Proposer must meet in order to successfully submit a proposal seeking recommendation for licensure from the County.

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued and posted at: <http://edcapps.edcgov.us/contracts/invite.asp>. Any amendment to this RFP is valid only if in writing and issued by the County, 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 Services

The County of El Dorado Health and Human Services Agency through its Substance Use Disorder Services Program is requesting applications from qualified providers for Licensed DUI Program First Offender and Eighteen (18) Month Program services for the South Lake Tahoe Service Area in accordance with:

- California Code of Regulations, Title 9, Rehabilitative and Developmental Services, Division 4, Department of Alcohol and Drug Programs, Chapter 3, Programs for Alcohol and Drug Impaired Drivers (April 2012);
- Driving Under the Influence Program Law, Health and Safety Code, Section 11836-11838.11 (January 2005); and
- Counselor Certification, Adoption of Chapter 8 (Commencing with Section 13000)

According to the El Dorado County Superior Court – South Lake Tahoe branch, in 2017 there were approximately two hundred fifteen (215) referrals and in 2018 there were one hundred eighty-four (184) referrals for DUI Program Services.

“First offender” is defined as an individual whose license to drive has been administratively suspended or revoked for, or who has been convicted of, driving under the influence, and the offense did not occur within ten (10) years of:

- Another DUI offense;
- A violation of Section 23103 (as specified in Section 23103.5) of the California Vehicle Code; or
- A violation of Section 191.5 or Section 192(c)(3) of the California Penal Code.

Consistent with California Health and Safety Code (HSC) Section 9851, First Offender Programs require participants to complete the following:

1. Twelve (12) hours of educational sessions, provided in accordance with HSC Section 9852;
2. Ten (10) hours of group counseling sessions, provided in accordance with HSC Section 9854;

3. Eight (8) additional hours of program services, consisting of educational sessions, group counseling sessions, or a combination of the two, at the option of the DUI program, and as approved by the County Alcohol and Drug Program Administrator;
4. A minimum of three (3) face-to-face interviews, provided in accordance with HSC Section 9858. The DUI program shall conduct the initial face-to-face interview within twenty-one (21) days of enrollment, and the second face-to-face interview at the midpoint of the program. The final face-to-face interview shall serve as the exit interview. At the DUI program's option, more than three (3) face-to-face interviews may be provided so long as the participant is not charged for the additional face-to-face interviews; and
5. Any additional County requirements approved in accordance with HSC Section 9860.

First Offenders may also be considered "Enhanced First Offender" where the First Offender has been ordered a duration of participation for a person convicted of a first offense of driving under the influence, where the person has been ordered by the Court to attend a program for six (6) months or longer in accordance with HSC Section 11837(c). Enhanced First Offender programs shall require the participant to complete the following:

1. A minimum of twelve (12) hours of educational sessions, provided in accordance with HSC Section 9852;
2. A minimum of twenty-eight (28) hours of group counseling sessions, provided in accordance with HSC Section 9854;
3. A minimum of four (4) face-to-face interviews, provided in accordance with HSC Section 9858. The DUI program shall conduct the initial face-to-face interview within twenty-one (21) days of enrollment. The DUI program shall conduct one (1) face-to-face interview at the end of the second month, and one (1) at the end of the fourth month. The final face-to-face interview shall serve as the exit interview;
4. Four (4) additional hours of program services, consisting of educational sessions, group counseling sessions, face-to-face interviews or a combination of the three, at the option of the DUI Program and as approved by the County Alcohol and Drug Program Administrator; and
5. Any additional County requirements approved in accordance with HSC Section 9860.

Additionally, Proposers seeking DUI Program licensure must also agree to provide "Eighteen (18) Month" programs.

Consistent with Health and Safety Code Section 11837, upon conviction for driving while under the influence of any alcoholic beverage or drug, or under the combined influence of any alcoholic beverage and any drug, as set forth in paragraph (3) of subdivision (a) of Section 13352 of the California Vehicle Code, the Department of Motor Vehicles shall restrict the driving privilege pursuant to 13352.5 of the Vehicle Code, if the court has notified the department pursuant to Section 13352 of the Vehicle Code that the person convicted of that offense has consented to participate for at least eighteen (18) months in a program designed to offer alcohol and other drug education and counseling services.

During the first twelve (12) months of participation in an Eighteen (18) Month program, the DUI program shall require the participant to complete a core program consisting of:

1. Twelve (12) hours of alcohol and other drug related educational sessions in accordance with HSC Section 9852;
2. Fifty-two (52) hours of group counseling sessions in accordance with Section 9854;
3. One (1) face-to-face interview every other week from the initial date of enrollment until completion of the educational and group counseling sessions required above. In either instance, the DUI Program shall require each participant to attend a minimum of twenty-four (24) face-to-face interviews, provided in accordance with HSC Section 9858. If the participant takes longer than twelve (12) months to complete the educational and group counseling sessions identified above, the DUI program may charge for any additional face-to-face interviews provided, based on the approved unit of service fee for face-to-face interviews; and
4. Any additional County requirements approved pursuant to HSC Section 9860.

During the last six (6) months of participation in the Eighteen (18) Month program, the DUI Program shall require the participant to complete a community re-entry phase, consisting of participation in self-help groups, employment, family, and other areas of self-improvement. During this time, the DUI Program will provide no more than six (6) hours of monitoring of the participant's progress in the re-entry phase. The re-entry phase can only begin once the requirements of the first twelve (12) months have been completed.

2.2 Other Considerations

Proposers are responsible for reading and understanding all regulatory, statute, and licensing requirements related to the services described in this RFP. While the requirements below represent some of the requirements specified in statute, the license issued as a result of this RFP process will be issued by the regulatory authority – the State of California. Consequently, Proposers are strongly encouraged to be familiar with all aspects of applicable regulations, which include, but are not limited to the following requirements:

A. Licensing Fees

Upon submission of the awarded proposal to DHCS, the State may assess an annual licensing fee to cover project costs of licensing the DUI Program; this annual fee is in addition to the initial non-refundable license application fee of four hundred dollars (\$400). Annual fees will be determined on an annual basis by DHCS in an amount sufficient to cover the costs of administration and licensing which is effectively based on a method that calculates participant numbers and enrollment reports against operating costs (see HSC 9822(b) "DUI Program License Fees" for fee calculation methodology).

B. Staff Qualifications and Function

Each DUI Program proposed must have an identified DUI Program Administrator. The DUI Program Administrator must have the following minimum experience and/or education:

1. Two (2) years of experience providing alcohol and/or other drug treatment or recovery services;
2. One (1) year of experience supervising personnel; and
3. One (1) year of experience managing an accounting system, or preparing or directing the preparation of budgets or cost reports. Satisfactory completion (Grade "C" or better) of two (2) college-level courses in accounting may be substituted for one (1) year of experience performing this function.

DUI program staff responsible for conducting educational sessions must have a minimum of two (2) years of experience in providing alcohol and/or drug education and information to persons with alcohol and/or other drug problems in

a classroom setting or meet the staff qualifications required in HSC Section 9845(c) or Section (9846(f).

All DUI program staff who are providing counseling services (as defined in HSC Section 13005(a)(4) must be licensed, certified, or registered to obtain certification pursuant to Chapter 8, commencing with Section 13000), or meet the qualifications required in subdivision (f). Licensed Clinical Social Workers, MFCC must be Licensed in the State of California.

DUI program staff who provide counseling services (as defined in Section 13005(a)(4) shall comply with the Code of Conduct, pursuant to Section 13060, developed by the organization which they were certified or registered.

The DUI program may use volunteers to assist in conducting educational sessions, group counseling sessions, intake interviews, face-to-face interviews, or assessments of alcohol and/or other drug programs, providing the following conditions are met:

1. Volunteers assisting in the provision of educational sessions must be under the direct supervision of a staff member qualified to conduct educational sessions consistent with the requirements of the HSC.
2. Volunteers assisting in the provision of counseling services must be under the direct supervision of a certified counselor and must adhere to the Code of Conduct identified in Section 13060.
3. Volunteers may not provide services unless the supervising staff member is present in the room during service provision.

The DUI program may employ interns (entry level, paid staff members who do not have a minimum of two thousand eighty [2080] hours of experience providing educational or counseling services to persons with alcohol and/or drug problems) to conduct counseling or educational sessions. The program's use of interns must meet the following requirements:

1. Interns may not comprise more than twenty percent (20%) of the DUI program's counseling staff.
2. The DUI program staff shall designate a staff member who is licensed or certified pursuant to Chapter 8 (commencing with Section 13000) as the coordinator if its intern program.
3. Prior to conducting services without direct supervision, each intern shall observe at least three (3) hours of face-to-face interviews, twelve (12)

hours of educational classes conducted by qualified (as indicated in this RFP) staff, and twenty (20) hours of group counseling sessions conducted by a certified counselor. The DUI program must create and retain documentation demonstrating these requirements have been met for each intern within the intern's personnel record.

4. The intern coordinator shall provide individual progress reviews with each intern on a weekly basis as long as the intern is employed as an intern or until the intern reaches the qualifications required of DUI program staff. Copies of all individual progress reviews must be retained in the intern's personnel record.

3.0 ELIGIBILITY

For the purposes of this RFP, all organizations that can perform the services described in this RFP, consistent with the requirements identified in Title 9, are encouraged to apply.

4.0 PROPOSAL FORMAT REQUIREMENTS

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. Proposals shall be submitted on eight and one-half (8-1/2) inches by eleven (11) inches in size paper or shall be folded to that size.

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

4.1 Cover Letter with the following information:

- Title of this RFP
- Name and Mailing Address of Proposer (include physical location if mailing address is a P.O. Box)
- Whether the Application is being filed by an:
 - Individual Ownership / Sole-proprietorship;
 - For Profit Corporation;
 - Government entity (or public-private partnership);
 - Partnership (any other legal partnership not involving a formal partnership with a government entity); or
 - Non-profit organization.

- Name(s) and location(s) of other licensed DUI programs owned and/or operated by the Proposer anywhere in the State of California within the last five (5) years
- The type of DUI Program being offered (i.e. Wet and Reckless, First Offender, Six [6] Month, Nine [9] Month, Eighteen [18] Month, and/or Thirty [30] Month)
- The Program Name, proposed/identified program address(s), and the Program Director's name including telephone number, fax number, e-mail address, and physical mailing address
- The Program's Hours of Operations and services to be provided at each operation location (Refer to Title 9, Section 9805(a)(9)B-C for specific requirements)
- 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
- A statement indicating the applying organization shall, if selected, obtain insurance that meets the State's requirement, if applicable. Additional information can be found here: <https://www.dhcs.ca.gov/individuals/Pages/DUI.aspx>
- A signature and printed name of an individual authorized to legally bind the entity applying through this solicitation

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.** Submittals shall be signed by one of the following representatives:

- If the respondent (Proposer or firm) 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-Authority 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.

4.3 Plan Narrative:

All Proposers should submit narrative responses as identified below:

- A. Intake Interview / Enrollment Process (Refer to Title 9, Section 9848 for specific requirements).
 1. Describe the procedures for the enrollment process/intake interview;
 2. Identify staff responsible for conducting the intake/interview process; and
 3. Provide copies of the intake forms (evaluated pass/fail).

- B. Face-To-Face Interviews (Refer to Title 9, Section 9858 for specific requirements).
 1. Describe how face-to-face interviews will be conducted and the length of interviews;
 2. Identify which topics will be covered; and
 3. Describe the documentation process for face-to-face interviews.

- C. Educational Sessions (Refer to Title 9, Section 9852 for specific requirements).
 1. Identify the number of educational hours to be provided, the proposed schedule and length of service hours, and the number of participants per session; and
 2. Provide a copy of the curriculum outline (evaluated pass/fail).

- D. Group Counseling Sessions (Refer to Title 9, Section 9854 for specific requirements).
1. Identify the number of group counseling hours to be provided, including a proposed schedule for group counseling, the length of service hours, and the number of participants per session; and
 2. Describe the topics that will be covered during the group counseling sessions.
- E. Individual Counseling Sessions (Refer to Title 9, Section 9856 for specific requirements).
1. Describe the process for providing or referring participants to individual counseling when the participant is unable to benefit from group counseling sessions; and
 2. Describe the qualifications of the position providing the individual counseling sessions whether provided internally or referred.
- F. Assessment of Each Participant's Alcohol and Other Drug Problem (Refer to Title 9, Section 9849 for specific requirements).
1. Describe the organization's process for assessing each participant's alcohol and other drug problem;
 2. Identify the staff responsible for conducting the assessments; and
 3. Provide a copy of the assessment instrument to be used (evaluated pass/fail).
- G. Referral to Ancillary Services (Refer to Title 9, Section 9849(d) and Title 9, Section 9862 for specific requirements).
1. Describe the process for referring participants to ancillary services.
- H. Inter-program Transfers (Refer to Title 9, Section 9884 for specific requirements).
1. Describe the procedures for transferring participants to and receiving participants from transfer from another state licensed DUI Program. Responses that do not address the process for transferring in and transferring out will be negatively impacted in the evaluation process.

- I. Participant Dismissal Policy (Refer to Title 9, Section 9885 for specific requirements).
 - 1. Describe the policy and procedure for dismissing a participant; and
 - 2. Describe how the Participant Dismissal Policy is implemented and any circumstances that are indicative of how the policy is practically applied.

- J. Re-entry Activities (Refer to Title 9, Section 9851 for specific requirements).
 - 1. Describe the re-entry phase for Eighteen (18) Month program participants.

4.4 Experience and Capabilities Narrative

- A. Describe your organization's experience providing DUI related services including the length of time these services have been provided for and the locations where the services have been provided.
- B. Describe the professional qualifications of the management and administrative personnel who are responsible for the organization's operations and program administration including certifications, licenses, and educational background.
- C. Clearly identify how the professional qualification and experience of the organization's personnel meet the requirements specified in 2.2, B. "Staff Qualifications and Function" of this RFP.
- D. Provide a comprehensive statement of the organization's capabilities to provide DUI services in the South Lake Tahoe Basin, including why the Proposer's organization is best suited for this purpose in this region.

4.5 Program Fee Requirements:

Refer to Title 9, Section 9878 and 9879 for specific requirements. In addition to providing narrative response to each of the points below, please provide a copy of the "Standardized Payment Schedule", the procedures and forms for conducting financial assessments and the refund policy.

- A. Identify the program fees and any additional fees in addition to providing a cost per unit of service analysis for each service provided. Completion of DUI Fees form (Attachment A) will meet this requirement.
- B. For each additional fee requested, identify the specific service provided, a unit cost breakdown including associated tasks and responsible staff.
- C. Describe how fees will be assessed and collected.
- D. Specify the County's median family income level, the monthly income level at which the DUI program shall require the participant to pay a maximum program fee of no more than five dollars (\$5) per month, and the monthly income level at which participants will be allowed to make extended payments.

4.6 Additional Required Submission Components (evaluated pass/fail):

The following documents must be submitted as a part of a complete response to the RFP process. Missing components from the list identified below will negatively impact the evaluation process. Provide the following:

- A. Provide an organization chart identifying the organizational structures, the names of incumbents in all positions, as well as the positions proposed for providing the program identified in response to this solicitation.
- B. Provide a copy of a business license issued by the County or city (Refer to Title 9, Section 9805 for State Requirements. See section "14. "Business License Requirement" of this RFP for information regarding the County's Business License requirement, applicable to organizations doing business within the unincorporated portion of El Dorado County. Business License forms for the City of South Lake Tahoe can be found here: <https://cityofslt.us/520/Business-License-Forms>).
- C. Provide a copy of the Fire Clearance issued by the local fire authority (Refer to Title 9, Section 9805 for specific requirements).
- D. Provide a copy/sample Participant Contract, including any and all documents that require a participant signature in all languages in which the DUI program proposes to provide services (Refer to Title 9, Section 9848(e) for specific requirements).
- E. Provide copies of all other forms that will be used by the Proposer including the fee pay agreement, the notice of confidentiality, authorization for the County/State to review participant files, and any

other forms that will be used in the operation of DUI services proposed (Refer to Title 9, Section 9805(a)(9)J for specific requirements).

- F. Financial Statement – Complete DHCS form 7815 (Attachment marked as B).
- G. Statement of Compliance/Nondiscrimination/Truth – Complete DHCS form 7810 (Attachment marked as C).
- H. Budget – Completion of Budget Packet forms and a summary of revenue and expenditures – DHCS forms 7820, 7825, 7830, 7835, and 7840 (Attachment marked as D).

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 **Tuesday, November 3, 2020**.
- 5.2 All emails must have “**RFP #20-918-078 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFP #20-918-078 – QUESTION**” for convenience purposes. 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 a response 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 **Tuesday, November 10, 2020**.
- 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
2850 Fairlane Court
Placerville, California 95667
RFP#20-918-078 – Question
- 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 directly regarding any matter related to this Request for Proposal.

6.0 PROPOSAL SUBMITTAL INSTRUCTIONS

- 6.1** Submit one (1) original, four (4) hard copies and one (1) electronic copy via USB drive, of your proposal not later than the time and date indicated on the cover page of this RFP. All submittals shall be submitted in a sealed envelope or container and clearly marked “**RFP #20-918-078**” on the outside of the parcel.
- 6.2** Proposals shall be submitted ONLY to:
- El Dorado County
Procurement and Contracts Division
2850 Fairlane Court
Placerville, CA 95667
- 6.3** 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.
- 6.4** Faxed or emailed proposals shall not be accepted.
- 6.5** Late submittals may not be accepted or considered.
- 6.6** All submittals, whether selected or rejected, shall become the property of the County and shall not be returned.
- 6.7** 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.
- 6.8** All costs associated with proposal preparation shall be borne by the offeror.
- 6.9** All proposals shall remain firm for one hundred twenty (120) days following the closing date for the receipt of the submittals.
- 6.10** Unnecessarily elaborate responses, enclosures, and specialized binding are not desired, and may be construed as an indication of Proposer’s lack of cost consciousness.

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
4.3	Plan Narrative	80
4.4	Capabilities and Experience	80
4.5	Program fees	48
4.6	Additional Required Components	42
	TOTAL POSSIBLE POINTS	250

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 County reserves the right to select the most qualified firm solely on the content of the proposal. After evaluation, the Committee will recommend the firm with the highest overall value, based on evaluation score, for approval by the Board of Supervisors.
- 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 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. 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:

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

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 notice. 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 or to negotiate minor deviations with the successful firm.

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. 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 (if applicable).
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 (if applicable).
8. Interview Proposers prior to award.
9. To request additional information during an interview.

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 award, nor that any such person will be employed in the performance of such award 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.

Attachment A

FEE INFORMATION

PROGRAM TYPE	INTAKE FEE	STATE FEE	COUNTY FEE	SESSION TYPE	# SESSIONS	AT (Fee Per Session)	TYPE TOTAL
W&R	\$		5%	Educational		\$	\$
				Face-to-face		\$	\$
				W&R TOTAL		\$	\$
3-MONTH	\$		5%	Educational		\$	\$
				Face-to-face		\$	\$
				Group		\$	\$
3-MONTH TOTAL		\$	\$				
6-MONTH	\$		5%	Educational		\$	\$
				Face-to-face		\$	\$
				Group		\$	\$
6-MONTH TOTAL		\$	\$				
9-MONTH	\$		5%	Educational		\$	\$
				Face-to-face		\$	\$
				Group		\$	\$
9-MONTH TOTAL		\$	\$				
18-MONTH	\$		5%	Educational		\$	\$
				Face-to-face		\$	\$
				Group		\$	\$
				Reentry		\$	\$
18-MONTH TOTAL		\$	\$				
30-MONTH	\$		5%	Educational		\$	\$
				Face-to-face		\$	\$
				Group		\$	\$
				Reentry		\$	\$
30-MONTH TOTAL		\$	\$				

Additional Charges:

Fee

- Bad Check
- Duplicate 101 (Research)
- Late Payment
- Leave of Absence
- Missed Activity
- Reinstatement
- Reschedule
- Transfer-in
- Transfer-out
- Other
- Other
- Other

Explanation of other fee(s):

Attachment B

DRIVING-UNDER-THE-INFLUENCE PROGRAM

STATEMENT OF COMPLIANCE/NONDISCRIMINATION/TRUTH

_____ has the capability and agrees to comply with the following
(Name of Applicant)
Driving-Under-The-Influence (DUI) Program service requirements.

1. The program will provide the court, the Department of Motor Vehicles, and the participant with an immediate report of any failure of the participant to comply with the program's rules and policies.
2. The program will be self-supporting from participant fees.
3. The program will not use program fees for any purpose other than the operation of the program pursuant to Section 11837.4 (b)(2) of the Health and Safety Code.
4. The program will provide services to ethnic minorities, women, youth or any other group that has particular needs relating to the program.
5. The program will pay State licensing fees in accordance with instructions issued by the Department of Health Care Services.
6. The undersigned assures that the licensee and/or program will not discriminate in employment practices and provision of services on the basis of ethnic group identification, religion, age, sex, color, or disability pursuant to Title VI of the Civil Rights Act of 1964, (Section 2000d, Title 42, United States Code); the Americans with Disabilities Act of 1990 (Section 12132, Title 42, United States Code); Section 11135 of the California Government Code; and for recipients of financial assistance, the Rehabilitation Act of 1973 (Section 794, Title 29, United States Code) and Chapter 6 (commencing with Section 10800) Division 4, Title 9 of the California Code of Regulations.
7. The program will forward all substantive program changes, or changes to this application to the county alcohol and drug program administrator (CADPA) for review and to the Department of Health Care Services (DHCS) for approval.
8. The program will provide the CADPA and representatives from DHCS with access to all programmatic and fiscal records necessary to conduct county monitoring and State licensing activities, including evaluation, provided that such access does not conflict with any State or federal confidentiality regulations as stated in Title 9, Section 9866 (c) of the CCR.
9. The program will comply with all laws and regulations governing DUI programs.
10. The program will maintain services in accordance with its approved application per licensure and any amendments thereto.
11. The program will not accept any participant until licensure is granted to the program by the Department of Health Care Services as stated in Title 9, Section 9802 of the CCR.

(1 of 2)

Attachment B

12. The program will maintain participant files including completed copies of all required forms and records, for a minimum of 48 months after completion of services as stated in Title 9, Section 9866 of the CCR.
13. The program shall employ staff who meet the minimum qualifications as stated in Title 9, Section 9846 of the CCR.
14. The program will maintain confidentiality of participant records and information in accordance with Title 42, Code of Federal Regulations. A copy of the above regulations will be available at each program facility as stated in Title 9, Section 9866 (c), of the CCR.

The applicant declares under penalty of perjury that all information submitted to the Department of Health Care Services for the purpose of licensure is true and correct to the best of the applicant's knowledge.

Type or Print Name of Authorized Representative and Title

Signature

Date

(2 of 2)

Attachment C

FINANCIAL STATEMENT

As of _____, 20____

PROGRAM NAME

ASSETS

Cash on hand	\$ _____
Checking accounts	\$ _____
Savings accounts	\$ _____
Time deposits	\$ _____
Notes and receivables (identify source)	\$ _____
Inventory	\$ _____
Real Estate (at market value):	\$ _____
Land	\$ _____
Buildings and Improvement	\$ _____
Equipment, Furniture and Furnishings	\$ _____
Other Investments or Assets (describe)	\$ _____
_____	\$ _____
_____	\$ _____
A. Total Assets	\$ _____

LIABILITIES

Accounts Payable (include installment contracts and balance due)	\$ _____
Salaries and Wages Payable	\$ _____
Payroll Taxes Payable	\$ _____
Notes Payable (include personal notes). Show source and balance due.	\$ _____
	\$ _____
Real Estate Loans or Mortgages (balance due):	\$ _____
Other debts (describe):	\$ _____
	\$ _____
B. Total Liabilities	\$ _____

OWNERSHIP (Equity)

C. Total Ownership (difference between A and B) \$ _____

COMPLETED BY	TITLE	DATE
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Attachment D

DRIVING-UNDER-THE-INFLUENCE PROGRAM
BUDGET SUMMARY

DATE: _____ COUNTY: _____

Driving-Under-the-Influence Program Name: _____ License #: - _____

Address: _____

Corporate Name: _____

Fiscal Year: _____

	A	B	C	D
1) PROJECTED FEE ANALYSIS	NO FEE	INCOMPLETE FEE	FULL FEE	TOTAL
2) Number of Clients				
3) % of Total Clients				
4) Total Amount to be Collected				
5) Average Fee to be Collected				
6) ESTIMATED GROSS REVENUE			\$ _____	

Cost Summary:

Amounts

7) PERSONAL SERVICES (from line 5, DHCS/DUI 7825R) \$ _____

8) OPERATING EXPENSES (from DHCS/DUI 7830R) \$ _____

9) EQUIPMENT DEPRECIATION (from line 2, DHCS/DUI 7835R) \$ _____

10) FACILITY DEPRECIATION (from line 4, DHCS/DUI 7835R) \$ _____

11) ESTIMATED GROSS BUDGET \$ _____

12) Profit/Surplus \$ _____

=====

Bookkeeper: _____ Auditor: _____

Telephone: _____ Telephone: _____

Accountant: _____ Telephone: _____

Attachment D

DRIVING-UNDER-THE-INFLUENCE PROGRAM
PERSONAL SERVICES BUDGET

1) **PERSONAL SERVICES:**

A	B	C	D	E	F
POSITION CLASSIFICATION	SALARY RANGE	# OF MONTH/ WEEKS/ HOURS	ANNUAL SALARY	DUI PROGRAM PERCENT OF TIME	DUI PROGRAM ANNUAL SALARY
	\$ _____ - \$ _____				
	\$ _____ - \$ _____				
	\$ _____ - \$ _____				
	\$ _____ - \$ _____				
	\$ _____ - \$ _____				
	\$ _____ - \$ _____				
	\$ _____ - \$ _____				
	\$ _____ - \$ _____				
2) TOTAL SALARIES			\$ _____		

3) **STAFF BENEFITS**

- a) Social Security (OASDI) \$ _____
- b) Unemployment Insurance \$ _____
- c) Health Insurance \$ _____
- d) Worker's Compensation \$ _____
- e) Other (specify) \$ _____

4) **TOTAL STAFF BENEFITS**

(please indicate the %, if used) _____ % \$ _____

=====

5) **TOTAL PERSONAL SERVICES** \$ _____

(Enter on DHCS/DUI 7820R, Line 7)

NOTE: LINE ITEMS LISTED FOR STAFF BENEFITS ARE SAMPLES ONLY. APPLICANT IS TO LIST ONLY THE APPLICABLE STAFF BENEFITS.

Attachment D

PERSONAL SERVICES

1. Personnel Services

- A. Position Classification - Enter **all** positions relative to the driving-under-the-influence (DUI) program in column A.
 - B. Salary Range - For each position listed in column A, specify the salary range in column B. A salary range shall be shown to include anticipated wage increases for the reporting year.
 - C. Number of Months/Weeks or Hours - List the number of months/weeks or hours each position will be filled in column C.
 - D. Annual Salary - For each position itemized in column A, enter the total actual salary or the amount of budgeted salary in column D.
 - E. DUI Program Percent of Time - Enter the percentage of salary time each position will devote to the DUI program in column E.
 - F. DUI Program Annual Salary - Show the total actual DUI Program salary or the amount of budgeted salary for each position itemized under the Position Classification in column F. If DUI Program staff provide services to other programs, personal services costs shall be prorated based on the amount of time spent in each program to determine the amount attributable to the DUI Program.
2. **Total Salaries** - Enter the sum of all salaries shown in column F.
 3. **Staff Benefits** - Enter total staff benefits for a) OASDI, b) Unemployment, c) Health Insurance, d) Worker's Compensation or e) any other benefits under Benefit Costs.
 4. **Total Staff Benefits** - Enter the sum of 3a, b, c, d, and e on line 4. A percentage figure may be used in projecting staff benefits budgeted.
 5. **Total Personal Services** - Enter the sum of lines 2 and 4 on line 5.

Attachment D

DRIVING-UNDER-THE-INFLUENCE PROGRAM
OPERATING EXPENSES BUDGET

ANNUAL COST

Rental of Space = \$ _____/sq. ft. x _____ sq. ft. x _____ (time) \$ _____ (If owned, use Depreciation Schedule instead)Utilities (Gas, Elec., Water, Scavenger)	
Telephone	\$ _____
Insurance	\$ _____
Overhead	\$ _____
Maintenance & Repair of Buildings (Routine)	\$ _____
Maintenance & Repair Office Equipment	\$ _____
Maintenance of Automobile Equipment	\$ _____
Maintenance & Repair other Equipment	\$ _____
Cleaning & Janitorial Supplies/Services	\$ _____
Contractor:	\$ _____
Service :	\$ _____
Contractor:	\$ _____
Service :	\$ _____
Printing & Reproduction Services	\$ _____
Postage	\$ _____
Stationery & Office Supplies	\$ _____
Rental of Equipment	\$ _____
Educational Materials	\$ _____
Travel	\$ _____
Staff Education/Training	\$ _____
Professional Services (Legal, CPA, Med., Consulting Fees)	\$ _____
County Program Monitor Costs	\$ _____
State Program Monitor/Approval Costs	\$ _____
Interest Paid	\$ _____
Property Taxes	\$ _____
Other Taxes (specify)	\$ _____
Other (specify)	\$ _____

TOTAL OPERATING EXPENSES: \$ _____
(enter on DHCS/DUI 7820R, line 8)

Attachment D

OPERATING EXPENSES

Operating expenses shall include all other direct cost line items, such as rent, mortgage interest, travel and subsistence, supplies, insurance, contractors, etc. A line item for rent must identify the number of square feet to be utilized for the driving-under-the-influence program, and the cost per square foot. A line item for equipment rental must identify the type of rental equipment. If rental of space is shared, show the prorated amounts and explain the basis of the allocation of costs on DHCS/ADP 7840 (Budget Justification).

Under Contracts, list only those contracts for direct services. Contractor's cost must be fully explained and justified, including the cost per hour and number of hours on DHCS/ADP 7840, Budget Justification.

Staff Education/Training/Travel includes reimbursement for local mileage, tuition, etc. You may break this out into separate categories.

You may charge off interest on loans taken out to cover operating expenses or meet payrolls. Please show loan expense under titled "Interest Paid" operating costs. You may pay for professional association/organizational memberships and professional periodical subscriptions related to alcohol and drug programs.

NOTE: LINE ITEMS LISTED ARE SAMPLES ONLY. APPLICANT IS TO LIST ONLY THE APPLICABLE OPERATING EXPENSES.

Attachment D

**DRIVING-UNDER-THE-INFLUENCE PROGRAM
EQUIPMENT AND FACILITY DEPRECIATION SCHEDULE
BUDGET**

1) EQUIPMENT:

A	B	C	D	E	F	G	H
TOTAL NO	ITEM	NEW/USED	COST EACH	TOTAL COST	LIFE YEARS	YEAR OF DEP. LIFE	TOTAL YEAR DEP. \$

2) TOTAL EQUIPMENT (DEPRECIATION) COSTS: \$ _____
 (Enter on DHCS/DUI 7820, Line 9)

3) FACILITY DEPRECIATION:

A	B	C	D	E	F	G
FACILITY LOCATION	DATE OF PURCHASE	COST	DEPREC. COST	LIFE YEARS	ACCUMULATE DEP. LIFE	CURRENT YR. DEP.

4) TOTAL FACILITY (DEPRECIATION) COSTS: \$ _____

Attachment D

EQUIPMENT AND FACILITY DEPRECIATION SCHEDULE

1. **Equipment** - Providers must depreciate equipment. Definition of Equipment: Nonexpendable personal property, each item of which has
 - A. A useful life of at least four years, and
 - B. A unit acquisition cost of at least \$500 (e.g., four identical assets which cost \$300 each, for a \$1200 total, would not meet the requirement).

Further, an item/unit of equipment is defined as equipment which in itself is whole and complete and not an element or component of such and includes any modification, attachment, accessory, or auxiliary apparatus necessary to perform the overall purpose of the whole or complete equipment.

If the item in question does not meet this test for the definition of equipment, then it does not have to be recaptured through depreciation and can be claimed as a reimbursable expense. Any loan charges for equipment should be included under "Interest Paid" on DHCS/DUI 7830. Equipment may be recorded as an expense if purchased from profit.

2. **Total Equipment Costs** - Enter the sum of column H on this line.
3. **Facility Depreciation** - Facility depreciation is an allowable expense (expenditures for remodeling are capitalized and depreciated).
4. **Total Facility (Depreciation) Costs** - Enter the sum of column G on this line.

Attachment D

DRIVING-UNDER-THE-INFLUENCE PROGRAM BUDGET JUSTIFICATION

All line items must be fully explained and justified. This section should explain why individual line items are being charged to the driving-under-the-influence program and justify the reasonableness of the cost of each line item including a formula for how the cost was determined. The budget justification will be evaluated on reasonableness in comparison to services, adequacy and appropriateness of the cost information.

If more than one program (i.e., residential, non-residential, prevention, etc.) is provided within the facility, shared costs should be prorated, using an appropriate statistical basis (i.e., square footage, time used), to determine the costs attributable to the DUI Program. If DUI Program staff provide services to other programs, personal services costs should be prorated based on the amount of time spent in each program to determine the amount attributable to the DUI Program. If the DUI Program is part of a larger organization, administrative costs of that organization may be charged to the DUI Program using one or more appropriate allocation bases (i.e., total direct costs, full time equivalents, square footage, and number of transactions). Statements should be in summary or outline format with calculations. Avoid Narrative.

Please reference all comments on this page to the appropriate DHCS form and section title.