



**DEPARTMENT OF PUBLIC HEALTH**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**MENTAL HEALTH SERVICES FOR RYAN WHITE PROGRAM  
CLIENTS**

**RFP #2016-004**

**June 2016**

**Prepared By  
County of Los Angeles  
Department of Public Health**

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### APPENDICES:

- A-1 Statement of Work for Category 1, Mental Health Services (MHS):** Explains in detail the required services to be performed by the selected Contractor(s) under Category 1.
- A-2 Statement of Work for Category 2, Neuropsychological Testing Services (NTS):** Explains in detail the required services to be performed by the selected Contractor(s) under Category 2.
- B-1 Budget Tool for Category 1, MHS:** Budget template with instructions
- B-2 Budget Tool for Category 2, NTS:** Budget template with instructions
- C Sample Contract:** Identifies the terms and conditions in the Contract.
- D Required Forms:** Forms that must be completed and included in the proposal.
- E Request for Proposal (RFP) Transmittal to Request a Solicitation Requirements Review:** Transmittal sent to Department requesting a Solicitation Requirements Review.
- F County of Los Angeles Policy on Doing Business with Small Business:** County Policy.
- G Contractor Employee Jury Service:** County Code.
- H Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with the County for a specific length of time.
- I IRS Notice 1015:** Provides information on Federal Earned Income Credit.
- J Safely Surrendered Baby Law:** County Program.
- K Mental Health Current Procedural Terminology (CPT) Reimbursement Codes:** Industry code terminology provided solely as a source of reference for proposers.
- L-1 Minimum Mandatory Qualifications for Category 1, MHS:** Provides a format for Proposers to develop and submit a response to the RFP Minimum Mandatory Qualifications requirement for Service Category 1.

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- L-2 Minimum Mandatory Qualifications for Category 2, NTS:** Provides a format for Proposers to develop and submit a response to the RFP Minimum Mandatory Qualifications requirement for Service Category 2.
- M Intentionally Omitted**
- N Background and Resources: California Charities Regulation:** An information sheet intended to assist non-profit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources. (if applicable).
- O Defaulted Property Tax Reduction Program:** County Code.

## 1.0 INTRODUCTION

Diagnosis and treatment of mental health conditions are essential to the physical health and quality of life of people living with HIV/AIDS (PLWHA). Psychiatric disorders are a barrier to medical care and adherence to medications, and several studies have found that depression, stress, and trauma can lead to HIV disease progression and increased mortality. Specific triggers that may lead to mental distress include the following:

- Learning of one's HIV infection;
- Stigma related to one's HIV status, sexual orientation, or gender identity;
- Disclosure of one's HIV infection to family and friends;
- Introduction of medication;
- Occurrence of any physical illness;
- Recognition of new symptoms or progression of disease (e.g., a major drop in CD4 cells, an increase in viral load);
- Necessity of hospitalization (particularly the first hospitalization); and
- The need to make end-of-life and permanency planning decisions.

Mental health services are required to meet the unique needs of PLWHA, who have higher rates of depression and substance abuse than the general public. Patients who consult a mental health provider are better able to cope with their diagnosis and heal from circumstances that preceded or result from their HIV diagnosis. Achieving better mental health outcomes may lead to a reduction in a client's sexual risk behaviors and improve HIV treatment adherence. Neuropsychological testing services are necessary to assist in the management of cognitive dysfunction in PLWHA because HIV, HIV medications, mental illness, and aging can complicate its diagnosis and treatment.

### 1.1 Purpose

The County of Los Angeles (County), Department of Public Health (DPH), Division of HIV and STD Programs (DHSP) seeks well-qualified Proposers to deliver mental health services, including proper diagnosis and treatment of mental health symptoms and disorders to HIV positive, Ryan White Program (RWP) eligible Los Angeles County residents. Interested organizations may submit one (1) proposal for one (1) or both of the following categories:

- Category 1: Mental Health Services (MHS)

- Category 2: Neuropsychological Testing Services (NTS)

### **1.1.1 Division of HIV and STD Programs**

In 2011, in keeping with national efforts to better integrate HIV and STD public health efforts, DPH combined the HIV Epidemiology Program, the Office of AIDS Programs and Policy, and the STD Program to form DHSP. DHSP continues to work closely and collaboratively with community-based organizations, other governmental offices, advocates, and people living with HIV/AIDS as it seeks to control the spread of HIV and STDs, monitor HIV/AIDS and STD morbidity and mortality, increase access to care for those in need, and eliminate HIV-related health inequalities.

#### Mission

To prevent and control the spread of HIV and STDs through epidemiological surveillance; implementation of evidence-based programs; coordination of prevention, care and treatment services; and creation of policies that promote health.

#### Vision

New HIV and STD infections have been eliminated and persons with STD and HIV infections have improved health outcomes through access to high quality prevention, care and treatment services.

### **1.1.2 Categories of Services**

There are two (2) categories of mental health services for RWP eligible clients available under this RFP. Proposers may choose to apply for one or both categories as follows:

#### **Category 1: Mental Health Services**

Under Category 1, a full-range of mental health services will be offered to HIV positive, RWP eligible clients with the objective of helping PLWHA better cope with their HIV diagnosis; better prepare for and adhere to HIV treatment; prevent HIV transmission; and

heal from circumstances that preceded or resulted from their HIV diagnosis.

Category 1 services shall include at a minimum, Psychotherapy (individual, group, and family), Psychiatric Evaluation, Medication Management, Crisis Intervention, and Targeted Case Management. Every service modality listed must be provided at each distinct service delivery site. These services shall be provided in conjunction with a plan of coordinated care with both the client's primary and HIV health care providers. The primary goal of services provided under Category 1 is to improve client mental health outcomes, thereby improving retention in health care services and increasing the likelihood of viral suppression.

A more detailed description of Category 1 services is provided in the RFP Appendix A-1, Statement of Work for Category 1, Mental Health Services.

## **Category 2: Neuropsychological Testing Services**

Under Category 2, neuropsychological testing services will be made available for HIV positive, RWP eligible clients. Neuropsychological testing services are required to assist in the diagnosis and treatment of cognitive dysfunction in PLWHA because HIV, HIV medications, mental illness, and aging can complicate its management.

Category 2 services shall be used to detect neurocognitive impairments in PLWHA. Neurocognitive impairments include: HIV-associated asymptomatic neurocognitive impairment, HIV-1-associated mild neurocognitive disorder, and HIV-1-associated dementia. The testing includes assessment, collection of diagnostic information, differential diagnostic information, assessment of treatment response, and prediction of functional potential and functional recovery. Neuropsychological testing can be a critical element of diagnosing mental health disorders because HIV can infect the brain and impair central nervous system (CNS) function.

A more detailed description of Category 2 services is provided in the RFP Appendix A-2, Statement of Work for Category 2,

Neuropsychological Testing Services.

Both Category 1 and Category 2 services are designed to make available comprehensive mental health services for RWP eligible clients living with HIV/AIDS in Los Angeles County that have no other way to gain access to such services. Services must be provided in accordance with the laws, regulations and specific practice guidelines provided by the State of California Board of Behavioral Sciences, American Psychiatric Association, and American Psychological Association for each specific service modality. Laws, regulations, and guidelines are available at: [www.bbs.ca.gov](http://www.bbs.ca.gov), [www.psychiatry.org](http://www.psychiatry.org) and [www.apa.org](http://www.apa.org).

Services in both categories shall also be provided in accordance with the standards of care, formulated by the Los Angeles County Commission on HIV (COH), which can be accessed at <http://hivcommission-la.info/soc.asp>. Proposers shall utilize an evidence-based approach appropriate for the target population for all mental health service interventions. A list of evidence-based interventions can be found at the National Registry of Evidence-based Programs and Practices (NREPP) at <http://www.nrepp.samhsa.gov>.

Both Category 1 and Category 2 service providers are required to accept referrals from any medical and/or mental health service providers.

## **1.2 Program and Technical Requirements**

### **1.2.1 Target Populations – Categories 1 and 2**

#### Category 1: MHS Target Population

The target population for Category 1 is HIV positive RWP eligible clients. There is a particular emphasis on RWP eligible clients who also identify with or fall into one or more of the groups listed below:

- Homeless persons
- Women
- Incarcerated persons\*

\*Note: Proposers seeking to provide Category 1 services to an incarcerated population shall: a) provide a Memorandum of Understanding (MOU) documenting an existing relationship with the County Sheriff's Department; or b) show other evidence of an agreement with the Sheriff's Department that allows Proposer access to the incarcerated population within 90 days of the start of a contract resultant from this RFP.

### Category 2: NTS Target Population

The target population for Category 2 is HIV positive RWP eligible clients who were referred by a medical or mental health provider for neuropsychological testing services.

#### **1.2.2 Location of Services - Categories 1 and 2**

To ensure that services are available and accessible to HIV positive RWP eligible clients, Proposers should strive to provide services in geographic areas with high HIV/STD morbidity (see <http://publichealth.lacounty.gov/dhsp/Reports.htm> and scroll to "Mapping"). Please indicate in which service planning area (SPA) within the County Proposer's services will be provided. To determine in which SPA your agency is located, please visit, <http://gis.lacounty.gov/districtlocator/>

#### **1.3 Availability of Funding - Categories 1 and 2**

The estimated amount of funds available to support both Category 1 and 2 services under this RFP is \$2,700,000 annually and is based on the RWP Year 24 Mental Health Services Allocation. Funding is subject to future annual allocation by the Los Angeles County Commission on HIV; as well as federal, State and local resources availability. DPH intends to fund up to an estimated 20 programs in Category 1 and up to an estimated three (3) programs in Category 2.

The available funds and the number of awards are estimates and are subject to change. The County reserves the right to adjust the number of awards and the funding allocations based on service category, needs of target populations, and geographical areas of need. The amount of funding available to support these services is also subject to the availability of funds from local, State, and federal resources.

Please note that the RWP is the payer of last resort and will support the provision of RWP services only to eligible clients not covered, or partially covered, by public or private health insurance plans.

## **2.0 CONTRACT FOR MENTAL HEALTH SERVICES FOR RWP CLIENTS**

### **2.1 Statement of Work**

Contractor shall be expected to accomplish all work objectives and deliverables in a timely fashion as outlined in Appendix A-1, Statement of Work for Category 1: Mental Health Services (MHS), and/or Appendix A-2, Statement of Work for Category 2: Neuropsychological Testing Services (NTS).

### **2.2 Sample Contract: County Terms and Conditions**

Contractor shall be expected to implement the Sample Contract as contained in Appendix C of this RFP for Category 1, Mental Health Services and/or Category 2, Neuropsychological Testing Services.

#### **2.2.1 Anticipated Contract Term**

The Contract term is anticipated to be for a period of three (3) years. The Contract is anticipated to commence on the date of Board approval.

The County shall have the sole option to extend the Contract term for up to two (2) additional one (1) year terms and six (6) month to month optional extensions for a maximum total Contract term of five (5) years and six (6) months. Each such option shall be exercised at the sole discretion of the Department Head or his/her designee as authorized by the Board of Supervisors, subject to Contractor performance and availability of funds.

#### **2.2.2 Contract Rates**

The Contractor's rates shall remain firm and fixed for the term of the Contract and any optional extension periods.

#### **2.2.3 Days of Operation**

The Contractor shall be required to provide Category 1, Mental Health Services and/or Category 2, Neuropsychological Testing Services during days and hours pursuant to Section 7.0 of Appendix A-1 and/or A-2, Statements of Work. The County's Contract Program Manager will provide a list of the County holidays to the Contractor at the time the Contract is approved, and annually, at the beginning of the calendar year.

#### **2.2.4 Indemnification and Insurance**

Contractor shall be required to comply with the indemnification provisions contained in the Appendix C, Sample Contract, Paragraph 11. The Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in the Appendix C, Sample Contract, Paragraphs 12 and 13.

#### **2.2.5 SPARTA Program**

A County program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Merriwether & Williams. For additional information, Proposers may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at [www.2sparta.com](http://www.2sparta.com)

#### **2.2.6 Health Insurance Portability and Accountability Act of 1996 (if applicable)**

Contractor shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended, as contained in Appendix C, Sample Contract, Exhibit H.

### **3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS (MMQ)**

#### **3.1 MMQs for Category 1: MHS**

Interested and qualified Proposers applying for Category 1 must meet each of the Minimum Mandatory Qualifications on the day that proposals are due.

Proposer must complete Exhibit 1A, Proposer's Organization Questionnaire/Affidavit for Category 1, MHS, of the Appendix D, Required Forms, and Appendix L-1, Minimum Mandatory Qualifications for Category 1, MHS, to develop and submit a response to the qualifications below:

### **3.1.1 Experience**

3.1.1.1 Proposer must have a minimum of three (3) years of experience in the last five (5) years providing mental health services (psychology and/or psychiatry) for a minimum of 50 unique clients served, per year of experience;

**And**

3.1.1.2 Proposer must have a minimum of one (1) year of experience in the last three (3) years providing mental health services to persons living with HIV/AIDS (PLWHA).

### **3.1.2 Licensed Mental Health Practitioners**

3.1.2.1 Proposer must have a minimum of one (1) licensed mental health clinician (e.g. Clinical Psychologist, Clinical Social Worker, Marriage and Family Therapist, Mental Health Counselor, etc.) who is on staff and responsible for overseeing proposed mental health services funded by DHSP;

**And**

3.1.2.2 Proposer must have a minimum of one (1) licensed Psychiatrist on staff who is responsible for the furnishing or ordering of any drugs or devices, as necessary.

### **3.1.3 Medi-Cal Certification**

Proposer must be Medi-Cal certified and/or have a National Provider Identification (NPI) number.

## **3.2 MMQs for Category 2: NTS**

Interested and qualified Proposers applying for Category 2 must meet each of the Minimum Mandatory Qualifications on the day that proposals are due.

Proposer must complete Exhibit 1B, Proposer's Organization Questionnaire/Affidavit for Category 2, NTS, of the Appendix D, Required Forms, and Appendix L-2, Minimum Mandatory Qualifications for Category 2, NTS, to develop and submit a response to the qualifications below:

### **3.2.1 Experience**

3.2.1.1 Proposer must have a minimum of three (3) years of experience in the last five (5) years providing neuropsychological testing services for a minimum of 50 unique clients served, per year of experience;

**And**

3.2.1.2 Proposer must have a minimum of one (1) year of experience in the last three (3) years providing mental health services to persons living with HIV/AIDS (PLWHA).

### **3.2.2 Licensed Mental Health Practitioners**

3.2.2.1 Proposer must have a minimum of one (1) licensed mental health clinician (e.g. Clinical Psychologist, Clinical Social Worker, Marriage and Family Therapist, Mental Health Counselor, etc.) who is on staff and responsible for overseeing proposed neuropsychological testing services funded by DHSP;

**And**

3.2.2.2 Proposer must have a minimum of one (1) licensed Psychiatrist on staff who is responsible for the furnishing or ordering of any drugs or devices, as necessary.

### **3.2.3 Medi-Cal Certification**

Proposer must be Medi-Cal certified and/or have a National Provider Identification (NPI) number.

## **4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES**

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

### **4.1 Final Contract Award by the Board of Supervisors**

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

#### **4.2 County Option to Reject Proposals or Cancel Solicitation**

Proposers are hereby advised that this RFP is an informal solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and/or cancel the RFP in its entirety. The County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

#### **4.3 County's Right to Amend Request for Proposals**

The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available on DPH internet at <http://publichealth.lacounty.gov/cg/index.htm> and on the County's website <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

#### **4.4 Background and Security Investigations**

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

#### **4.5 County's Quality Assurance Plan**

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

### **5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS**

#### **5.1 Notice to Proposers Concerning the Public Records Act**

5.1.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, the recommended proposer's proposal will become a matter of public record when (1) contract negotiations are complete; (2) (Department) receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer; and (3) (Department) releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055.

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly

marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

5.1.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

5.1.3 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "confidential," "trade secrets," or "proprietary," Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

## **5.2 Contact with County Personnel**

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

**Olga Svitlynets, Team Supervisor**  
**County of Los Angeles, Department of Public Health**  
**Contracts and Grants Division**  
**600 South Commonwealth Avenue, 7<sup>th</sup> Floor, Suite 700**  
**Los Angeles, California 90005**  
**E-mail: [osvitlynets@ph.lacounty.gov](mailto:osvitlynets@ph.lacounty.gov)**

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

## **5.3 Mandatory Requirement to Register on County's WebVen**

Prior to a contract award, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>

## **5.4 Protest Policy Review Process**

5.4.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in sub-paragraph 5.4.3 below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the sub-paragraphs below. It is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

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

### **5.4.3 Grounds for Review**

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

- Review of Solicitation Requirements (Reference Paragraph 7.3 in the Proposal Submission Requirements Section)
- Review of a Disqualified Proposal (Reference Paragraph 8.3 in the Selection Process and Evaluation Criteria Section)

- Review of Proposed Contractor Selection (Reference Paragraph 8.8 in the Selection Process and Evaluation Criteria Section)

## **5.5 Injury and Illness Prevention Program**

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

## **5.6 Confidentiality and Independent Contractor Status**

As appropriate, Contractor shall be required to comply with the Confidentiality provision contained in Paragraph 9 and the Independent Contractor Status provision contained in Paragraph 47 in Appendix C, Sample Contract.

## **5.7 Conflict of Interest**

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix D - Required Forms Exhibit 5, Certification of No Conflict of Interest.

## **5.8 Determination of Proposer Responsibility**

5.8.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Proposers.

5.8.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Proposer is responsible based on a review of the Proposer's performance on any contracts, including but not limited to County

contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Proposer against public entities. Labor law violations which are the fault of the subcontractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.

- 5.8.3 The County may declare a Proposer to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 5.8.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the Board of Supervisors that the Proposer be found not responsible. The Department shall provide the Proposer and/or the Proposer's representative with an opportunity to present evidence as to why the Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.8.5 If the Proposer presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Proposer shall reside with the Board of Supervisors.
- 5.8.6 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

## **5.9 Proposer Debarment**

- 5.9.1 The Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 5.9.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, the Department shall notify the Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 5.9.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Proposer and/or Proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Proposer should be debarred, and, if so, the appropriate length of time of the debarment. The Proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 5.9.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be

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

- 5.9.5 If a Proposer has been debarred for a period longer than five (5) years, that Proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- 5.9.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Proposer has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 5.9.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

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

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

## **5.10 Adherence to County's Child Support Compliance Program**

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

## **5.11 Gratuities**

### **5.11.1 Attempt to Secure Favorable Treatment**

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

### **5.11.2 Proposer Notification to County**

A Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged

with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

#### 5.11.3 Form of Improper Consideration

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

### 5.12 Notice to Proposers Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix D - Required Forms, Exhibit 6, as part of their proposal.

### 5.13 Federal Earned Income Credit

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

#### **5.14 Consideration of GAIN/GROW Participants for Employment**

As a threshold requirement for consideration for contract award, Proposers shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Proposers who are unable to meet this requirement shall not be considered for contract award. Proposers shall submit a completed, "Attestation of Willingness to Consider GAIN/GROW Participants", form, as set forth in Appendix D - Required Forms, Exhibit 9, along with their proposal.

#### **5.15 Recycled Bond Paper**

Proposer shall be required to comply with the County's policy on recycled bond paper as specified in Appendix C, Sample Contract, Paragraph 62.

#### **5.16 Safely Surrendered Baby Law**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J of this solicitation document and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

#### **5.17 Compliance with the County's Jury Service Program**

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors

should carefully read the Jury Service Ordinance, Appendix G, and the pertinent jury service provisions of the Sample Contract, Appendix C, Paragraph 31, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their Subcontractors.

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

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

5.17.2 There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the

two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000, and, 3) is not an “affiliate or subsidiary of a business dominant in its field of operation”. The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

5.17.3 If a Contractor does not fall within the Jury Service Program’s definition of “Contractor” or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Certification Form and Application for Exception, Exhibit 10 in Appendix D - Required Forms, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor’s application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County’s decision will be final.

**5.18 Living Wage Program (Intentionally Omitted)**

**5.19 Notification to County of Pending Acquisitions/Mergers by Proposing Company**

The Proposer shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Proposer on Required Form - Exhibit 1A and/or 1B - Proposer’s Organization Questionnaire/Affidavit for Category 1 and/or 2. Failure of the Proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Exhibit 1A and/or 1B (Proposer’s Organization Questionnaire/Affidavit for Category 1 and/or 2) during the pendency of this RFP by providing a revised Exhibit 1A and/or 1B (Proposer’s Organization Questionnaire/Affidavit for Category 1 and/or

2) to the County upon the occurrence of any event giving rise to a change in its previously-reported information.

## **5.20 Proposer's Charitable Contributions Compliance**

5.20.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractors should carefully read the Background and Resources: California Charities Regulations, Appendix N. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

5.20.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Exhibit 19 as set forth in Appendix D - Required Forms. A completed Exhibit 19 is a required part of any agreement with the County.

5.20.3 In Exhibit 19, prospective contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,

**- OR -**

- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

5.20.4 Prospective County contractors that do not complete Exhibit 19 as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

## **5.21 Defaulted Property Tax Reduction Program**

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the Defaulted Property Tax Reduction Program, Appendix O, and the pertinent provisions of the Sample Contract, Appendix C, Paragraphs 78 and 79, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Property Tax Reduction Program applies to both Contractors and their Subcontractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Property Tax Reduction Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Property Tax Reduction Program by completing Certification of Compliance with County's Defaulted Property Tax Reduction Program, Exhibit 21 in Appendix D – Required Forms. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

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

## **5.22 Time Off for Voting**

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than

10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

## **6.0 COUNTY'S PREFERENCE PROGRAMS**

### **6.1 County Policy on Doing Business with Small Business**

6.1.1 The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.

6.1.2 The Local Small Business Enterprise Preference Program requires the Company to complete a certification process. This program and how to obtain certification are further explained in Paragraph 6.2 of this solicitation.

6.1.3 The Jury Service and Living Wage Programs, provide exceptions to the Programs if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanations of these two Programs are provided in Paragraph 5.17 - Jury Service Program and Paragraph 5.18 - Living Wage Program of this solicitation.

6.1.4 The County also has a County of Los Angeles Policy on Doing Business with Small Business that is stated in Appendix F.

### **6.2 Local Small Business Enterprise Preference Program (LSBE)**

**Note:** Cost is not a determining factor in this solicitation process; as such no preference will be applied. However, LSBE Proposer is encouraged to apply for certification to take advantage of the LSBE Prompt Payment Program further identified in RFP Paragraph 6.3 Local Small Business Enterprise Prompt Payment Program.

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

### **6.3 Local Small Business Enterprise (SBE) Prompt Payment Program**

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

### **6.4 Disabled Veteran Business Enterprise Preference Program (DVBE) (Intentionally Omitted)**

### **6.5 Transitional Job Opportunities Preference Program (Intentionally Omitted)**

## **7.0 PROPOSAL SUBMISSION REQUIREMENTS**

This section contains key project dates and activities as well as instructions to Proposer regarding preparation and submission of their proposal.

### **7.1 Truth and Accuracy of Representations**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of three hundred sixty five (365) days following the final proposal submission date.

## 7.2 RFP Timetable

<b>RFP TIMETABLE</b>	
Release of RFP	June 28, 2016
Request for a Solicitation Requirements Review due by 4:00 PM	July 13, 2016
Written Questions due by 4:00 PM	July 13, 2016
Questions and Answers Released	August 1, 2016
<b>PROPOSALS DUE BY 4:00 PM</b>	<b>August 15, 2016</b>

All times as listed above and throughout this RFP are Pacific Time (PT).

## 7.3 Solicitation Requirements Review

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

1. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal;
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
  - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,

- b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date. Upon response, the County's decision to the Solicitation Requirements Review shall be final. All requests for a Solicitation Requirements Review should be submitted by email transmission only, by the date and time indicated pursuant to RFP Paragraph 7.2, RFP Timetable, to:

**Olga Svitlynets, Team Supervisor**  
**County of Los Angeles, Department of Public Health**  
**Contracts and Grants Division**  
**E-mail: [osvitlynets@ph.lacounty.gov](mailto:osvitlynets@ph.lacounty.gov)**

#### **7.4 Proposer's Questions**

Proposer may submit written questions regarding this RFP via e-mail only to the individual identified below. All questions must be received by the due date and time pursuant to RFP Paragraph 7.2, RFP Timetable. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions, the Proposer must specify the RFP section number, paragraph number, page number, and quote the language that prompted the question. This will ensure that the questions can be quickly and accurately found in the RFP. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum mandatory qualifications, evaluation criteria and/or business requirements would unfairly disadvantage Proposer or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer.

Questions should be addressed to:

**Olga Svitlynets, Team Supervisor**  
**County of Los Angeles, Department of Public Health**

**Contracts and Grants Division**  
E-mail: [osvitlynets@ph.lacounty.gov](mailto:osvitlynets@ph.lacounty.gov)

- 7.5 Submission of Application for Exemption to Living Wage Program (for Living Wage Solicitations) (Intentionally Omitted)**
- 7.6 Mandatory Proposer Conference (Intentionally Omitted)**
- 7.7 Preparation of the Proposal**

All RFP forms, Exhibits and or Attachments, required in the submission of the proposal must be printed and signed and dated where applicable. **No other templates shall be accepted.** Where applicable, Proposer must adhere to the required page limits. Proposer is advised that evaluators will disregard and not evaluate any information provided past the page limit. Proposer should respond to each question, as each question that does not have a response (e.g., no response, blank, etc.) will result in zero points for each instance where a response was not provided. Proposer must read the RFP carefully and follow all instructions, giving consideration to all requirements and requested documents as set forth herein when submitting their proposals to ensure that errors or omissions do not cause Proposer's submission to be deemed non-responsive and disqualified.

Proposer is admonished not to alter any Attachments, Exhibits, or any information provided either in hardcopy or electronic format, with the exception of filling in blanks in applicable response forms or complying with directions provided in said forms. If County determines that Proposer has altered or modified any County-provided forms or data in any other manner whatsoever, County may, in its sole discretion, determine the Proposer's submission to be non-responsive, and disqualified. In preparing the written proposal, the Proposer should do so in its own words and not copy the language in the RFP.

Proposer is advised that if the response in one document conflicts with the response given in one or more other documents, County reserves the right, in its sole discretion, to disqualify the proposal or to reduce the score accordingly. In circumstances where the copies of the proposal (including electronic versions) deviate from the original proposal, the proposal labeled "Original" shall be the ruling and presiding document.

Proposal and subsequent copies must be submitted in the prescribed format outlined below. Any proposal that is incomplete, missing required forms, and/or deviates from this format may be rejected without review at the County's sole discretion. The proposal package must adhere to the following:

1. Proposal must be in English.
2. Package must include one (1) original proposal SINGLE-SIDED, including all required attachments and forms with original signatures. The original proposal must be marked as such, e.g., "Original" on the proposal's Title Page.
3. Package must include an additional four (4) DOUBLE-SIDED copies of the original proposal including copies of all required forms and attachments. Each proposal copy, on the proposal's title page, shall be numbered and marked as such (e.g., Copy Number 1, Copy Number 2, etc.).
4. Proposal must be typewritten, single spaced with no less than a 11 point font on 8 ½" by 11" paper, with the 8 ½" ends of the paper as the top and bottom of the page, and 1" margins. Header and footer margins shall be no less than 0.3".
5. Proposal pages must be numbered sequentially, including attachments, from beginning to end, to ensure that there are no duplicate or missing pages.
6. Proposal must be organized and tabbed by applicable parts and/or sections, with proper titles, and alphabetized sub-paragraphs as described herein.
7. Proposal and all copies must be bound, or presented in a folder, or three-ring binder and shall be clearly labeled with the RFP title: "County of Los Angeles, Department of Public Health Request for Proposals for **MENTAL HEALTH SERVICES FOR RYAN WHITE PROGRAM CLIENTS, RFP #2016-004**", with the name of the proposer's organization on the front exterior cover. If space is available, binder ends shall also clearly identify the RFP title and name of the proposer's organization.

## 7.8 Proposal Format

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

- Proposal Title Page and Cover Letter
- Table of Contents

### **PART 1: ADMINISTRATIVE SECTION**

- Proposer's Qualifications (Section A):
  - Proposer's Organization Questionnaire/Affidavit (Section A.1)
  - Proposer's Minimum Mandatory Qualifications Form (Section A.2)
  - Proposer's References (Section A.3)
  - Proposer's Pending Litigation and Judgements (Section A.4)
  - Financial Capability (Section A.5)
- Terms and Conditions in the Sample Contract and Requirements of the Statement of Work (SOW): Acceptance of / or Exceptions (Section B)
- Required Forms (Section C)

### **PART 2: PROPOSER'S PROGRAM INFORMATION PER CATEGORY (Section D.1 for Category 1 and/or Section D.2 for Category 2)**

- Proposer's Experience Serving PLWHA
- Proposer's Approach to Required Services
- Proposer's Evaluation and Quality Management Plan (applies to Category 1, MHS only)

### **PART 3: PROPOSER'S PROGRAM INFORMATION AND BUDGET PER SERVICE DELIVERY SITE (Section E.1 for Category 1 and/or Section E.2 for Category 2)**

- Proposed Program Location
- Proposed Target Population (applies to Category 1, MHS only)
- Proposer's Background and Experience
- Proposer's Staffing Plan

- Proposed Program Budget (Appendix B-1, Budget for Category 1, MHS, and/or Appendix B-2, Budget for Category 2, NTS)

### 7.8.1 Proposal Title Page and Cover Letter

Proposer must create a title page to preface the submitted proposal. Additionally, a Cover Letter must follow the title page which includes all of the information provided in this Paragraph.

#### A. Proposal Title Page

Proposer must include a Title Page which bears the words: **“MENTAL HEALTH SERVICES FOR RYAN WHITE PROGRAM CLIENTS, RFP #2016-004.”** The Title Page must also include the Proposer’s legal name.

#### B. Cover Letter

Proposal must include one (1) original Cover Letter signed in blue ink. The Cover Letter must be on agency letterhead and addressed to:

Patricia Gibson, Chief  
County of Los Angeles, Department of Public Health  
Contracts and Grants Division  
600 South Commonwealth Avenue, Suite 700 – 7<sup>th</sup> Floor  
Los Angeles, California 90005

The Cover Letter must include the following:

- a. A statement that the proposal submitted is in response to **“MENTAL HEALTH SERVICES FOR RYAN WHITE PROGRAM CLIENTS, RFP #2016-004;”**
- b. The proposal’s annual budget amount requested by category and by service delivery site;
- c. The target population to be served (see RFP sub-paragraph 1.2.1, Target Populations – Categories 1 and 2) and the service delivery sites where services are to be provided (see RFP sub-paragraph 1.2.2, Location of Services – Categories 1 and 2);

- d. A statement indicating whether or not the Proposer intends to perform the contract services or intends to use subcontractor(s)/consultant(s). If Proposer will utilize subcontractor(s)/consultant(s) to perform any of services, Proposer must identify each proposed subcontractor(s)/consultant(s);
- e. A statement that the Proposer will bear sole and complete responsibility for all work required under this RFP;
- f. The name, telephone number, email address, and facsimile number of the Proposer's representative/contact person for the submission; and
- g. The signature of the agency's Executive Director, Chief Executive Officer, or other authorized designee.

**Do not include any additional information in the Cover Letter. The County may reject any proposal submitted without a Cover Letter or with a Cover Letter that fails to adhere to the requirements specified above.**

## **7.8.2 Table of Contents**

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

## **7.8.3 PART 1: ADMINISTRATIVE SECTION**

Proposer is required to submit the information and supporting documentation outlined below in response to Part 1, Administrative Section of its proposal. **Note: Proposer submitting a proposal for both categories only needs to submit a single response to Part 1 sections, unless otherwise indicated.**

The content and sequence of Part 1 are as follows:

### **7.8.3.1 Proposer's Qualifications (Section A)**

#### **A. Proposer's Organization Questionnaire/Affidavit (Section A.1)**

**Format:** Appendix D, Required Forms: Exhibit 1A and/or 1B

**Page Limit:** Not applicable

The Proposer shall complete, sign and date the Proposer's Organization Questionnaire/Affidavit for Category 1, MHS (Exhibit 1A) and/or the Proposer's Organization Questionnaire/Affidavit for Category 2, NTS (Exhibit 1B) as set forth in Appendix D. The person signing the form must be authorized to sign on behalf of the Proposer and be able to legally bind the Proposer in a Contract.

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

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

### **Required Support Documents**

**Format:** Certificate/Conformed Copy

**Page Limit:** Not applicable

#### **1. Corporations or Limited Liability Company (LLC):**

The Proposer must submit the following documentation with the Proposal:

- a. A copy of a “Certificate of Good Standing” with the state of incorporation/organization.
- b. A conformed copy of the most recent “Statement of Information” as filed with the California Secretary of State listing corporate officers or members and managers.
- c. If applicable, a determination letter granting tax exemption under IRS Section 501(c)(3) status.

## **2. Limited Partnership:**

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

## **B. Proposer’s Minimum Mandatory Qualifications Form (Section A.2)**

**Format:** Complete Appendix L-1 and/or L-2, Proposer’s Minimum Mandatory Qualifications Form for Category 1 and/or 2

**Page Limit:** 2 Pages

Proposer must submit a complete Appendix L-1 for Category 1, MHS and/or Appendix L-2 for Category 2, NTS. The form and its applicable attachments must clearly demonstrate that the Proposer meets the minimum mandatory qualifications pursuant to RFP Paragraph 3.0, Proposer’s Minimum Mandatory Qualifications.

## **C. Proposer’s References (Section A.3)**

**Format:** Appendix D, Required Forms, Exhibit 2, Exhibit 3, and Exhibit 4

**Page Limit:** Not applicable

It is the Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference are accurate. **DHSP or DHSP staff must not be used as references on Exhibit 2.** The same references, with the exception of DHSP, may be listed on both forms - Exhibits 2 and 3 (located in Appendix D, Required Forms). **Note:** Proposer applying for either Category 1 and/or Category 2 only needs to submit one (1) Exhibit 2, 3, and 4.

County may disqualify a Proposer if:

- 1) References fail to substantiate Proposer's description of the services provided; or
- 2) References fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
- 3) The Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact of normal working hours;
- 4) DHSP or DHSP staff is used as a reference.

The Proposer must complete and include the following Required Forms:

- a. Prospective Contractor References, Appendix D, Required Forms, Exhibit 2: Proposer must provide five (5) references where the same or similar scope of services was provided. Please do not list DHSP or DHSP staff as references on Exhibit 2.
- b. Prospective Contractor List of Contracts, Appendix D, Required Forms, Exhibit 3: The listing must include all non-profit and public entities contracts for the last five (5) years. Use additional sheets if necessary.

- c. Prospective Contractor List of Terminated Contracts, Appendix D, Required Forms, Exhibit 4: Listing must include contracts terminated (i.e., due to lack of funding, performance, expiration of term, etc.) within the last five (5) years with a reason for termination. Use additional sheets if necessary.

**D. Proposer's Pending Litigation and Judgments (Section A.4)**

**Format:** Appendix D, Required Forms: Exhibit 22  
**Page Limit:** Not applicable

Proposer is to complete and submit Appendix D, Required Forms, Exhibit 22, Proposer's Pending Litigation and/or Judgments, and identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer. If there are no pending litigations and/or judgments, Proposer shall indicate so by checking the box on the form.

**E. Financial Capability (Section A.5)**

**Format:** Financial statements  
**Page Limit:** Not applicable

Proposer must provide copies of the company's most recently completed and prior two (2) fiscal years (for example, 2013 and 2014) financial statements. Financial statements should reflect the financial strength and capability of the organization in the provision of required services throughout the term of any resultant contract, as well as the organization's capability to absorb all costs related to the provision of services for a minimum of sixty (60) days, during

any resultant Contract. The following accounts must be included in the organization's financial statements:

### **BALANCE SHEET ACCOUNTS**

1. Current Assets
  - Cash
  - Short Term Investments\*
  - Accounts Receivable\*
2. Current Liabilities
3. Total Assets
4. Total Liabilities
5. Owner's/Shareholder's Equity

### **INCOME STATEMENT ACCOUNTS**

1. Total Operating Expenses (before taxes)
  - Bad Debts
  - Depreciation\*
  - Amortization\*
2. Total Expenses
3. Gross Income
4. Net Income

\*May be excluded if they do not apply to your organization's operations

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

If audited statements or Single Audit Reports are otherwise required, these should be submitted to meet this requirement.

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

Financial statements will be kept confidential if so stamped on each page.

**7.8.3.2 Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of / or Exceptions (Section B)**

**Format:** Acceptance of Terms and Conditions Affirmation, Appendix D, Required Forms: Exhibit 23 or Statement of Exceptions

**Page Limit:** Not applicable

**A)** It is the duty of every Proposer to thoroughly review the Sample Contract and Statement of Work to ensure compliance with all terms, conditions and requirements. It is the County's expectation that in submitting a proposal the Proposer will accept, as stated, the County's terms and conditions in the Sample Contract and the County's requirements in the Statement of Work. However, the Proposer is provided the opportunity to take exceptions to the County's terms, conditions, and requirements.

**B)** Section B of Proposer's response must include:

1. A completed and signed Appendix D, Required Forms, Exhibit 23, acknowledging the Proposer's acceptance of all terms and conditions listed in Appendix C, Sample Contract and applicable Statement of Work;

**-OR-**

2. A statement offering the Proposer's exceptions to terms, conditions, and requirements listed in Appendix C, Sample Contract, Appendix A-1, Statement of Work for Category 1, MHS and/or Appendix A-2, Statement of Work for Category 2, NTS.

For each exception, the Proposer shall provide:

- An explanation of the reason(s) for the exception;
- The proposed alternative language; and
- A description of the impact, if any, to the Proposer's price.

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

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

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

**7.8.3.3 Required Forms (Section C)**

**Format:** Appendix D, Required Forms  
**Page Limit:** Not applicable

Proposal shall include all completed, signed, and dated exhibits identified in Appendix D - Required Forms in Section C of proposal unless otherwise instructed.

- Exhibit 1A Proposer's Organization Questionnaire / Affidavit for Category 1, MHS (Include in Section A.1 of proposal)
- Exhibit 1B Proposer's Organization Questionnaire / Affidavit for Category 2, NTS (Include in Section A.1 of proposal)
- Exhibit 2 Prospective Contractor References (Include in Section A.3 of proposal)

Exhibit 3	Prospective Contractor List of Contracts (Include in Section A.3 of proposal)
Exhibit 4	Prospective Contractor List of Terminated Contracts (Include in Section A.3 of proposal)
Exhibit 5	Certification of No Conflict of Interest
Exhibit 6	Familiarity with the County Lobbyist Ordinance Certification
Exhibit 7	Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form
Exhibit 8	Proposer's EEO Certification
Exhibit 9	Attestation of Willingness to Consider GAIN/GROW Participants
Exhibit 10	Contractor Employee Jury Service Program – Certification Form and Application for Exception
Exhibits 11-14	Cost Forms (Intentionally Omitted)
Exhibits 15-18	Living Wage Forms (Intentionally Omitted)
Exhibit 19	Charitable Contribution Certification
Exhibit 20	Transitional Job Opportunities Preference Program Application (Intentionally Omitted)
Exhibit 21	Certification of Compliance with County's Default Property Tax Reduction Program
Exhibit 22	Proposer's Pending Litigation and/or Judgments (Include in Section A.4 of proposal)
Exhibit 23	Acceptance of Terms and Conditions Affirmation (Include in Section B of proposal)

**7.8.4 PART 2: PROPOSER'S PROGRAM INFORMATION PER CATEGORY - Category 1, Mental Health Services (Section D.1)**

For Part 2 of the proposal, Proposer must note that **if applying for more than one (1) service category, Proposer must submit a separate and complete Part 2 of the proposal for each service category.**

Proposer's response must conform to the format and page limit specifications as indicated. In addition, Proposer must copy each of the RFP questions listed in each section below and provide a subsequent response. The format and sequence of Part 2 is as follows:

**7.8.4.1 Proposer's Experience Serving PLWHA – Category 1**

**Format:** Narrative  
**Page Limit:** 1 page

Proposer must provide a brief overview of the Mental Health services your agency has provided in three (3) of the last five (5) years and a description of agency suitability for serving persons living with HIV/AIDS (PLWHA) based on currently provided service experience and expertise.

**7.8.4.2 Proposer's Approach to Required Services – Category 1**

**Format:** Narrative  
**Page Limit:** 5 pages

Proposer must provide a narrative explaining its approach to required services by answering Questions 1 through 5 below:

- 1) Describe your agency's approach to conducting outreach to RWP eligible clients in need of mental health services. In your response, please include:
  - a) How outreach activities will be conducted.
  - b) Where outreach activities will be conducted.
- 2) Explain risk reduction activities your agency will conduct with clients. In your response, please include:
  - a) Techniques your agency will employ to reduce HIV risk behaviors (e.g. mental

health treatment plans, medication adherence, etc.).

- b) How your agency will work with clients on HIV disclosure and partner elicitation.
- 3) Describe your agency's approach to coordinating client care with the client's other existing health care providers (e.g. HIV specialist or primary care provider). In your response, please include:
    - a) How you will ensure ongoing communication with other providers.
    - b) How you will prioritize client's adherence to medication regimens.
    - c) How you will prevent adverse medication interactions.
  - 4) Describe how your agency will help remove barriers that keep clients out of HIV care. In your response, please indicate how you will increase clients' adherence to HIV medication.
  - 5) Describe the program eligibility screening process conducted prior to the provision of services. In your response, please include:
    - a) How alternate payer sources are identified.
    - b) How your agency verifies client health insurance coverage.

#### **7.8.4.3 Proposer's Evaluation and Quality Management Plan – Category 1**

**Format:** Narrative

**Page Limit:** 3 pages

Proposer must provide a narrative describing its evaluation and quality management plan by answering Questions 1 through 4 below:

- 1) Describe the evaluation and quality management

activities proposed for this program. In your response, please include:

- a) Description of program indicators.
  - b) Expected health outcomes.
  - c) Process to collect data.
- 2) Describe the monitoring methods to be used in assessing the quality of the services your agency proposes to provide. In your response, please include:
- a) Frequency of monitoring.
  - b) Documenting methods to be utilized.
  - c) Corrective action plans that will be implemented, as necessary.
- 3) Describe what training/technical assistance will be conducted for agency staff. In your response, please include:
- a) Level of staff (practitioners/other) who will provide training/technical assistance.
  - b) Type and methods of ongoing training/technical assistance staff will receive.
  - c) How training/technical assistance assures evaluation and quality management activities and protocols are properly implemented and followed.
- 4) Explain how proposed services will be culturally and linguistically competent. In your response, please include:
- a) Metrics to be used to establish this competency.
  - b) How evaluation of services will ensure that this competency is maintained?

**7.8.5 PART 2: PROPOSER'S PROGRAM INFORMATION PER CATEGORY - Category 2, Neuropsychological Testing services (Section D.2)**

For Part 2 of the proposal, Proposer must note that **if applying for more than one (1) service category, Proposer must submit a separate and complete Part 2 of the proposal for each service category.**

Proposer's response must conform to the format and page limit specifications as indicated. In addition, Proposer must copy each of the RFP questions listed in each section below and provide a subsequent response. The format and sequence of Part 2 is as follows:

**7.8.5.1 Proposer's Experience Serving PLWHA – Category 2**

**Format:** Narrative  
**Page Limit:** 1 page

Proposer must provide a brief overview of the Neuropsychological Testing services your agency has provided in three (3) of the last five (5) years and a description of agency suitability for serving persons living with HIV/AIDS (PLWHA) based on currently provided service experience and expertise.

**7.8.5.2 Proposer's Approach to Required Services – Category 2**

**Format:** Narrative  
**Page Limit:** 3 pages

Proposer must provide a narrative explaining its approach to required services by answering Questions 1 through 3 below:

- 1) Explain how your agency will provide neuropsychological testing services to RWP eligible clients.
- 2) Describe your agency's approach to coordinating client care with the client's other existing health care providers (e.g. HIV

specialist, primary care provider, mental health provider, etc.). In your response, please indicate how your agency will ensure ongoing communication with other providers; specifically, how assessment/testing information will be provided to referring provider, ensuring confidentiality of client information.

- 3) Describe the program eligibility screening process conducted prior to the provision of services. In your response, please include:
  - a) How alternate payer sources are identified.
  - b) How your agency verifies client health insurance coverage.

#### **7.8.6 PART 3: PROPOSER'S PROGRAM INFORMATION AND BUDGET PER SERVICE DELIVERY SITE - Category 1, Mental Health Services (Section E.1)**

For Part 3 of the proposal, Proposer must note that **if applying for more than one (1) service delivery site for this category, Proposer must submit a separate and complete Part 3 of the proposal for each service delivery site.**

Proposer must divide Section E.1 (as applicable) and tab into separate sub-sections for each service delivery site, i.e., Section E.1, Service Delivery Site 1; Section E.1, Service Delivery Site 2; Section E.1, Service Delivery Site 3, and so on if applying for more than one (1) service delivery site. Tabs should be properly labeled and must clearly separate each section of Proposer's Part 3 of the proposal by service delivery site as applicable.

Proposer's response must conform to the format and page limit specifications as indicated. In addition, Proposer must copy each of the RFP questions listed in each section below and provide a subsequent response. The format and sequence of Part 3 is as follows:

**7.8.6.1 Proposed Program Location – Category 1**

**Format:** Table  
**Page Limit:** Not Applicable

Proposer must complete the Proposed Program Location table below:

Proposed Program Location		
<b>AGENCY NAME</b>		
<b>ADDRESS OF SERVICE DELIVERY SITE</b>		
<b>SERVICE PLANNING AREA WHERE DELIVERY SITE IS LOCATED:*</b>	SPA 1 - <input type="checkbox"/>	SPA 5 - <input type="checkbox"/>
	SPA 2 - <input type="checkbox"/>	SPA 6 - <input type="checkbox"/>
	SPA 3 - <input type="checkbox"/>	SPA 7 - <input type="checkbox"/>
	SPA 4 - <input type="checkbox"/>	SPA 8 - <input type="checkbox"/>

*\*To find what SPA your agency is located in, you can enter your zip code here: <http://gis.lacounty.gov/districtlocator/>*

**7.8.6.2 Proposed Target Population – Category 1**

**Format:** Narrative  
**Page Limit:** 2 pages per service delivery site

This subsection applies only to Proposers seeking to provide Category 1 services. Proposer must provide narrative explaining its approach to required services as stated below:

Describe your agency’s outreach strategies for RWP eligible clients in need of mental health services. Additionally, if your agency plans to outreach to RWP eligible persons belonging to one or more of the sub-group(s) listed below, please indicate which sub-group(s) and any special strategies you will employ, above and beyond the broader outreach to RWP eligible clients that will encourage use of mental health services by members of the sub-group(s).

- Homeless persons
- Women
- Incarcerated persons\*

**\*Note:** Proposers seeking to provide Category 1 services to an incarcerated population shall: a) provide a Memorandum of Understanding (MOU) documenting an existing relationship with the County Sheriff’s Department; or b) show other evidence of an agreement with the Sheriff’s Department that allows Proposer access to the incarcerated population within 90 days of the start of a contract resultant from this RFP. Please attach required supporting documentation to Section E.1 and label it Exhibit 1.

**7.8.6.3 Proposer’s Background and Experience – Category 1**

**Format:** Narrative  
**Page Limit:** 2 pages per service delivery site

Proposer must provide a brief overview of the Mental Health services your agency has provided at each proposed service delivery site for three (3) of the last five (5) years. In your response, please include:

- a) Number of unduplicated clients served annually;
- b) The type of services provided (Psychotherapy, Psychiatry, etc.);
- c) Demographics of clients (including approximate numbers related to race/ethnicity, age, gender, sexual orientation, homeless, incarcerated, non-English speaking)
- d) Which source documents the above information was retrieved from (e.g. client data reports, insurance data reports, billing reports, etc.).

**7.8.6.4 Proposer’s Staffing Plan – Category 1**

**Format:** Narrative and applicable attachments  
**Page Limit:** 3 pages per service delivery site excluding attachments

Proposer must complete a Staffing Plan; additionally, Proposer must provide its agency's organizational chart for each proposed service delivery site and label it Attachment 1. The Proposer's Staffing Plan must include key staff from all organizations involved (if more than one (1) agency).

Proposer must include a *brief* description of practitioners who are currently providing, or expected to provide, professional services at each of the proposed service delivery sites (please refer to, *Category 1, Mental Health Services (MHS), SOW, Appendix A-1, Section 6.3 Personnel*). Please number each staff description (i.e. 1, 2., 3., and so on). **Note:** Proposer shall provide one full-time Program Coordinator or alternate per agency (not per delivery site) as required in Appendix A-1, Statement of Work for Category 1, MHS. For each staff member, please include:

- a) Staff name (indicate N/A if not yet hired)
- b) Type of license/credential
- c) Job title
- d) Number of years providing mental health services (include number of years specifically working with PLWHA)
- e) Primary duties (Please also specifically indicate which staff will be responsible for program evaluation activities)
- f) Percentage of time providing services under proposed program (i.e. full-time equivalent)
- g) Résumés and proof of current licensing/credentials for each practitioner and all other staff who are currently in place and will provide services as a result of this program, if funded. Label all résumés and corresponding proof of licensing/credentials Attachment 2, and number each resume and corresponding supporting materials to match the staff description number as explained above (e.g. Attachment 2, Number 1)

**Note:** As part of the staff description, please indicate how practitioners providing mental health services to PLWHA, at a minimum, possess knowledge about the following:

1. HIV disease process and current medical treatments;
2. Medication interactions between psychotropic and HIV medications;
3. Cultural issues related to communities affected by HIV/AIDS;
4. Mental health disorders related to HIV and or other medical conditions;
5. Adherence to medication regimens (HIV and/or psychotropic medication);
6. Diagnosis and assessment of HIV-related mental health issues; and
7. Substance abuse theory, treatment and practice.

#### 7.8.6.5 Proposed Program Budget – Category 1

Proposers must submit separate and complete Proposed Program Budgets for each service delivery site for which they are applying for funding (*Appendix B-1*).

**Format:** *Appendix B-1, Budget Tool*

**Page Limit:** Not Applicable

Payment for all work shall be on a fee-for-services basis, payable only for those CPT Codes identified in RFP Appendix K, CPT Reimbursement Codes. Proposers must use Appendix B-1, Budget Tool for Category 1, MHS, to guide their development of a proposed budget. Budgets and proposed service units should be based on prior years' service data; however, these are merely tools to assist Proposers in developing a Requested Maximum Award. Proposers recommended for funding awards are not bound by the individual units proposed; only by the aggregate number of service units and the final,

negotiated Total Maximum Award derived through contract negotiations with DHSP prior to final award.

**Note:** *DHSP may adjust CPT code rates at a future time, but currently it does not intend to adjust the CPT Codes provided in RFP Appendix K automatically or on a scheduled basis.*

Proposer must follow the instructions provided pursuant to Appendix B-1, Budget Tool for Category 1, MHS, when preparing the applicable budget forms. Each Budget Tool includes instructions for its completion.

**Proposer is advised that budget forms referenced above are the only budget formats acceptable. Any other formats will not be accepted and shall result in Proposer receiving zero/no points for this section of the evaluation.**

#### **7.8.7 PART 3: PROPOSER'S PROGRAM INFORMATION AND BUDGET PER SERVICE DELIVERY SITE - Category 2, Neuropsychological Testing Services (Section E.2)**

For Part 3 of the proposal, Proposer must note that **if applying for more than one (1) service delivery site for this category, Proposer must submit a separate and complete Part 3 of the proposal for each service delivery site.**

Proposer must divide Section E.2 (as applicable) and tab into separate sub-sections for each service delivery site, i.e., Section E.2, Service Delivery Site 1; Section E.2, Service Delivery Site 2; Section E.2, Service Delivery Site 3, and so on if applying for more than one (1) service delivery site. Tabs should be properly labeled and must clearly separate each section of Proposer's Part 3 of the proposal by service delivery site as applicable.

Proposer's response must conform to the format and page limit specifications as indicated. In addition, Proposer must copy each of the RFP questions listed in each section below and provide a

subsequent response. The format and sequence of Part 3 is as follows:

**7.8.7.1 Proposed Program Location – Category 2**

**Format:** Table  
**Page Limit:** Not Applicable

Proposer must complete the Proposed Program Location table below:

Proposed Program Location		
<b>AGENCY NAME</b>		
<b>ADDRESS OF SERVICE DELIVERY SITE</b>		
<b>SERVICE PLANNING AREA WHERE DELIVERY SITE IS LOCATED:*</b>	SPA 1 - <input type="checkbox"/>	SPA 5 - <input type="checkbox"/>
	SPA 2 - <input type="checkbox"/>	SPA 6 - <input type="checkbox"/>
	SPA 3 - <input type="checkbox"/>	SPA 7 - <input type="checkbox"/>
	SPA 4 - <input type="checkbox"/>	SPA 8 - <input type="checkbox"/>

*\*To find what SPA your agency is located in, you can enter your zip code here: <http://gis.lacounty.gov/districtlocator/>*

**7.8.7.2 Proposer’s Background and Experience – Category 2**

**Format:** Narrative  
**Page Limit:** 1 page per service delivery site

Proposer must provide a brief overview of the Neuropsychological Testing services your agency has provided at each proposed service delivery site for three (3) of the last five (5) years. In your response, please include:

- a) Number of unduplicated clients served annually;
- b) The type of services provided;
- c) Which source documents above information was retrieved from (e.g. client data reports, insurance data reports, billing reports, etc.).

**7.8.7.3 Proposer’s Staffing Plan – Category 2**

**Format:** Narrative and applicable attachments

**Page Limit:** 3 pages per service delivery site excluding attachments

Proposer must complete a Staffing Plan; additionally, Proposer must provide its agency's organizational chart for each proposed service delivery site and label it Attachment 1. The Proposer's Staffing Plan must include key staff from all organizations involved (if more than one (1) agency).

Proposer must include a brief description of practitioners who are currently providing, or expected to provide, professional services at each of the proposed service delivery sites (please refer to Category 2, Neuropsychological Testing Services (NTS), SOW, Appendix A-2, Section 6.3 Personnel). Please number each staff description (i.e. 1., 2., 3., and so on). **Note:** Proposer shall provide one full-time Program Coordinator or alternate per agency (not per delivery site) as required in Appendix A-2, Statement of Work for Category 2, NTS. For each staff member, please include:

- a) Staff name (indicate N/A if not yet hired)
- b) Type of license/credential
- c) Job title
- d) Primary duties (Please also specifically indicate which staff will be responsible for program evaluation activities)
- e) Percentage of time providing services under proposed program (i.e. full-time equivalent)
- f) Résumés and proof of current licensing/credentials for each practitioner and all other staff who are currently in place and will provide services as a result of this program, if funded. Label all résumés and corresponding proof of licensing/credentials Attachment 2, and number each resume and corresponding supporting materials to match

the staff description number as explained above (e.g. *Attachment 2, Number 1*)

**Note:** Please indicate how practitioners providing neuropsychological testing services to PLWHA, at a minimum, possess knowledge about the following:

1. Cognitive neuropsychology;
2. Neuropsychological tests;
3. HIV-Associated Neurocognitive Disorders (HAND);
4. Complications of neuropsychological impairment;
5. HIV infection and the brain and central nervous system;
6. Cultural issues related to communities affected by HIV/AIDS;
7. Mental health disorders related to HIV and or other medical conditions; and
8. Diagnosis and assessment of HIV-related mental health issues.

#### 7.8.7.4 Proposed Program Budget – Category 2

Proposers must submit separate and complete Proposed Program Budgets for each service delivery site for which they are applying for funding (*Appendix B-2*).

**Format:** *Appendix B-2, Budget Tool*  
**Page Limit:** Not Applicable

Payment for all work shall be on a fee-for-services basis, payable only for those CPT Codes identified in RFP Appendix K, CPT Reimbursement Codes. Proposers must use Appendix B-2, Budget Tool for Category 2, NTS, to guide their development of a proposed budget. Budgets and proposed service units should be based on prior years' service data; however, these are merely tools to assist Proposers in developing a Requested Maximum

Award. Proposers recommended for funding awards are not bound by the individual units proposed; only by the aggregate number of service units and the final, negotiated Total Maximum Award derived through contract negotiations with DHSP prior to final award.

**Note:** *DHSP may adjust CPT code rates at a future time, but currently it does not intend to adjust the CPT Codes provided in RFP Appendix K automatically or on a scheduled basis.*

Proposer must follow the instructions provided pursuant to Appendix B-2, Budget Tool for Category 2, NTS, when preparing the applicable budget forms. Each Budget Tool includes instructions for its completion.

**Proposer is advised that budget forms referenced above are the only budget formats acceptable. Any other formats will not be accepted and shall result in Proposer receiving zero/no points for this section of the evaluation.**

#### **7.9 Cost Proposal Format (Intentionally Omitted)**

#### **7.10 Firm Offer/Withdrawal of Proposal**

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

#### **7.11 Proposal Submission**

The original Proposal and four (4) copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

**"PROPOSAL FOR MENTAL HEALTH SERVICES FOR RWP CLIENTS,  
RFP #2016-004**

**SERVICE CATEGORY(IES):\_\_\_\_\_**  
**SERVICE PLANNING AREA(S):\_\_\_\_\_**  
**TARGET POPULATION(S) (if applicable)\_\_\_\_\_:"**

The proposal and the required number of copies must be hand-delivered or sent by a delivery service only (excluding U.S. Postal Service) and received by the deadline specified in Section 7.2, RFP Timetable, to:

**Olga Svitlynets, Team Supervisor**  
**County of Los Angeles,**  
**Department of Public Health**  
**Contracts and Grants Division**  
**600 South Commonwealth Avenue, 7th Floor, Suite 700**  
**Los Angeles, California 90005**

Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted. It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposer shall bear all risks associated with delays in delivery by any person or entity. Late proposals received on the due date, but after the scheduled closing time for receipt of Proposals, as listed in Paragraph 7.2, RFP Timetable, will not be evaluated but will be time-stamped and set aside unopened. At the Interim Director's sole discretion, these late proposals may be considered, in the order received, if a determination is made that there is a specific unmet need. Late proposals received after the due date will be time-stamped and returned unopened.

All proposals shall be firm offers and may not be withdrawn for a period of **365 days** following the last day to submit proposals.

## **8.0 SELECTION PROCESS AND EVALUATION CRITERIA**

### **8.1 Selection Process**

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal pursuant to RFP Paragraph 7.2, RFP Timeline.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective Contractor(s). All proposals will be evaluated based on the criteria listed below. Proposals will be evaluated by service category and scored and ranked in numerical sequence from high to low. Upon completion of ranking, funds will be allocated taking into account target populations and/or geographic area needs. The County may also, at its option, invite Proposer(s) being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

The evaluation process will be conducted in three (3) Stages:

Stage 1: Adherence to Minimum Mandatory Qualifications (Pass/Fail)

Stage 2: Proposal Evaluation

Stage 3: Final Review and Selection

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

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

The County retains the right to select a proposal other than the proposal(s) receiving the highest number of points if County determines, in its sole discretion, another proposal is qualified, cost-effective, responsive, responsible, and/or meets a service category need based on population and/or area to be served, and/or is in the best interests of the County.

County also reserves the right to waive any informality, minor irregularities, or immaterial defects in proposals as determined by County if the sum and substance of the Proposal is present. Where County waives informality, minor irregularities, or immaterial defects, such waiver shall in no way modify the RFP specifications, and other requirements, if Proposer is awarded a contract.

## **8.2 Stage 1 Review: Adherence to Minimum Mandatory Qualifications (Pass/Fail)**

Adherence to minimum mandatory qualifications will consist of a review of the information provided in Proposer's Exhibit 1A – Proposer's Organization Questionnaire/Affidavit for Category 1, MHS, and/or Proposer's Exhibit 1B - Proposer's Organization Questionnaire/Affidavit for Category 2, NTS, submitted in Section A.1 of the proposal, and Proposer's information provided in Appendix L-1, Proposer's Minimum Mandatory Qualifications Form for Category 1, MHS, and/or Appendix L-2, Proposer's Minimum Mandatory Qualifications Form for Category 2, NTS, submitted in Section A.2 of the proposal, to determine if the Proposer meets all of the Minimum Mandatory Qualifications as outlined in RFP Paragraph 3.0., Minimum Mandatory Qualifications. Proposer must "Pass" each of the Minimum Mandatory Qualifications in order to "Pass" the Stage 1 Review.

This section of the evaluation is scored on a "Pass" or "Fail" basis. Proposals that are assigned a score of "Fail" in the Adherence to Minimum Mandatory Requirements shall be deemed unresponsive and disqualified and shall not proceed to the next phase of the evaluation process.

Proposals that pass Stage 1 of the evaluation will proceed to Stage 2 as outlined in RFP Section 8.4.

## **8.3 Disqualification Review**

A proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the Proposer in writing.

Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

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

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

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

Proposer can also be disqualified for non-responsibility – See Section 5.8.

#### **8.4 Stage 2 Review: Proposal Evaluation and Criteria (1,000 Points for Category 1, MHS and 600 Points for Category 2, NTS)**

Proposals that pass Stage 1 will be evaluated as follows:

##### **8.4.1 Proposal Part 1 – Administrative Section (30 Points for Category 1, MHS and 30 Points for Category 2, NTS)**

##### **Proposer's Qualifications**

##### **1. Proposal Section A.3 - Proposer's References (30 Points)**

Proposer will be evaluated on the verification of references provided on Appendix D, Required Forms, Exhibit 2, Prospective Contractor References. In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, reflecting past performance history on County or other contracts. This review may result in point deductions up to 100% of the total points awarded in this evaluation category.

In addition, a review of terminated contracts will be conducted which may result in point deductions, based on the information

provided on Appendix D, Required Forms, Exhibit 4, Prospective Contractor List of Terminated Contracts. This review may result in point deduction(s).

2. Proposal Section A.4 - Proposer's Pending Litigation

A review will be conducted to determine the significance of any litigation or judgments pending against the Proposer based on the information provided in Section A.4 of the proposal. This review may result in point deduction(s).

3. Proposal Section A.5 - Financial Capability

Subject matter experts will evaluate and make a recommendation based on the financial strength and capability of the company in the provision of required services throughout the term of any resultant Contract, as well as evidence of the company's capability to absorb all costs related to the provision of services for a minimum of sixty (60) days, during any resultant Contract. Financial statements that do not demonstrate financial strength or meet the sixty day requirement may result in a deduction of 30 points from the total points awarded in the Proposer's Qualifications evaluation category.

4. Proposal Section B - Terms and Conditions in the Sample Contract and Requirements of the Statement of Work (SOW): Acceptance of / or Exceptions

Based on the information provided in Section B of the proposal, Proposer will be evaluated on its willingness to accept the Terms and Conditions outlined in the Sample Contract, Appendix C, and the Requirements of the Statement of Work outlined in Appendices A-1 and A-2. The County may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposer is further notified that the County may, in its sole determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a Contract.

5. Proposal Section C - Required Forms

The forms submitted in this section will be reviewed for accuracy and completeness.

8.4.2 **Proposal Part 2 - PROPOSER'S PROGRAM INFORMATION PER CATEGORY Review (430 Points for Category 1, MHS and 280 Points for Category 2, NTS)**

1. Proposer's Experience Serving PLWHA (30 Points)

Proposer suitability for serving persons living with HIV/AIDS (PLWHA) will be evaluated based on the information provided in response to the question pursuant to Paragraph 7.8.4.1 of this RFP for Category 1, MHS and/or pursuant to Paragraph 7.8.5.1 of this RFP for Category 2, NTS.

2. Proposer's Approach to Required Services (250 Points)

Proposer's approach to required services for the proposed program will be evaluated based on information provided in response to questions 1 through 5 pursuant to Paragraph 7.8.4.2 of this RFP for Category 1, MHS and/or questions 1 through 3 pursuant to Paragraph 7.8.5.2 of this RFP for Category 2, NTS.

3. Proposer's Evaluation and Quality Management Plan (150 Points for Category 1, MHS, only)

Proposer's evaluation and quality management plan for the proposed program will be evaluated based on information provided in response to questions 1 through 4 pursuant to RFP Paragraph 7.8.4.3 of this RFP for Category 1, MHS, only.

8.4.3 **Proposal Part 3 - PROPOSER'S PROGRAM INFORMATION AND BUDGET PER SERVICE DELIVERY SITE Review (540 Points for Category 1, MHS and 290 Points for Category 2, NTS)**

1. Proposed Program Location (20 Points)

Proposer information provided in the Proposed Program Location table pursuant to Paragraph 7.8.6.1 of this RFP for Category 1, MHS and/or to Paragraph 7.8.7.1 of this RFP for Category 2, NTS, will be reviewed in order to identify agency's proposed locations of service delivery sites as applicable to ensure that services are available and accessible to HIV positive RWP eligible clients, and that the agency proposed locations are in close proximity or within the geographic areas with high HIV/STD morbidity (see <http://publichealth.lacounty.gov/dhsp/Reports.htm> and scroll to "Mapping").

2. Proposed Target Population (250 Points for Category 1 only)

Proposals for Category 1 services will be evaluated pursuant to Paragraph 7.8.6.2 of this RFP for Category 1, MHS only, to determine agency's outreach strategies for RWP eligible clients and any specific outreach strategies for target populations listed below.

- Homeless persons
- Women
- Incarcerated persons

3. Proposer's Background and Experience (120 Points)

Proposer's background and experience will be evaluated based on information provided in response to the questions pursuant to Paragraph 7.8.6.3 of this RFP for Category 1, MHS, and/or pursuant to Paragraph 7.8.7.2 of this RFP for Category 2, NTS.

4. Proposer's Staffing Plan (125 Points)

Proposer's staffing plan for the proposed program will be evaluated based on the information provided in response to the question pursuant to Paragraph 7.8.6.4 of this RFP for Category 1, MHS, and/or pursuant to Paragraph 7.8.7.3 of this RFP for Category 2, NTS.

## 5. Proposed Program Budget (25 Points)

Proposer will be evaluated based on the information provided in its Appendix B-1, Budget Tool for Category 1, MHS, and/or B-2, Budget Tool for Category 2, NTS, pursuant to Paragraph 7.8.6.5 of this RFP for Category 1, MHS, and/or pursuant to Paragraph 7.8.7.4 of this RFP for Category 2, NTS. Each of Proposer's program budget(s) will be evaluated based on the following criteria:

- a) Proposer submitted each required budget form; each budget form was complete and submitted using the required format/template.
- b) Proposer followed the instructions provided in Appendix B-1, Budget Tool for Category 1, MHS, and/or B-2, Budget Tool for Category 2, NTS, when preparing the applicable budget forms.

## 8.5 **Stage 3: Final Review and Selection**

The final review and selection for Categories 1 and 2 will consist of the following:

- Proposal's final score will be calculated, based on Proposal's Stage 2 composite score.
- Proposals will be ranked from highest to lowest score. Up to 20 of the highest ranking Proposers shall be considered for recommended funding allocations review in Category 1, MHS. Up to three (3) of the highest ranking Proposers shall be considered for recommended funding allocations review in Category 2, NTS.

Available funds and the number of awards are estimates and are subject to change. The County reserves the right to adjust the number of awards and the funding allocations based on service category, target populations and geographic area needs, and the availability of funding.

**Note:** At the County's sole discretion, any proposal other than the highest ranking proposals may be considered for selection, if it is determined that the proposal is qualified, cost-effective, responsive, responsible, and/or meets a service category need based on target populations and/or geographical area needs, and/or is in the best interests of the County.

- Optional pre-decisional site visit review may be conducted.

The County, at its sole discretion, may conduct a Pre-Decisional Site Visit Review prior to recommending funding allocations for all proposals being considered for funding. This review shall be conducted by an Internal Site Visit Review Committee comprised of County program staff with appropriate HIV and STD prevention programming expertise. This review will assess and evaluate the Proposer in each of the following standards of appropriateness:

1. Confirmation that each proposed facility is in good repair and that location is sufficient to facilitate high-quality, appropriate services.
2. Confirmation that each proposed facility and location satisfy each of the following:
  - a) Meets American's with Disabilities Act requirements for accessibility;
  - b) Is near public transportation;
  - c) Is open during client-friendly hours (e.g., evenings, weekends);
  - d) Free parking is available;
  - e) All equipment needed is in working order;
  - f) Privacy at the front (sign-in area) or reception desk;
  - g) Free of graffiti and trash on grounds and in facility;
  - h) Confidential exam, treatment and interview rooms present and available for use; and
  - i) Clear, distinct outside signage.
3. Confirmation that the service delivery site location is consistent with the site location provided in the proposal; and that the site is located as designated within the Proposal.

County may disqualify a Proposer from consideration for an award if they fail to meet any of the standards set above, or if the Proposer fails to clearly demonstrate its ability to meet the criteria as delineated above.

- Recommended Funding Allocations Review will be conducted.

The selected Proposers, pursuant to RFP sub-paragraph 8.5, Final Review and Selection, will be reviewed for recommended funding allocations. The Recommended Funding Allocations Review will be conducted by an Internal Funding Review Committee comprised of selected personnel from DHSP's executive management team.

Inevitably, there will be more funding requested than the amount of funding available. The County's goal is to make funding recommendations most likely to provide services in the most efficient and successful manner, based on the RFP requirements.

Once a funding recommendation has been determined, the County will notify the Proposer's Executive Director, CEO, or designated Board Member of its funding recommendation and any other pertinent information. Those Proposers that did not receive a funding recommendation will also receive notification which shall be addressed to the Proposer's Executive Director, CEO, or designated Board Member.

Those Proposers recommended for funding will advance to negotiate a Contract for submission to the Board of Supervisors.

The final award of funding, pursuant to this RFP, will be made by and at the sole discretion of the County's Board of Supervisors.

## **8.6 Cost Proposal Evaluation Criteria (Intentionally Omitted)**

## **8.7 Labor Law/Payroll Violations (Intentionally Omitted)**

## **8.8 Department's Proposed Contractor Selection Review**

### **8.8.1 Departmental Debriefing Process**

Upon completion of the evaluation, the Department shall notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

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

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Section 8.8.2 below), if the requesting Proposer is not satisfied with the results of the Debriefing.

#### **8.8.2 Proposed Contractor Selection Review**

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

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

1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer;

2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
  - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
    - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
    - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
    - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
  - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.
  - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
  - d. Another basis for review as provided by state or federal law; and
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a County Independent Review. (see Section 8.9 below).

## **8.9 County Independent Review Process**

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

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

1. The person or entity requesting a County Independent Review is a Proposer;
2. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
3. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Section 8.8.2 above.

Upon completion of the County Independent Review, ISD will forward the report to the Department, which will provide a copy to the Proposer.