DEPARTMENT OF PUBLIC HEALTH

REQUEST FOR PROPOSALS (RFP)

FOR

CALFRESH HEALTHY LIVING PROGRAM

RFP No. 2019-008

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Prepared By
County of Los Angeles
Department of Public Health
DIVISION OF CHRONIC DISEASE AND INJURY PREVENTION

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APPENDICES:

A Scope(s) of Work

B Sample Contract: Identifies the terms and conditions in the Contract.

C Budget and Budget Justification Instructions: Provides informational guidelines to assist in the preparation of the budget forms that must be completed and included in the proposal.

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D **Required Forms:** Forms that must be completed and included in the proposal.

E **Transmittal to Request a Solicitation Requirements Review:** Transmittal sent to Department of Public Health requesting a Solicitation Requirements Review.

F **County of Los Angeles Policy on Doing Business with Small Business:** County Policy.

G **Jury Service Ordinance:** County Code.

H **Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with the County for a specific length of time.

I **IRS Notice 1015:** Provides information on Federal Earned Income Credit.

J **Safely Surrendered Baby Law:** County Program.

K **Living Wage Ordinance:** (Intentionally Omitted)

L **Determinations of Contractor Non-Responsibility and Contractor Debarment:** County Code.

M **Guidelines for Assessment of Proposer Labor Law/Payroll Violations:** (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.

P **Terms and Definitions:** Listing of common terms and their respective definitions.

Q **Site Eligibility Documentation:** Tool used to determine eligible sites where the CalFresh Healthy Living Program will take place (for Categories 1, 2, and 3 only).

R **CalFresh Healthy Living Program Eligible Census Tracts**: List of allowable census tracts in Los Angeles County.

S **Listing of Reference Documents:** Listing of web-based reference documents.

T **Certification of Non-Acceptance of Tobacco Funds:** Required appendix in order for a Proposer to demonstrate that it does not accept funds from nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company for the direct sale and/or marketing of tobacco products.

U **Intent to Apply Form:** Form for a Proposer to demonstrate intent to submit a proposal in response to this Request for Proposals.

1.0 INTRODUCTION

1.1 Purpose

The Los Angeles County (LAC) Department of Public Health (DPH) is issuing this Request for Proposals (RFP) to solicit proposals from interested qualified organizations (Proposers) to implement the CalFresh Healthy Living Program to increase food security and reduce the prevalence of diet related chronic diseases among low-income individuals and families in LAC. The overall goal of the program is to achieve specific behavioral outcomes including increased consumption of healthy foods and water, reduced consumption of unhealthy foods and sugar sweetened beverages, increased levels of physical activity, and optimization of the food system.

Proposers may submit a maximum of two (2) proposals, one (1) proposal per category, in the following six (6) categories with the exception of Category 2:

Category 1: Early Childcare and Education;

Category 2: K-12 Schools and Afterschool Programs - Proposers may submit up to two (2) proposals in Category 2, which is the maximum allowed for this RFP. Each proposal in this category must target different Los Angeles County Service Planning Areas (SPAs).

Category 3: Healthcare Clinics;

Category 4: Food Banks/Pantries;

Category 5: Produce Distribution; and

Category 6: Nutrition Education and Physical Activity

NOTE: Sites in Long Beach and Pasadena are not eligible for this RFP; Long Beach and Pasadena public health departments receive Supplemental Nutrition Assistance Program-Education (SNAP-Ed) funding for their jurisdictions.

This RFP establishes the guidelines, criteria, and procedures for submitting proposals for required services.

Quick Reference*	
Sample Contract: County Terms and Conditions	Section 2.1
Proposer's Minimum Mandatory Requirements	Section 3.0
RFP Timetable	Section 7.2
Proposer's Conference	Section 7.6
Proposal Format	Section 7.9
Proposal Submission	Section 7.12

1.2 Background

CalFresh Healthy Living Program

The Supplemental Nutrition Assistance Program (SNAP), (formerly known as the Food Stamp Program), is the nation's first line of defense against hunger and a powerful tool to improve nutrition among low-income people. In California, SNAP is also known as CalFresh Food (formerly, CalFresh). This program issues monthly electronic benefits to low-income populations who meet federal income eligibility rules and want to add to their budget to put healthy and nutritious food on the table.

The Supplemental Nutrition Assistance Program-Education (SNAP-Ed), known in California as the CalFresh Healthy Living Program, is a federal/State partnership that provides nutrition education for individuals who are enrolled in or eligible to enroll in SNAP.

The CalFresh Healthy Living Program supports healthy, active and nourished lifestyles by teaching Californians about good nutrition and how to stretch their food dollars, while also building partnerships in communities to make the healthy choice, the easy choice. The CalFresh Healthy Living Program improves the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

Nutrition Issues in Los Angeles County

Food insecurity during childhood can impact a child's ability to learn and grow, and has been associated with delayed development, decreased academic achievement, impaired social skills, and early onset of obesity. Among adults, food insecurity is associated with higher rates of diet related chronic diseases, including obesity, heart disease, diabetes, hypertension, and some types of cancer. The average weight of adults and children in Los Angeles County has increased in the past decade. Today, 63% of adults overall are overweight or obese as compared to 56.4% of adults overall a decade ago. SNAP-Ed eligible adults are even more likely to be overweight or obese – currently, 70% of SNAP-Ed eligible adults in Los Angeles County are overweight or obese.

Historically, food insecurity and obesity have been addressed as separate problems using distinct approaches. However, more extensive research concludes that the coexistence of food insecurity and obesity is expected given that both are results of social and economic inequity and should therefore be targeted with coordinated approaches that address both issues.

In 2017, the Los Angeles County DPH released a brief titled, "Food Insecurity in Los Angeles County," which included an analysis of data collected from the Los Angeles County Health Survey (LACHS) from 2002 to 2015. The report found that food insecurity affected 29.2% of Los Angeles County households with incomes less than 300% of the Federal Poverty Level (FPL). Households living below 100% FPL were at the greatest risk of experiencing food insecurity (41.1%) and very low food security (17.5%). Food insecurity varied by SPA, with the highest prevalence found in Antelope Valley (34.4%) and the lowest in San Gabriel (21.8%). The prevalence of very low food security was highest in both Metro (16.9%) and Antelope Valley (16.3%) and lowest in the West (6.4%), and in San Gabriel (6.1%). The report also found that a higher proportion of Latinos were found to live in food insecure households compared to food secure households. Latinos made up over two-thirds (67.4%) of food insecure households. In food insecure households, the prevalence of obesity was 34.4%, compared to 24.3% in food secure households.

The report also outlined several recommendations for a multi-sector approach to improve food security that involves health care providers,

schools, government agencies, and community-based organizations. These recommendations include exploring new initiatives to increase participation in the CalFresh Healthy Living Program screening for food insecurity in healthcare, enhancing nutrition standards in food pantries, reducing food waste by feeding hungry people, and increasing nutrition education resources focused on food resource management. The Los Angeles County Board of Supervisors (Board) recently passed several Board Motions to address these interrelated public health concerns.

With SNAP-Ed funding originating from the United States Department of Agriculture (USDA), California Department of Social Services (CDSS), and the California Department of Public Health (CDPH), DPH will implement the CalFresh Healthy Living Program, which will provide a comprehensive public health approach that enables partners to work together to improve food security and prevent obesity among LAC's low-income families.

1.3 Administrative Requirements

For detailed activities related to each administrative requirement, please review the corresponding Scopes of Work, Appendix A, for each category and term in its entirety.

1.4 Categories for CalFresh Healthy Living Program

Keeping in line with the goal of SNAP-Ed, the ultimate goal of the Healthy Living program is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget, and choose physically active lifestyles consistent with the current DGA and the USDA food guidance. **To accomplish this goal, Selected Proposers (hereafter "Contractors") will implement specific strategies and/or activities that support the goals of each of the six (6) funding categories for the CalFresh Healthy Living Program as described below and as further detailed in the corresponding Scopes of Work, Appendix A, for each category and term.**

Category 1: Early Childcare and Education

An estimated 65% of children 3-5 years old in Los Angeles are enrolled in Early Childcare and Education (ECE). Subsidized early care and education programs help low-income working parents become financially stable and

provide children with learning opportunities to prepare them for kindergarten. 46% of children in California live in very low-income households and approximately 28% of children in Los Angeles live in poverty, placing them and their families at high risk for food insecurity and the resulting negative impacts on their health and well-being.

Studies show that during early childhood, children are developing taste preferences, learning how to walk and play, and mimicking behaviors of their caregivers. ECE settings are uniquely positioned to play a significant role in shaping both children's and their families' dietary intake, providing nutrition education, meeting physical activity goals, creating mealtime environments that promote healthy eating, and providing opportunities for families to receive nutrition education and access to healthy food.

Contractors in this category will work with 10 ECE sites *(final sites will be determined in coordination with DPH based on geographic distribution)* to implement nutrition education and accomplish the following strategies:

- **Strategy 1: Access to Healthy Food and Beverages**
  - Sub-Strategy 1A: Free produce "pickups" & CalFresh Healthy Living Program Food Promotion
- **Strategy 2: Behavioral Economics**
  - Sub-Strategy 2A: Smarter Meal Times (SMT)
- **Strategy 3: Daily Quality Physical Activity**
  - Sub-Strategy 3A: Improve physical activity in early childcare education

Minimum Staffing Requirements *(Job duties outlined in Scope of Work)***:**

A. Project Coordinator - 1.0 Full-Time Equivalent (FTE) staff member

The Project Coordinator must hold a Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health or social service programs in underserved communities OR Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with a minimum of one (1) year implementing nutrition education and obesity prevention programs.

B. Health Educator – 1.0 FTE staff member

The Health Educator must hold a Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR have a minimum of two (2) years of experience as a Health Educator in underserved communities.

C. Fiscal Analyst - 0.2 FTE staff member

D. Administrative Assistant - 0.35 FTE staff member

Additional considerations for staffing

- Proposers are encouraged to consider increased percent FTE for Fiscal Analyst(s) and Administrative Assistant(s) to fulfill administrative requirements of the contract.

- Fiscal Analyst(s) and Administrative Assistant(s) positions may be filled by the same employee.

- Proposers should consider language-specific and cultural competencies in order to reach the diverse target population in LAC.

- Additional skills that may be considered include those related to health promotion, nutrition expertise, community engagement, policy work, and administration.

- Other staff may be proposed in order to accomplish the required scope of work.

Category 2: K-12 Schools and Afterschool Programs

It is estimated that 95% of school-aged youth are enrolled in schools for 6 hours per day. Approximately 28% of children in Los Angeles live in poverty, placing them and their families at high risk for food insecurity and the resulting negative impacts on their health and well-being. Schools are identified as a key setting for public health strategies to address food insecurity and obesity prevention, which have a broad reach to both students and parents, and are referred to as natural hubs of communities. These factors uniquely position schools to implement strategies that create environments in which children can eat healthy and engage in daily physical activity while supporting families to access nutrition education opportunities and healthy food.

Studies show that the health of students is linked to their academic achievement. School-based, comprehensive programs that include making improvements to school meals, improving the nutritional quality of food, and implementing behavioral economics strategies to encourage selection of healthy foods in the cafeteria,

integrating physical activity into afterschool activities, and promoting the consumption of water have shown improvements in school environments that encourage healthy eating and physical activity behaviors. Additionally, providing services to the families of students, such as nutrition education and free produce, provides a family-focused approach that furthers in-school health and wellness supports.

Each school district will be assigned a Nutrition Education and Physical Activity partner (Category 6). This partner will coordinate and collaborate with the school district to conduct nutrition education classes and food demonstrations for students and parents as outlined in the Scope of Work. This assigned partner *cannot* implement physical activities for students; these activities must be implemented by each school district or each school's after-school provider.

Proposers in this category may subcontract with one (1) community-based organization with relevant experience to implement Water Access and Appeal, "share table(s)", and free produce "pickups" strategies. Please note, Proposers who opt to subcontract with a community-based organization **MUST** provide a Letter of Intent that describes the relationship between the Proposer and subcontractor to implement CalFresh Healthy Living Program strategies.

(Schools may not subcontract work to implement any other strategies.)

Contractors in this category will work with five (5) school sites in their district to implement nutrition education in coordination with assigned Nutrition Education and Physical Activity partners (Category 6) and accomplish the following strategies:

- **Strategy 1: Access to Healthy Food and Beverages**
  - Sub-Strategy 1A: Free produce "pickups" & CalFresh Healthy Living Program Food Promotion

- **Strategy 2: Behavioral Economics**
  - Sub-Strategy 2A: Water Access and Appeal
  - Sub-Strategy 2B: Smarter Lunchroom Movement
  - Sub-Strategy 2C: "Share Table(s)"

- **Strategy 3: Daily Quality Physical Activity**
  - Sub-Strategy 3A: Improve physical activity in schools (Non-PE)

Minimum Staffing Requirements:

Job duties outlined in Scope of Work

- Project Coordinator - 1.0 FTE staff member

  The Project Coordinator must have a Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one (1) year of experience

implementing public health or social service programs in underserved communities OR have a Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with a minimum of one (1) year implementing nutrition education and obesity prevention programs.

- Health Educator/Adult Ally - 1.0 FTE staff member

  The Health Educator/Adult Ally must hold a Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR have a minimum of two (2) years of experience as a health educator in underserved communities.

- Fiscal Analyst - 0.2 FTE staff member.
- Administrative Assistant - 0.5 FTE staff member
- Champion Teacher - five (5) teachers, times vary.
- Champion Parent - five (5) parents, times vary.

Additional considerations for staffing

- Proposers are encouraged to consider increased percent FTE for Fiscal Analyst(s) and Administrative Assistant(s) to fulfill administrative requirements of this contract.
- Fiscal Analyst(s) and Administrative Assistant(s) positions may be filled by the same employee.
- Proposers should consider language-specific and cultural competencies to reach the diverse target population in LAC.
- Additional skills that may be considered include those related to health promotion, nutrition expertise, community engagement, policy work, and administration
- Other staff may be proposed in order to accomplish the required scope of work.

Category 3: Healthcare Clinics

Food insecurity has negative impacts on the health and well-being of children and their families. A growing number of health care systems are increasingly

recognizing the need to address food insecurity to effectively support population heath and the prevention and management of diet-related chronic diseases. Health care systems are beginning to educate and train staff on the link between food insecurity and overall health, develop and implement standardized food insecurity protocols, implement effective referral systems to nutrition assistance, document and track interventions in electronic health records, and work with partners to increase access to healthy food.

Contractors in this category will work with three (3) healthcare clinic sites *(final sites will be determined in coordination with DPH based on geographic distribution)* to implement nutrition education and accomplish the following strategies:

- **Strategy 1: Access to Healthy Food and Beverages**
    - Sub-Strategy 1A: Free produce "pickups" & CalFresh Healthy Living Food Promotion
    - Sub-Strategy 1B: Food Insecurity Screening & Referral
    - Sub-Strategy 1C: Capacity Building for Produce Distribution

Minimum Staffing Requirements *(Job duties outlined in Scope of Work)***:**

A. Project Coordinator - 1.0 FTE staff member

The Project Coordinator must have a Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health or social service programs in underserved communities OR have a Bachelor's Degree in a similar field and a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with a minimum of one (1) year implementing nutrition education and obesity prevention programs.

B. Assistant Project Coordinator/Health Educator - 1.0 FTE staff member

The Assistant Project Coordinator/Health Educator must hold a Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR have a minimum of two (2) years of experience as a health educator in underserved communities.

C. Health Educator - 1.0 FTE staff member

The Health Educator must hold a Bachelor's Degree in Nutrition Sciences, Health Education or similar degree, or a minimum of two (2) years of experience as a health educator in underserved communities.

D. Fiscal Analyst - 0.2 FTE staff member

E. Administrative Assistant - 0.4 FTE staff member

Additional considerations for staffing

- Proposers are encouraged to consider increased percent FTE for Fiscal Analyst(s) and Administrative Assistant(s) to fulfill administrative requirements of this contract.
- Fiscal Analyst(s) and Administrative Assistant(s) positions may be filled by the same employee.
- Proposers should consider language-specific and cultural competencies to reach the diverse target population in LAC.
- Additional skills that may be considered include those related to health promotion, nutrition expertise, community engagement, policy work, and administration.
- Other staff may be proposed in order to accomplish the required scope of work.

Category 4: Food Banks/Pantries

Initially, food banks and food pantries were implemented as temporary solutions to address the emergency food demand. However, for the past 50 years, food banks and food pantries have become permanent institutions in the emergency food system. Additionally, research has shown that direct public food assistance, such as SNAP, may not provide enough support to provide food for an entire family. To address this gap, many households rely on food pantries as a long-term solution to their limited food supply, rather than a temporary need. Recent data collected by RAND Corporation found that 37% of SNAP-Ed participants in Los Angeles County visit a food pantry every month.

Foods that are distributed by food pantries are often shelf stable, processed foods with high amounts of sugar, salt, and fat, which can increase the risk of diet-related disease for food insecure families. Given the high prevalence of food insecure families with chronic conditions, food pantries can play a key

role in improving the health of their participants by offering healthy and nutritious foods. An emerging public health strategy is to work with food pantries to improve the nutritional quality of the food inventory, promote healthy choices, and respond to cultural and dietary needs.

Contractors in this category will work with eight (8) food pantry sites *(final sites will be determined in coordination with DPH based on geographic distribution)* to implement nutrition education and accomplish the following strategies:

- **Strategy 1: Access to Healthy Food and Beverages**
  - Sub-Strategy 1A: CalFresh Healthy Living Program Food Promotion
- **Strategy 2: Comprehensive**
  - Sub-Strategy 2A: Nutrition Pantry Program

Minimum Staffing Requirements *(Job duties outlined in Scope of Work)***:**

A. Project Coordinator - 1.0 FTE staff member

The Project Coordinator must have a Master's Degree in Public Health, Nutrition Sciences, Public Policy, Social Work, or other relevant degree AND have a minimum of one (1) year of experience implementing public health or social service programs in underserved communities OR have a Bachelor's Degree in a similar field and have a minimum of three (3) years of experience managing grant-funded public health, social service and/or similar programs. Candidate must have experience providing administrative oversight (e.g. budget management, program tracking, reporting, staff management), assessment and evaluation, community engagement, and program implementation in underserved communities, with a minimum of one (1) year implementing nutrition education and obesity prevention programs

B. Assistant Project Coordinator/Health Educator - 1.0 FTE staff member

The Assistant Project Coordinator/Health Educator must hold a Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR have a minimum of two (2) years of experience as a health educator in underserved communities.

C. Health Educator - 1.0 FTE staff member

The Health Educator must hold a Bachelor's Degree in Nutrition Sciences, Health Education or similar degree, or a minimum of two (2) years of experience as a health educator in underserved communities.

D. Fiscal Analyst - 0.2 FTE staff member

E. Administrative Assistant - 0.4 FTE staff member

Additional considerations for staffing

- Proposers are encouraged to consider increased percent FTE for Fiscal Analyst(s) and Administrative Assistant(s) to fulfill administrative requirements of this contract.

- Fiscal Analyst(s) and Administrative Assistant(s) positions may be filled by the same employee.

- Proposers are encouraged to consider language-specific and cultural competencies in order to reach the diverse target population in LAC.

- Additional skills that may be considered include those related to health promotion, nutrition expertise, community engagement, policy work, and administration.

- Other staff may be proposed in order to accomplish the required scope of work.

Category 5: Produce Distribution

At a time when Los Angeles households are experiencing high levels of food insecurity, food is being sent to landfills on a large scale. According to 2015 data from the California Department of Resources Recycling and Recovery (CalRecycle), nearly 1.7 million tons of food are sent to landfills from businesses, schools and households every year in LAC, which accounts for one-third of California's total food waste. Food rescue organizations have begun to play an important role in diverting food away from landfills by collecting surplus food ("food gleaning") from farms, gardens, grocery stores, and restaurants. These organizations either offer gleaned food directly to the public or partner with community-based organizations to distribute gleaned food by conducting free produce "pickups" in communities of need.

Mobile produce distribution can help address food insecurity among SNAP-Ed eligible individuals. Data collected by RAND Corporation found that 30% of SNAP-Ed participants who obtained food from free produce "pickups" were enrolled in SNAP, and that nearly 80% of participants often or sometimes worried that food would run out. In addition, participants reported that they had consumed an average of 2.1 servings of fruits and 2.1 servings of vegetables in the past 24 hours. For adults, the daily recommended number of servings of fruits is 2 servings, and vegetables is 2.5 servings.

Contractors in this category will work with 15-25 assigned CalFresh Healthy Living Program sites to accomplish the following strategies:

- **Strategy 1: Access to Healthy Food and Beverages**

- Sub-Strategy 1A: Mobile produce distribution & Free produce "pickups"

Minimum Staffing Requirements *(Job duties outlined in Scope of Work)***:**

A. Project Coordinator - 1.0 FTE staff member

   The Project Coordinator must have a minimum of one (1) year of experience implementing food rescue and/or mobile produce distribution

B. Distribution Coordinator - 1.0 FTE staff member

C. Administrative Assistant - 1.0 FTE staff member

Additional considerations for staffing

- Proposers are encouraged to consider language-specific and cultural competencies in order to reach the diverse target population in LAC.

- Additional skills that may be considered include those related to health promotion, nutrition expertise, community engagement, policy work, and administration.

- Other staff may be proposed in order to accomplish the required scope of work.

Category 6: Nutrition Education and Physical Activity

Studies show that both food assistance and nutrition education with a focus on food resource management are necessary to have an impact on food insecurity among SNAP-eligible participants. SNAP participation without nutrition education may not be sufficient to help participants adhere to a healthy diet, and nutrition education without food assistance may not give participants the purchasing power required to buy healthier foods. As a complement to nutrition education, physical activity has a positive effect on the health and well-being of children and adults and can reduce the risk for obesity and its related diseases. Supplementing nutrition education with physical activity for children and adults can provide opportunities for healthy, active lifestyles and teaching knowledge and skills that can lead to a lifetime of physical activity.

Contractors in this category will be assigned to work with five school sites within one school district **and** four to five DPH-assigned parks to implement nutrition education and physical activity.

Minimum Staffing Requirements *(Job duties outlined in Scope of Work):*

A. Project Coordinator - 1.0 FTE staff member

The Project Coordinator must have a Master's Degree in Public Health, Nutrition Sciences, Social Work, or other relevant degree AND a minimum of one (1) year of experience implementing public health programs in underserved communities OR have a minimum of three (3) years of experience implementing public health programs in underserved communities, with a minimum of one (1) year implementing nutrition education and obesity prevention programs.

B. Health Educator/Physical Activity (PA) Specialist - two (2) 1.0 FTE staff members

The Health Educator/PA Specialists must hold a Bachelor's Degree in Nutrition Sciences, Health Education or similar degree OR have a minimum of two (2) years of experience as a health educator in underserved communities.

C. Administrative Assistant - 1.0 FTE staff member

Additional considerations for staffing

- Proposers should consider language-specific and cultural competencies in order to reach the diverse target population in LAC.

- Additional skills that may be considered include those related to health promotion, nutrition expertise, community engagement, policy work, and administration.
- Other staff may be proposed in order to accomplish the required scope of work.

1.5 Funding

1.5.1 Availability of Funds

The CalFresh Healthy Living Program is federally-funded by the USDA SNAP-Ed program and is administered through the CDPH to local health departments.

The County anticipates funding approximately twenty (20) Contracts in an estimated amount not to exceed the amounts listed below.

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, federal, and/or other resources as applicable. In all cases, the County reserves the right to make an award when it is determined to be in the best interests of the County of Los Angeles to do so.

Funding Category	# of contracts	Year 1	Year 2	Year 3
		Maximum Amount per Contract	Maximum Amount per Contract	Maximum Amount per Contract
Category 1: Early Childcare & Education	1	$160,000	$315,000	$300,000
Category 2: K-12 Schools and Afterschool Programs	5	$160,000	$307,500	$292,000
Category 3: Healthcare Clinics	3	$170,000	$320,000	$305,000
Category 4: Food Banks/ Pantries	2	$170,000	$322,500	$306,375
Category 5: Produce Distribution	4	$132,500	$257,500	$250,000
Category 6: Nutrition Education and Physical Activity	5	$155,000	$287,500	$287,500

The County shall in no way be liable or responsible to a Proposer or any third party for any costs incurred in connection with the preparation or submission of any proposal, any modification of Proposer's operations in responding to this RFP, Proposer's protest of the contract award process, and/or the contract negotiation process.

1.5.2 Funding Limitations

Federal SNAP-Ed Guidance includes complex restrictions. The following limitations and exclusions apply to all proposed initiatives:

1. Capital/Infrastructure Improvements;
2. Lobbying;
3. Cash value of financial incentives; and
4. NOTE: In addition, proposers need to adhere to the funding limitations identified in the SNAP-Ed Guidance at: https://snaped.fns.usda.gov/sites/default/files/documents/SNAP-Ed%20Plan%20Guidance%20FY%202020%20Complete.pdf.

2.0 CONTRACT FOR CALFRESH HEALTHY LIVING PROGRAM

2.1 Sample Contract: County Terms and Conditions

Contractor shall implement the requirements outlined in Appendix B (Sample Contract) of this RFP.

2.1.1 Anticipated Contract Term

The Contract shall be effective upon execution and shall continue in full force and effect through September 30, 2022, unless sooner terminated or extended, in whole or in part, as specified in Appendix B (Sample Contract).

The County shall have the sole option to extend the term for up to two additional one-year periods. Each extension shall be exercised at the sole discretion of the Director or designee as authorized by the Board. Such option will be evaluated every year based on performance, and availability of funds.

2.1.2 Contract Rates (Intentionally Omitted)

2.1.3 Days of Operation

The Contractor shall conduct routine services/activities during their proposed hours of operation. The Contractor shall be required to submit days and hours of operation to DPH. Upon notification of a contract award, Contractor will be required to comply with days and hours of operation and notify DPH of all observed holidays (i.e., office closure dates).

2.1.4 Indemnification and Insurance

Contractor shall comply with the indemnification provisions contained in Appendix B (Sample Contract), Paragraph 11 – INDEMNIFICATION. 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 Paragraphs 12 (General Provision for all Insurance Coverages) and 13 (Insurance Coverage Requirements) of Appendix B (Sample Contract).

2.1.5 Health Insurance Portability and Accountability Act of 1996

Contractor shall 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 Exhibit F (Health Insurance Portability and Accountability Act) of Appendix B (Sample Contract).

3.0 PROPOSER'S MINIMUM MANDATORY REQUIREMENTS (MMR)

3.1 Requirements for Funding Categories 1 – 6

3.1.1 Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A (Scope of Work) of this RFP are invited to submit proposal(s), **provided they meet all of the following requirement(s) on the day that the proposals are due**. For Funding Categories 1-3, Subcontractor(s) and/or consultants cannot be used to meet any of the MMRs. For Funding Categories 4-6, if Proposer is a fiscal sponsor, subcontractor(s) and/or consultants can be used to meet MMRs.

3.2 Unresolved Disallowed Costs

3.2.1 If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over one hundred thousand ($100,000), that are confirmed to be disallowed costs by DPH, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

County will verify that the Proposer does not have unresolved disallowed costs.

3.3 Affiliation or Contractual Relationship with Tobacco Company

3.3.1 Proposer must not have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company for the direct sale and/or marketing of tobacco products.

Proposer must submit an Appendix T (Certification of Non-Acceptance of Tobacco Fund) of this RFP, certifying to the best of their ability that it does not accept funds from nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company for the direct sale and/or marketing of tobacco products.

3.4 Additional MMR for Category 1: Early Childcare and Education (ECE)

3.4.1 Proposer must be one of the following:

a. A licensed Child Care Center serving children ages 3 to 5, and operating according to the California Health and Safety Code and

Title 22 of the California Code of Regulations (CCR), documented by a copy of a license to operate a Child Care Center provided by the CDSS; or

b. A Head Start Delegate Agency, documented by a Notice of Award for Head Start funding as a Head Start Delegate Agency; or

c. A Head Start Direct Grantee, as documented by a Notice of Award of Head Start funding as a Head Start Direct Grantee.

3.4.2 Proposer must have a minimum of 10 qualifying sites* (Head Start or within a Census tract with >50% of households with incomes <185% of the Federal Poverty Level) <u>within the boundaries of Los Angeles County</u>.

Proposer must submit Appendix Q (Site Eligibility Documentation) of this RFP. *(*Final sites will be determined in coordination with DPH based on geographic distribution.)*

3.5 Additional MMR for Category 2: K-12 Schools and Afterschool Programs

3.5.1 Proposer must be a Public School District within the <u>geographical boundaries of Los Angeles County</u>.

3.5.2 Proposer must have a minimum of five (5) qualifying schools* (defined as a minimum of 50% of the student population receiving Free and Reduced-Price Meals [FRPM]), with a minimum of two (2) elementary schools (must include grades 4-5, but may also include additional grade levels) and one (1) middle school (must include grades 7-8 but may also include additional grade levels) and/or one (1) high school (must include grades 10-12, but may also include additional grade levels).

Proposer must submit Appendix Q (Site Eligibility Documentation) of this RFP. *(*final sites will be determined in coordination with DPH based on geographic distribution.)*

3.5.3 Proposer must have an existing partnership with a before and/or after-school program provider with capacity to implement CalFresh Healthy Living Program strategies in three (3) schools.

Proposers must demonstrate existing partnerships by submitting letters of support or any other supporting documentation that supports partnership in three (3) schools.

3.5.4 Per Section 1.4, Category 2: K-12 Schools and Afterschool Programs, Proposers in this category may subcontract with one (1) community-based organization with relevant experience to implement Water Access and Appeal, "share table(s)", and free produce "pickups" strategies.

If Proposer is subcontracting to implement Water Access and Appeal, "share table(s)", and free produce "pickups" strategies. Proposer must provide name of subcontractor and provide a Letter of Intent that describes the relationship between the Proposer and subcontractor to implement CalFresh Healthy Living Program strategies

3.6 Additional MMR for Category 3: Healthcare Clinics

3.6.1 Proposer must operate a minimum of three (3) eligible healthcare clinic sites (*final sites will be determined in coordination with DPH based on geographic distribution)* <u>within the boundaries of Los Angeles County</u> that target individuals of all ages as their primary patient population

3.6.2 Proposer must be one (1) of the following (documented with a Notice of Award as a Health Resources and Services Administration (HRSA) Section 330 grant recipient or Notice of Look-Alike Designation):

a. A Community Health Center (CHC);

b. A HRSA Health Center Program or Health Center Program look-alike; and

c. A HRSA Federally Qualified Health Center (FQHC) or FQHC look-alike.

Proposer must submit Appendix Q (Site Eligibility Documentation) of this RFP.

3.6.3 Proposer must have an electronic health record (EHR) system in all three (3) healthcare clinic sites where CalFresh Healthy Living Program strategies will be implemented.

3.7 Additional MMR for Category 4: Food Banks/Pantries

3.7.1 Proposer must be a non-profit organization with 501(c)(3) status that has been in business for a minimum of two (2) years.

Proposer must submit a 501(c)(3) Letter of Determination provided by the Internal Revenue Service (IRS); **and**

3.7.2 Proposer must operate a minimum of eight (8) food pantry sites *(final sites will be determined in coordination with DPH based on geographic distribution)* throughout Los Angeles County; **or**

3.7.3 Proposer must have a minimum of two (2) years of experience within the last five (5) years collaborating with a minimum of eight (8) food pantry sites to provide programs, services, technical assistance, or other collaborative efforts throughout Los Angeles County.

Proposer must submit documentation of existing partnership with 8 food pantry sites. (i.e. *Letters of support, documentation of existing contracting, or any other supporting documentation that supports partnership with 8 food pantry sites).*

OR

3.7.4 Proposer must be a Fiscal sponsor with three (3) years of experience within the last five (5) years responsible for fiduciary oversight, financial management, and other administrative services for an organization (subcontracting agency); **and**

3.7.5 Proposer must submit a proposal with an identified organization (subcontracting agency) who meets the following requirements:

a. An organization that has been in business for a minimum of two (2) years; **and**

b. Operates a minimum of eight (8) food pantry sites (*final sites will be determined in coordination with DPH based on geographic distribution)* throughout Los Angeles County; **or**

c. Has a minimum of two (2) years of experience within the last five (5) years collaborating with a minimum of eight (8) food pantry sites to provide programs, services, technical assistance, or other collaborative efforts throughout Los Angeles County; **and**

Proposer must submit the identified organization's (subcontracting agency) documentation of existing partnership with 8 food pantry sites. *(i.e. Letters of support, documentation of existing contracting, or any other supporting documentation that supports partnership with 8 food pantry sites).*

3.8 Additional MMR for Category 5: Produce Distribution

3.8.1 Proposer must be a non-profit organization with 501(c)(3) status that has been in business for a minimum of two (2) years.

Proposer must submit a 501(c)(3) Letter of Determination provided by the IRS; **and**

3.8.2 Proposer must have a minimum of two (2) years of experience within the last five (5) years working to rescue and/or distribute food at no cost to community-based organizations and/or institutions in low-income communities; **and**

3.8.3 Proposer must have licensed insured vehicle(s) and driver(s) that can transport free produce to 15-25 assigned sites in LAC.

OR

3.8.4 Proposer must be a Fiscal sponsor with three (3) years of experience within the last five (5) years responsible for fiduciary oversight, financial management, and other administrative services for an organization (subcontracting agency); **and**

Proposer must submit a proposal with an identified organization (subcontracting agency) who meets the following requirements:

a. An organization that has been in business for a minimum of two (2) years; **and**

b. must have a minimum of two (2) years of experience within the last five (5) years working to rescue and/or distribute food at no cost to community-based organizations and/or institutions in low-income communities; **and**

c. must have licensed insured vehicle(s) and driver(s) that can transport free produce to 15-25 assigned sites in LAC.

3.9 Additional MMR for Category 6: Nutrition Education and Physical Activity

3.9.1 Proposer must be a non-profit organization with 501(c)(3) status that has been in business for a minimum of two (2) years.

Proposer must submit a 501(c)(3) Letter of Determination provided by the IRS; **and**

3.9.2 Proposer must have a business office within the geographic boundaries of Los Angeles County; **and**

3.9.3 Proposer must have a minimum of two (2) years of experience within the last five (5) years providing obesity prevention services in low-income communities through:

a. Behaviorally focused, skills-based nutrition education; **and**

b. Behaviorally focused, physical activity promotion.

OR

3.9.4 Proposer must be a Fiscal sponsor with three (3) years of experience within the last five (5) years responsible for fiduciary oversight, financial management, and other administrative services for an organization (subcontracting agency); **and**

Proposer must submit a proposal with an identified organization (subcontracting agency) who meets the following requirements:

a. An organization status, that has been in business for a minimum of two (2) years; **and**

b. Must have a business office within the geographic boundaries of Los Angeles County; **and**

c. Has a minimum of two (2) years of experience within the last five (5) years providing obesity prevention services in low-income communities through:

i) Behaviorally focused, skills-based nutrition education; **and**

ii) Behaviorally focused, physical activity promotion.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Contract Execution

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.

4.2 Final Contract Award by the Board of Supervisors

Notwithstanding a recommendation of a Department, agency, individual, or other, the Board 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.

4.3 County's Option to Reject Proposals or Cancel Solicitation

Proposers are hereby advised that this RFP is a 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 a Proposer in connection with the preparation and submission of any proposal. The County, in its sole discretion, may elect to waive any error or informalities in the form of a proposal or any other disparity, if, as a whole, the proposal substantially complies with the RFP's requirements.

4.4 County's Right to Amend Request for Proposals

The County has the right to amend this RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to Proposers on the following websites:

Los Angeles County Department of Public Health
Contracts and Grants Division
http://publichealth.lacounty.gov/cg/index.htm

Los Angeles County – Doing Business With Us
http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp

It is the Proposer's responsibility to check the above referenced websites regularly. 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.

4.5 Background and Security Investigations

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

4.6 County's Quality Assurance Plan

After contract award, the County or its agent will monitor the Contractor's performance under the contract on a periodic basis. Such monitoring will include assessing Contractor's compliance with all terms in the Contract and performance standards identified in the Appendix A (Scopes of Work) of this RFP. Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of the Contract will be reported to the County's Board. 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) DPH receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer; and 3) DPH 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 (Services Contract Solicitation Protest).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when DPH'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. 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 e-mailed as follows:

Jose C. Garcia
Division of Chronic Disease and Injury Prevention
County of Los Angeles - Department of Public Health
Email address: cdipcontracts@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, if not already registered. 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-section 5.4.3 (Grounds for Review) below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the Sections below. It is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that DPH 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 solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

5.4.3.1 Review of Solicitation Requirements (Reference Section 7.3 in the Proposal Submission Requirements Section)

5.4.3.2 Review of a Disqualified Proposal (Reference Section 8.3 in the Selection Process and Evaluation Criteria Section)

5.4.3.3 Review of Proposed Contractor Selection (Reference Section 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 CCR 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 provisions contained in Appendix B, (Sample Contract), Paragraphs 9 (Confidentiality) and 50 (Independent Contractor Status).

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 employee, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Exhibit 7 (Certification of No Conflict of Interest) of Appendix D (Required Forms) in this RFP.

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, 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, DPH shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the BOS that the Proposer be found not responsible. DPH 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 DPH's recommendation.

5.8.5 If the Proposer presents evidence in rebuttal to DPH, DPH shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the BOS. The final decision concerning the responsibility of the Proposer shall reside with the BOS.

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 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, DPH 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 DPH shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

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. The Board 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. The Board 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) of this RFP, 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 Fraud Hotline at (800) 544-6861 or http://fraud.lacounty.gov/. 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 Exhibit 8 (Familiarity with the County Lobbyist Ordinance Certification) of Appendix D (Required Forms) of this RFP, 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 Appendix I (IRS No. 1015).

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 Exhibit 11 (Attestation of Willingness to Consider GAIN-GROW Participants) of Appendix D (Required Forms), 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 Paragraph 68 (Recycled Content Bond Paper) of Appendix B (Sample Contract).

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, information regarding the Safely Surrendered Baby Law, its implementation in LAC, and where and how to safely surrender a baby. The information is set forth in Appendix J (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at www.babysafela.org.

5.17 Jury Service Program

5.17.1 The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read Appendix G (Jury Service Ordinance) and Paragraph 31 (Compliance with the County's Jury Service Program) of Appendix B (Sample Contract), 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.

5.17.2 The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means forty (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 ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.

5.17.3 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 of 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 fifty thousand dollars ($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) 10 or fewer employees; and, 2) annual gross revenues in the preceding twelve (12) months which, if added to the annual amount of this Contract is less than five hundred thousand ($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 contract 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 contract.

5.17.4 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 Exhibit 12 (Contractor Employee Jury Service Program Certification Form) of 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 its company unless otherwise legally prohibited from doing so. If the Proposer is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal/framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information shall be provided by the Proposer in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) of Appendix D (Required Forms). 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 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) during the pendency of this RFP by providing a revised Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) 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 Regulation, 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 ($2,000,000) 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 Exhibit 21 (Charitable Contributions Certification) in Appendix D (Required Forms). A completed Exhibit 21 (Charitable Contributions Certification) is a required part of any contract with the County.

5.20.3 In Exhibit 21 (Charitable Contributions Certification), prospective contractors certify either that:

5.20.3.1 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 -

5.20.3.2 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 21 (Charitable Contributions Certification) 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 Appendix O (Defaulted Tax Program Ordinance) and the pertinent provisions in Paragraph 84 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and of the Appendix B (Sample Contract) and 85 (Termination for Breach of Warranty to Maintain Compliance with County's Default Property Tax Reduction Program) of Appendix B (Sample Contract), both which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Exhibit 23 (Certification of Compliance with County's Defaulted Property Tax Reduction Program) in Appendix D (Required Forms) of this RFP. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor (Los Angeles County Code, Chapter 2.202).

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

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 Elections Code Section 14000.

5.23 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

On October 4, 2016, the Board approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits contractors engaged in human trafficking from receiving contract awards or performing services under a County contract.

Contractors are required to complete Exhibit 26 (Zero Tolerance Policy on Human Trafficking Certification) in Appendix D (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking Policy provision as defined in Paragraph 32 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix B (Sample Contract). Further, contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

5.24 Integrated Pest Management (IPM) Program Compliance (Intentionally Omitted)

5.25 Protection of Electronic County Information

5.25.1 Protection of Electronic County Personal Information (PI), Protected Health Information (PHI) and Medical Information (MI) — Data Encryption Standard

5.25.1.1 The prospective contract is subject to the encryption requirements set forth below (collectively, the "Encryption Standards"). Vendors shall become familiar with the Encryption Standards and the pertinent provisions in Paragraph 42 (Data Encryption) of the

Appendix B (Sample Contract) both of which are incorporated by reference into and made a part of this solicitation.

5.25.1.2 Proposers shall be required to complete Exhibit 27 (Proposer's Compliance with Encryption Requirements) in Appendix D (Required Forms) ("Exhibit") providing information about their encryption practices and certifying that they will be in compliance with the Encryption Standards at the commencement of the contract and during the term of any contract that may be awarded pursuant to this solicitation. Vendors that fail to comply with the certification requirements of this provision will be considered non-responsive and excluded from further consideration.

5.25.1.3 Vendor's use of remote servers (e.g. cloud storage, Software-as-a-Service or SaaS) for storage of County PI, PHI and/or MI shall be disclosed by Vendor in the Exhibit and shall be subject to written pre-approval by the County's Chief Executive Office. Any use of remote servers may subject the Vendor to additional encryption requirements for such remote servers.

5.25.2 Encryption Standards:

5.25.2.1 Stored Data:

Contractors' and subcontractors' workstations and portable devices (e.g., mobile, wearables, tablets, thumb drives, external hard drives) require encryption (i.e. software and/or hardware) in accordance with:

a) Federal Information Processing Standard Publication (F/PS) 140-2;

b) National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management — Part 1: General (Revision 3);

c) NIST Special Publication 800-5 7 Recommendation for Key Management – Part 2. Best Practices for Key Management Organization; and

d) NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices.

Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.

5.25.2.2 Transmitted Data:

All transmitted (e.g. network) County PI, PHI and/or MI require encryption in accordance with:

a) NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations; and

b) NIST Special Publication 800-5 7 Recommendation for Key Management – Part 3: Application-Specific Key Management Guidance.

Secure Sockets Layer (SSL) is minimally required with minimum cipher strength of 128-bit.

5.26 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)

5.26.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

5.26.2 Upon contract award or at the request of the A-C and/or the contracting department, the Contractor shall submit a direct deposit authorization request via the website https://directdeposit.lacounty.gov with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

5.26.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.

5.26.4 Upon contract award or at any time during the duration of the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible, and an alternative is necessary. The A-C, in consultation with DPH, shall decide whether to approve exemption requests.

5.27 Proposer's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

On May 29, 2018, the Board approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952).

Proposers are required to complete Exhibit 28 (Compliance with Fair Chance Employment Hiring Practices Certification) in Appendix D (Required Forms), certifying that they are in full compliance with Section 12952, as indicated in Paragraph 33 (Compliance with Fair Chance Employment Practices) of Appendix B (Sample Contract). Further, Contractors are required to comply with the requirements under Section 12952 for the term of any contract awarded pursuant to this solicitation.

5.28 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

5.28.1 Pursuant to federal law, the County is prohibited from contracting with parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred or excluded from securing federally funded contracts. At the time of Proposer's response to RFP, Proposer must submit a certification, as set forth in Exhibit 29 (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)) of Appendix D (Required Forms), attesting that neither it, as an organization, nor any of its owners, officers, partners, directors, or other principals is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Should a proposal identify prospective subcontractors, or should Proposer intend to use subcontractors in the provision of services under any subsequent contract, Proposer must submit a certification, completed by each subcontractor, attesting that neither the subcontractor, as an organization, nor any of its owners, officers, partners, directors, or other principals is

currently suspended, debarred, ineligible, or excluded from securing federally funded contracts.

5.28.2 Failure to provide the required certification may eliminate Proposer's response to RFP from consideration.

5.28.3 In the event that Proposer and/or its Subcontractor(s) is or are unable to provide the required certification, Proposer instead shall provide a written explanation concerning its and/or its subcontractor's inability to provide the certification. Proposer's written explanation shall describe the specific circumstances concerning the inability to certify. It further shall identify any owner, officer, partner, director, or other principal of the Proposer and/or subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Finally, the written explanation shall provide that person's or those persons' job description(s) and function(s) as they relate to the contract which is being solicited by this RFP.

5.28.4 The written explanation shall be examined by the County to determine, in its full discretion, whether further consideration of the proposal response to RFP is appropriate under the federal law.

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

6.1.1 The County of Los Angeles has three preference programs: the Local Small Business Enterprise (LSBE), Disabled Veterans Business Enterprise (DVBE), and Social Enterprise (SE). The Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.

6.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a business must complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in paragraph 6.2, 6.4, and 6.5 of this solicitation.

6.1.3 In no case shall the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.

6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

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

6.1.6 Cost is not a determining factor in this solicitation process; as such no preferences will be applied. However, LSBE Proposers are 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.

6.2 Local Small Business Enterprise Preference (LSBE) Program (Intentionally Omitted)

6.3 Local Small Business Enterprise (LSBE) Prompt Payment Program

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

6.4 Social Enterprise (SE) Preference Program (Intentionally Omitted)

6.5 Disabled Veteran Business Enterprise (DVBE) Preference Program (Intentionally Omitted)

7.0 PROPOSAL SUBMISSION REQUIREMENTS

Section 7 (Proposal Submission Requirements) contains key project dates and activities as well as instructions to Proposers 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, which decision shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

7.2 RFP Timetable

The timetable for this RFP is as follows:

RFP TIMETABLE	
Release of RFP	**November 13, 2019**
Request for a Solicitation Requirements Review Due by 4:00 P.M. Pacific Time (PT)	**November 27, 2019**
Proposers' Conference	**December 10, 2019**
Proposer's Written Questions Due by 4:00 P.M. PT	**December 13, 2019**
Intent to Apply Due by 4:00 P.M. PT	**January 3, 2020**
Release of Answers to Proposers' Written Questions	**January 9, 2020**
Proposals are Due by 4:00 P.M. PT.	**January 17, 2020**

Note: 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 (Transmittal Form to Request a Solicitation Requirements Review) to DPH. A request for a Solicitation Requirements Review may be denied, in DPH's sole discretion, if the request does not satisfy all of the following criteria:

1. The request is made within the time frame identified in the solicitation document (generally, within ten (10) business days of the issuance of the solicitation document);

2. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a proposal;

3. The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and

4. The request 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 DPH'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 Section 7.2 (RFP Timetable) to:

Jose C. Garcia
Division of Chronic Disease and Injury Prevention
County of Los Angeles - Department of Public Health
Email address: cdipcontracts@ph.lacounty.gov

7.4 Proposers' Questions

Proposers may submit written questions regarding this RFP by **e-mail only** to the individual identified below. All questions must be received by the date and time specified in RFP Section 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, Sub-section number, page number, and quote the language that prompted the question. This will ensure that the question can be quickly and accurately found in the RFP. County reserves the right to group similar questions when providing answers.

Answers to Proposers' questions will be released on the date specified in RFP Section 7.2 (RFP Timetable).

Questions should be addressed to:

Jose C. Garcia
Division of Chronic Disease and Injury Prevention
County of Los Angeles - Department of Public Health
Email address: cdipcontracts@ph.lacounty.gov

7.5 Submission of Application for Exemption to Living Wage Program (Intentionally Omitted)

7.6 Proposers' Conference

A Proposer's Conference will be held to present a general overview of the RFP as it pertains to the CalFresh Healthy Living Program Initiative in Los Angeles County and provide an opportunity for County staff and Proposers to discuss common issues that may arise during the preparation and submission of their proposal. County staff will respond to questions from potential Proposers via written addendum.

Proposers are **advised to register** for the Proposers' Conference. Space is limited; therefore, Proposers may only register up to two (2) representatives per agency to attend the Proposers' Conference. Substitutions can be made up to the day prior to the Proposers' Conference.

Proposers **registering** for the Proposers' Conference should do so via email to the County representative identified in RFP Section 5.2 (Contact with County Personnel). Email registrations must include the following:

- Subject Line: Proposer's Conference Registration
- Proposer (Agency) Name
- Name and Title of each agency representative
- Email address of each agency representative
- Contact Number for each agency representative

The Proposer's Conference is scheduled as follows:

Date: December 10, 2019
Time: 10:00 AM
Location: St. Anne's
155 North Occidental Boulevard
Foundation Room
Los Angeles, California 90026

Proposer is advised to bring a copy of the complete RFP package to the Proposer's Conference; the County will not distribute copies at the Proposer's Conference

Free parking is available on-site at the St Anne's location as well as other local parking lots and street parking. The County **will not** validate and/or reimburse fees for parking. Parking fees on other local parking lots are the responsibility of Proposers. **Proposers should plan to arrive early to secure parking and allow adequate time to pass through building security and metal detectors.** Entrance doors to the Proposer's Conference will open approximately 30 minutes before the start time. Please arrive early or on-time as a courtesy to other attendees, as late arrivals may be disruptive to the conference.

7.7 Intent to Apply Form

7.7.1 Interested and qualified Proposers, please submit a completed Appendix U (Intent to Apply Form).

7.7.2 Please submit the Appendix U (Intent to Apply Form) via **e-mail only** to the individual identified in RFP Section 7.7.4 by the date and time specified in RFP Section 7.2 (RFP Timetable).

7.7.3 The completed Appendix U (Intent to Apply Form) per each proposal should include all of the following information:

a) The name of the agency that will be submitting a proposal;
b) The Funding Category for which the proposal will be submitted;
c) The name, title, email address, telephone number (including area code), and mailing address of the Proposer's contact person for the RFP ***(Note: If applying for two Categories, please submit a separate letter for each proposal regardless of the category)***; and
d) The name, title, email address, telephone number (including area code), mailing address, and signature of the individual

authorized to legally bind the agency, such as the Chief Executive Officer, and the date of signature.

7.7.4 Submission of the Appendix U (Intent to Apply Form): shall be submitted **by e-mail,** in PDF format only, to:

Jose C. Garcia
Division of Chronic Disease and Injury Prevention
Email address: cdipcontracts@ph.lacounty.gov

7.8 Preparation of the Proposal

As outlined in RFP Section 7.9 (Proposal Format), Proposers are required to submit a complete proposal for the Funding Category(ies) in which they are applying by the deadline identified in RFP Section 7.2 (RFP Timetable), to the person and address identified in RFP Section 7.12 (Proposal Submission).

Each proposal and subsequent copies must be submitted in the prescribed format. **DPH may reject any proposal that fails to adhere to the required format**. All proposals submitted to DPH must be written in English. They are to be organized and assembled into one volume in the format and order described below.

1. Package must include one (1) original **unbound**, SINGLE-SIDED proposal package, including all required attachments and forms with original signatures. **Do not staple or professionally bind the original proposal.** Use a rubber band or binder clip to keep the pages of the original proposal together. The original proposal must be marked as such, e.g., “Original” on the proposal’s Title Page.

2. Package must include four (4) DOUBLE-SIDED **professionally bound** copies of the original proposal package (including copies of all required forms and attachments). Each proposal copy must be marked as such, e.g., “Copy” on the proposal’s Title Page.

3. Proposal and all material must be typewritten, single spaced, with a 12-point font on 8½” by 11” paper, with the 8½” 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”. **Footer on each page must include Proposer’s name and proposed Funding Category(ies) for which the agency is applying.**

4. Proposal pages must be numbered sequentially including attachments, from beginning to end, and provide a complete Table of Contents for the Proposal and its attachments, to ensure there are no

duplicate or missing pages.

5. Proposal must be organized and tabbed by applicable parts and/or sections, with proper titles, and alphabetized sub-paragraphs as described herein. The entire narrative of the Proposal (i.e. Cover Letter, Sections A, B, C, D, E, and F) must not exceed the page limits identified in RFP Section 7.9 (Proposal Format) below. Page limits exclude title page, table of contents, sample monitoring forms associated with the Quality Control Plan, required forms, budget, and budget justification. **Any responses beyond the allotted page limits will not be read or scored.**

6. Proposal and all copies shall be clearly labeled with RFP title: **"**County of Los Angeles, Department of Public Health Request for Proposals for **"PROPOSAL FOR CALFRESH HEALTHY LIVING PROGRAM RFP No. 2019-008, FUNDING CATEGORY (INCLUDE CATEGORY NUMBER) : (INCLUDE FUNDING CATEGORY NAME)"** 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.

   Other than the attachments specified in this RFP, no other exhibits or attachments should be submitted with the Proposal.

7.9 Proposal Format

Proposers are required to respond to all sections of the RFP, including each Sub-section, if applicable.

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

7.9.1 Title Page

Proposers must include a Title Page which bears the words

"PROPOSAL FOR CALFRESH HEALTHY LIVING PROGRAM RFP No. 2019-008, FUNDING CATEGORY (INCLUDE CATEGORY NUMBER): (INCLUDE FUNDING CATEGORY NAME)"

7.9.2 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:

County of Los Angeles - Department of Public Health
Division of Chronic Disease and Injury Prevention
3530 Wilshire Boulevard, Suite 800

Los Angeles, California 90010
Attention: Jose C. Garcia

7.9.3 Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information and Required Supporting Documents) found in Appendix D (Required Forms)

7.9.4 Exhibit 2 Proposer's Affidavit of Adherence to Minimum Mandatory Requirements) found in Appendix D (Required Forms)

7.9.5 Table of Contents

7.9.6 Executive Summary (Section A)

7.9.7 Proposer's Qualifications (Section B)

7.9.8 Proposer's Approach to Provide Required Services (Section C)

7.9.9 Proposed Budget and Budget Justification (Section D)

7.9.10 Proposer's Quality Control Plan (Section E)

7.9.11 Proposer's Green Initiatives (Section F)

7.9.12 Terms and Conditions in Sample Contract, and Requirements of the SOW: Acceptance of / or Exceptions to (Section G)

7.9.13 Proposal Required Forms (Section H)

7.9.14 Proposer's Organization Questionnaire/Affidavit and CBE Information and Required Support Documentation

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

Taking into account the structure of the proposer's organization, proposer shall determine which of the below referenced supporting documents the County requires. If the proposer's organization does not fit into one of these categories, upon receipt of the proposal or at some later time, the County may, 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, proposers must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

7.9.15 Required Support Documents:

Corporations or Limited Liability Company (LLC):
The Proposer must submit the following documentation with the Proposal:

1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.

2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

7.9.16 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.

7.9.17 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.

7.9.18 Executive Summary (Section A) (1 page maximum)

The Executive Summary shall condense and highlight contents of the proposal to provide DPH and the evaluation committee with a broad understanding of the proposer's mission, relevant experience, understanding of the CalFresh Healthy Living Program; and showcase the organization's approach to the work. Proposers are advised that this section will not be scored.

7.9.19 Proposer's Qualifications (Section B)

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

A. Proposer's Background and Experience (Section B-1) (1 page maximum)

Provide a summary of relevant background information to demonstrate that the Proposer meets the Minimum Mandatory Requirements stated in RFP Section 3.0 (Proposer's Minimum Mandatory Requirements) of this RFP and has the capability to perform the required services. Information in response to the Proposer's ability in meeting each of the Minimum Mandatory Requirements must support Proposer's response provided in its completed Exhibit 2 (Proposer's Affidavit of Adherence to Minimum Mandatory Requirements) in Appendix D (Required Forms).

B. Proposer's References (Section B-2)

It is the Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. **Proposer cannot use DPH's Division of Chronic Disease and Injury Prevention staff as references on Exhibit 3 (Prospective Contractor References).** The same references may be listed on both Exhibit 3 (Prospective Contractor References) and Exhibit 4 (Prospective Contractor List of Contracts) of Appendix D (Required Forms).

1. County may disqualify a Proposer as non-responsive and/or non-responsible if:

    a) references fail to substantiate Proposer's description of the services provided; or

    b) references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or

    c) DPH is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact that DPH will be contacting point of contact for a reference.

2. The Proposer must complete and include the following Appendix D (Required Forms):

    a) Exhibit 3 (Prospective Contractor References) found in Appendix D (Required Forms). Proposer must provide five (5) references where the same or similar scope of services was provided. References must be a contractual

relationship, in which the Proposer received grant funding for services.

b) Exhibit 4 (Prospective Contractor List of Contracts) found in Appendix D (Required Forms). The listing must include all non-profit and public entity contracts for which the Contractor has provided the same or similar services within the last five (5) years. Proposer may use additional sheets if necessary.

c) Exhibit 5 (Prospective Contractor List of Terminated Contracts) found in Appendix D (Required Forms). Listing must include contracts terminated prior to their expiration, within the past five (5) years, and must include a reason for termination.

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

On Exhibit 6 (Prospective Contractor Pending Litigation and Judgements) in Appendix D (Required Forms), 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 a Proposer has no Pending Litigation and/or Judgments, Proposer shall provide a statement or indicate "Not Applicable".

D. Financial Capability (Section B-4)

Proposer must provide copies of the organization's annual financial statements issued for the last three (3) years.
NOTE: A total of three (3) sets of financial statements must be submitted. 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 evidence of 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 your 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**

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. Please submit the applicable document to reflect the information requested.

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.

7.9.20 Proposer's Approach to Provide Required Services (Section C)

NOTE: Proposers are required to refer to the specific category instructions below when responding to this Section of the RFP.

<u>Category 1: Early Childcare and Education (ECE)</u>
(17 pages maximum)

Section 1: Mission Alignment (2 pages maximum)

1. Provide Proposer's history, mission, vision, and examples of a minimum of two (2) currently offered programs that address health and wellness and/or obesity prevention.

Section 2: Staffing and Teams (2 pages maximum)

2. Describe Proposer's staffing plan to meet the programmatic and administrative requirements as outlined in the Scope of Work, including a brief description of the qualifications (e.g. experience, skills, related work history, etc.) and resumes of current staff members identified to carry out CalFresh Healthy Living Program strategies. If Proposer does not currently have staff to fulfill all administrative and programmatic requirements, describe Proposer's plan to establish a CalFresh Healthy Living Program team within sixty (60) days.

Section 3: Target Audience and Community Responsiveness (3 pages maximum)

3. Describe Proposer's target audience; include demographics and related health indicators, results of previous needs assessments, and/or any other relevant data to demonstrate need to address food insecurity and obesity prevention interventions. **(1 page maximum)**

4. Describe Proposer's ability to implement programs and services that are linguistically and culturally appropriate in Latinx, African-American, Asian and Pacific Islander, and/or other racial/ethnic communities. **(1 page maximum)**

5. Describe how Proposer solicits and incorporates community feedback to implement or modify programs and services to meet community needs. **(1 page maximum)**

Section 4: Sites (2 pages maximum)

6. Proposer will be required to identify and select 10 ECE sites *(final sites will be determined in coordination with DPH based on geographic distribution)* to implement CalFresh Healthy Living Program strategies throughout LAC.

a. List the ECE sites the Proposer has identified as potential sites to implement CalFresh Healthy Living Program strategies. Include names, estimated number of children and parents served, and describe why these ECE sites were selected.

Section 5: Outreach and Promotion (1 page maximum)

7. If selected, Proposer must promote nutrition education activities and share information about program successes and accomplishments.

   a. Describe how Proposer will implement required outreach and promotion strategies to engage parents in programs and services, including methods of promotion (e.g. flyers, posters, word of mouth, social media, email, texting etc.), plans for implementing promotions, and identification of staff that will complete the deliverables.

   b. Provide examples that demonstrate Proposer's experience and qualifications to carry out required outreach and promotion strategies.

Section 6: Smarter Mealtimes (3 pages maximum)

8. If selected, Proposer must implement Smarter Mealtimes (SMT) strategies to improve the nutritional quality of food offered and encourage healthy choices during meal times (please visit https://www.smarterlunchrooms.org/sites/default/files/documents/SMM-Scorecard.pdf for a list of SMT strategies).

   a. Describe how Proposer will implement SMT strategies. Include how Proposer will accomplish the assessment, planning, implementation, and evaluation activities of SMT.

   b. Describe key school personnel and staff needed to support SMT implementation. Include how Proposer will engage, secure buy-in, and coordinate with staff to implement SMT strategies.

   c. Provide examples that demonstrate Proposer's experience and qualifications to implement SMT strategies. If Proposer does not have experience implementing SMT strategies, provide examples of experience implementing strategies to improve the nutritional quality of school meals and encourage healthy choices at mealtime.

Section 7: Nutrition Education and Physical Activity (2 pages maximum)

9. If selected, Proposer must conduct evidence-based nutrition education classes on-site at selected ECE sites for children and parents.

    a. Describe how Proposer will conduct nutrition education classes for parents in ECE sites, including potential instructional spaces that can be used, resources available to support nutrition education activities, and how the activities will be scheduled.

    b. Describe how Proposer will conduct Coordinated Approach to Child Health Early Childhood nutrition education classes for children in ECE sites, including potential instructional spaces that can be used, resources available to support nutrition education activities, and how the activities will be scheduled.

    c. Provide examples that demonstrate Proposer's experience and qualifications to conduct Nutrition Education and Physical activities, including curricula used, reach numbers, and evaluation results.

Section 8: Free Produce "Pickups" (2 pages maximum)

10. If selected, Proposer will receive produce from an assigned CalFresh Healthy Living Program Produce Distributor (Category 5) to distribute during free produce "pickups".

    a. Describe how Proposer will conduct free produce "pickups", including receiving, sorting, displaying, and distributing produce, setup/breakdown, and specify location(s) where produce will be distributed to parents.

    b. Describe how Proposer will establish volunteer teams to support free produce "pickups", including existing and/or potential volunteer partnerships and volunteer engagement strategies.

    c. Provide examples that demonstrate Proposer's experience, qualifications and/or ability to conduct free produce "pickups" strategies. If Proposer does not have experience implementing free produce "pickups" strategies, provide examples of experience implementing strategies providing free resources for families.

<u>Category 2: K-12 Schools and Afterschool Programs</u>
(20 pages maximum)

Section 1: Mission Alignment (2 pages maximum)

1. Provide Proposer's history, mission, vision, and provide examples of a minimum of two (2) currently offered programs that address health and wellness and/or obesity prevention.

Section 2: Staffing and Teams (2 pages maximum)

2. Describe Proposer's staffing plan to meet the programmatic and administrative requirements as outlined in the Scope of Work, including a brief description of the qualifications (e.g. experience, skills, related work history, etc.) and resumes of current staff members identified to carry out CalFresh Healthy Living Program strategies. If Proposer does not currently have staff to fulfill all administrative and programmatic requirements, describe Proposer's plan to establish a CalFresh Healthy Living Program team within sixty (60) days.

Section 3: Target Audience and Community Responsiveness (3 pages maximum)

3. Describe Proposer's target audience; include demographics and related health indicators, results of previous needs assessments, and/or any other relevant data to demonstrate need to address food insecurity and obesity prevention interventions. **(1 page maximum)**
4. Describe Proposer's ability to implement programs and services that are linguistically and culturally appropriate in Latinx, African-American, Asian and Pacific Islander, and/or other racial/ethnic communities. **(1 page maximum)**
5. Describe how Proposer solicits and incorporates community feedback to implement or modify programs and services to meet community needs**. (1 page maximum)**

Section 4: Outreach and Promotion (1 page maximum)

6. If selected, Proposer must promote nutrition education activities and share information about program successes and accomplishments.
    a. Describe how Proposer will implement required outreach and promotion strategies to engage parents in programs and services, including methods of promotion (e.g. flyers, posters, word of mouth, social media, email, texting etc.),

plans for implementing promotions, and identification of staff that will complete the deliverables.

b. Provide examples that demonstrate Proposer's experience and qualifications to carry out required outreach and promotion strategies.

Section 5: Youth Engagement: Water Access and Appeal and "Share Tables" (3 pages maximum)

7. If selected, Proposer or subcontractor will conduct youth engagement activities to implement Water Access and Appeal and "share tables" strategies in middle and/or high school campuses.

   a. Describe how Proposer or subcontractor will implement Water Access and Appeal and "share tables" strategies. Include how Proposer will leverage current student engagement activities to implement strategies and how Proposer will accomplish the assessment, planning, and implementation of these strategies.

   b. Describe the staff and leadership from various school departments needed to support implementation of Water Access and Appeal and "share tables" strategies and how Proposer will engage, secure buy-in, and coordinate with staff to implement Water Access and Appeal and "share tables" strategies. Describe how and why the potential schools were identified to implement Water Access and Appeal (one school) and "share tables" (one school) strategies.

   c. Provide examples that demonstrate Proposer's or subcontractor's experience and qualifications to implement Water Access and Appeal and "share tables" strategies. If Proposer or subcontractor does not have experience implementing Water Access and Appeal and or "share tables" strategies, provide examples of experience implementing strategies to engage youth to address health related issues.

Section 6: Smarter Lunchroom Movement (3 pages maximum)

8. If selected, Proposer must implement Smarter Lunchroom Movement (SLM) strategies (please visit https://www.smarterlunchrooms.org/sites/default/files/documents/SLM-Scorecard2.0-2018-web.pdf for a list of SLM strategies).

   a. Describe how Proposer will implement SLM strategies, including how Proposer will accomplish assessment, planning, implementation, and evaluation activities.

b. Describe key school personnel and staff needed to support SLM implementation and how Proposer will engage, secure buy-in, and coordinate with staff to implement SLM strategies.

c. Describe two (2) potential schools that Proposer identified to implement SLM strategies, including how and why proposed schools were identified.

d. Provide examples that demonstrate Proposer's experience and qualifications to implement SLM strategies. If Proposer does not have experience implementing SLM strategies, provide examples of experience implementing strategies to improve the nutritional quality of school meals and encourage healthy choices at mealtime.

Section 7: Daily Quality Physical Activity (2 pages maximum)

9. If selected, Proposer must coordinate with an after-school provider to implement Daily Quality Physical Activity strategies in elementary and/or middle schools.

   a. Describe how Proposer will coordinate with after-school provider to accomplish assessment, planning, implementation deliverables and evaluation activities.

   b. Describe staff needed to implement Daily Quality Physical Activity strategies, including how Proposer will engage staff with Daily Quality Physical Activity.

   c. Describe which three potential schools Proposer has identified to implement Daily Quality Physical Activity strategies, including why and how proposed schools were identified.

   d. Provide examples that demonstrate the after-school provider's experience and qualifications to implement Daily Quality Physical Activity strategies.

Section 8: Nutrition Education (2 pages maximum)

10. If selected, Proposer must coordinate with Category 6: Nutrition Education and Physical Activity funded partner to conduct evidence-based nutrition education classes at selected school sites for youth and parents.

    a. Describe how Proposer will coordinate nutrition education classes for students in school sites, including potential instructional spaces that can be used, resources available to support nutrition education activities, and how the activities

will be scheduled into 4th and 5th grade academic instructional time.

b. Describe how Proposer will coordinate nutrition education classes for parents in school sites, including potential instructional spaces that can be used, resources available to support nutrition education activities, and how the activities will be scheduled.

Section 9: Free Produce "Pickups" (2 pages maximum)

11. If selected, Proposer will receive produce from an assigned CalFresh Healthy Living Program Produce Distributor (Category 5) to distribute during free produce "pickups" for families.

    a. Describe how Proposer or subcontractor will conduct free produce "pickups", including receiving, sorting, displaying, and distributing produce, setup/breakdown, and specify location(s) where produce will be distributed to students and parents.

    b. Describe how Proposer or subcontractor will establish volunteer teams to support free produce "pickups", including existing and/or potential volunteer partnerships and volunteer engagement strategies.

    c. Provide examples that demonstrate Proposer's or subcontractor's experience, qualifications and/or ability to conduct free produce "pickups" strategies. If Proposer or subcontractor does not have experience implementing free produce "pickups" strategies, provide examples of experience implementing strategies providing free resources for families.

<u>Category 3: Healthcare Clinics</u> (17 pages maximum)

Section 1: Mission Alignment (2 pages maximum)

1. Provide Proposer's history, mission, vision, and examples of a minimum of two (2) currently offered programs that address health and wellness and/or obesity prevention.

Section 2: Staffing and Teams (2 pages maximum)

2. Describe Proposer's staffing plan to meet the programmatic and administrative requirements as outlined in the Scope of Work, including a brief description of the qualifications (e.g. experience, skills, related work history, etc.) and resumes of current staff members identified to carry out CalFresh Healthy Living Program strategies. If Proposer does not currently have staff to fulfill all

administrative and programmatic requirements, describe Proposer's plan to establish a CalFresh Healthy Living Program team within sixty (60) days.

Section 3: Target Audience and Community Responsiveness (3 pages maximum)

3. Describe Proposer's target audience; include demographics and related health indicators, results of previous needs assessments, and/or any other relevant data to demonstrate need to address food insecurity and obesity prevention interventions. **(1 page maximum)**

4. Describe Proposer's ability to implement programs and services that are linguistically and culturally appropriate in Latinx, African-American, Asian and Pacific Islander, and/or other racial/ethnic communities. **(1 page maximum)**

5. Describe how Proposer solicits and incorporates community feedback to implement or modify programs and services to meet community needs. **(1 page maximum)**

Section 4: Sites (2 pages maximum)

6. Proposer will be required to identify and select three (3) healthcare clinics to implement CalFresh Healthy Living Program strategies throughout LAC.

   a. List the clinics that Proposer identified as potential sites to implement CalFresh Healthy Living Program strategies. Include names, estimated number of individuals served and describe why and how these healthcare clinic sites were selected.

Section 5: Outreach and Promotion (1 page maximum)

7. If selected, Proposer must promote nutrition education activities and share information about program successes and accomplishments.

   a. Describe how Proposer will implement required outreach and promotion strategies to engage patients in programs and services, including methods of promotion (e.g. flyers, posters, word of mouth, social media, email, texting etc.), plans for implementing promotions, and staff that will complete the deliverables.

   b. Provide examples that demonstrate Proposer's experience and qualifications to carry out required outreach and promotion strategies.

Section 6: Food Insecurity Screening and Referrals (3 pages maximum)

8. If selected, Proposer must conduct food insecurity screenings and referrals to nutrition resources.
   a. Describe how Proposer will implement food insecurity screening in healthcare clinics. Include how Proposer will accomplish assessment, planning, and implementation, and how Proposer will integrate food insecurity screening questions into an electronic health records system to screen for food insecurity.
   b. Describe how Proposer will implement a referral system to emergency nutrition resources.
   c. Describe the key stakeholders, personnel and/or departments (e.g. physicians, nurses, social workers, front desk, IT etc.) who will be involved in implementing food insecurity screening and referral systems, how Proposer will engage and coordinate with them to implement food insecurity screening processes, and how Proposer will engage leadership to secure buy-in to support implementation.
   d. Describe the Proposer's current clinical/community linkages and collaboration with community-based partners and external resources.
   e. Provide examples that demonstrate Proposer's experience and qualifications to implement food insecurity screening and referral strategies. If Proposer does not have experience implementing food insecurity screening and referral strategies, provide examples of experience implementing strategies to establishing clinical/community linkages.

Section 7: Nutrition Education (2 pages maximum)

9. If selected, Proposer must conduct evidence-based nutrition education classes on-site at selected healthcare clinics.
   a. Describe how Proposer will conduct nutrition education classes for individuals in healthcare clinic sites, including potential instructional spaces to be used, resources available to support nutrition education activities, and how activities will be scheduled.

b. Provide examples that demonstrate Proposer's experience and qualifications to conduct nutrition education and physical activities, including curricula used, reach numbers, and evaluation results.

Section 8: Free Produce "Pickups" (2 pages maximum)

10. If selected, Proposer will receive produce from an assigned CalFresh Healthy Living Program Produce Distributor (Category 5) to distribute during free produce "pickups".

    a. Describe how Proposer will conduct free produce "pickups", including receiving, sorting, displaying, and distributing produce, setup/breakdown, and specify location(s) where produce will be distributed to patients or community members.

    b. Describe how Proposer will establish volunteer teams to support free produce "pickups" including existing and/or potential volunteer partnerships and volunteer engagement strategies.

    c. Provide examples that demonstrate Proposer's experience, qualifications and/or ability to conduct free produce "pickups" strategies. If Proposer does not have experience implementing free produce "pickups" strategies, provide examples of experience implementing strategies providing free resources for patients or community members.

<u>Category 4: Food Banks/Pantries</u> (17 pages maximum)

Section 1: Mission Alignment (2 pages maximum)

1. Provide Proposer's history, mission, vision, and examples of a minimum of two (2) currently offered programs that address health and wellness and/or obesity prevention.

Section 2: Staffing and Teams (2 pages maximum)

2. Describe Proposer's staffing plan to meet the programmatic and administrative requirements as outlined in the Scope of Work, including a brief description of the qualifications (e.g. experience, skills, related work history, etc.) and resumes of current staff members identified to carry out CalFresh Healthy Living Program strategies. If Proposer does not currently have staff to fulfill all administrative and programmatic requirements, describe Proposer's plan to establish a CalFresh Healthy Living Program team within sixty (60) days.

Section 3: Target Audience and Community Responsiveness (3 pages maximum)

3. Describe Proposer's target audience. Include demographics and related health indicators, results of previous needs assessments, and/or any other relevant data to demonstrate need to address food insecurity and obesity prevention interventions. **(1 page maximum)**
4. Describe Proposer's ability to implement programs and services that are linguistically and culturally appropriate in Latinx, African-American, Asian and Pacific Islander, and/or other racial/ethnic communities. **(1 page maximum)**
5. Describe how Proposer solicits and incorporates community feedback to implement or modify programs and services to meet community needs. **(1 page maximum)**

Section 4: Sites (2 pages maximum)

6. If selected, Proposer will be required to work with DPH to identify and select eight (8) food pantry sites *(final sites will be determined in coordination with DPH based on geographic distribution)* to implement Healthy Living program strategies throughout LAC.

    a. List the food pantry sites the Proposer has identified as potential sites to implement CalFresh Healthy Living Program strategies. Include names, addresses, Service Planning Area, estimated number of individuals served, a brief description of history of collaboration with listed food pantries, and why these sites were selected.

        i. To find Service Planning Areas: Visit http://gis.lacounty.gov/districtlocator and enter the addresses of proposed sites to determine the Service Planning Area.

Section 5: Outreach and Promotion (1 page maximum)

7. If selected, Proposer must promote nutrition education activities and share information about program successes and accomplishments.

    a. Describe how Proposer will implement required outreach and promotion strategies to engage community members in programs and services, including methods of promotion (e.g. flyers, posters, word of mouth, social media, email, texting etc.), plans for implementing promotions, and staff that will complete the deliverables.

b. Provide examples that demonstrate Proposer's experience and qualifications to carry out required outreach and promotion strategies.

Section 6: Nutrition Pantry Program (5 pages maximum)

8. If selected, Proposer must provide technical assistance to food pantries using Leah's Pantry's *Nutrition Pantry Program* (NPP) model. Please visit https://www.leahspantry.org/what-we-offer/nutrition-pantry-program/ for more information about the NPP model.

   a. Describe how Proposer will provide technical assistance to food pantries, including how Proposer will accomplish assessment, planning, implementation, and evaluation activities to:

      i. improve the nutritional quality of food offered to food pantry clients;

      ii. improve behavioral economics, marketing, enhancements to the food pantry space;

      iii. increase cultural and dietary accommodations; and

      iv. conduct community engagement activities.

   b. Describe food pantry staff needed to support NPP implementation, how Proposer will engage and coordinate with them to implement NPP strategies, and how Proposer will engage food pantry leadership to secure buy-in to support implementation of NPP.

   c. Provide examples that demonstrate Proposer's experience and qualifications to implement the NPP. If Proposer does not have experience implementing NPP, provide examples of experience implementing strategies to improve the quality of food inventory and encourage healthy choices by clients.

Section 7: Nutrition Education (2 pages maximum)

9. If selected, Proposer must conduct evidence-based nutrition education classes on-site at selected food pantry sites.

   a. Describe how Proposer will conduct nutrition education classes for individuals in food pantries, resources available to support nutrition education activities, and how activities will be scheduled.

   b. Provide examples that demonstrate Proposer's experience and qualifications to conduct Nutrition Education and Physical activities, including curricula used, reach numbers, and evaluation results.

<u>Category 5: Produce Distribution</u> (14 pages maximum)

Section 1: Mission Alignment (2 pages maximum)

1. Please provide Proposer's history, mission, and vision.

Section 2: Staffing and Teams (2 pages maximum)

2. Describe Proposer's staffing plan to meet the programmatic and administrative requirements as outlined in the Scope of Work, including a brief description of the qualifications (e.g. experience, skills, related work history, etc.) and resumes of current staff members identified to carry out CalFresh Healthy Living Program strategies. If Proposer does not currently have staff to fulfill all administrative and programmatic requirements, describe Proposer's plan to establish a CalFresh Healthy Living Program team within sixty (60) days.

Section 3: Target Audience and Community Responsiveness (1 page maximum)

3. Describe how Proposer solicits and incorporates community feedback to implement or modify programs and services to meet community needs.

Section 4: Produce Distribution (7 pages maximum)

4. Describe Proposer's produce distribution infrastructure, drivers, type, size, and number of vehicles, distribution centers, and storage ability. **(2 pages maximum)**
5. Describe Proposer's produce sourcing and/or rescue process, including the number and types of produce providers and distribution model. **(1 page maximum)**
6. Describe Proposer's tracking systems for produce rescue and distribution activities. **(1 page maximum)**
7. If selected, Proposer must deliver produce to assigned CalFresh Healthy Living Program partners. **(3 pages maximum)**

    a. Provide examples that demonstrate Proposer's experience and qualifications to distribute produce to community-based partners, including type and number of partners, frequency of distribution, number of people reached, and amount of produce distributed.

    b. Describe how Proposer will staff (coordinators, drivers, volunteers etc.) free produce distribution delivery to DPH-funded partners (Early Childcare and Education, K-12 Schools and Afterschool Programs, and Healthcare Clinics).

c. Provide examples that demonstrate Proposer's experience, qualifications and/or ability to conduct produce distribution strategies. If Proposer does not have experience implementing produce distribution strategies, provide examples of experience implementing strategies providing free resources to patients or community members.

Section 5: Free Produce "Pickups" (2 pages maximum)

8. If selected, Proposer must conduct free produce "pickups" in assigned parks.
   a. Describe how Proposer will conduct free produce "pickups" in parks, including delivering, sorting, displaying, distributing produce, and setup/breakdown.
   b. Provide examples that demonstrate Proposer's experience and qualifications to implement free produce "pickups" in parks.
   c. Describe how Proposer will staff (coordinators, drivers, volunteers etc.) free produce "pickups" in DPH-assigned parks, including existing and/or potential volunteer partnerships and volunteer engagement strategies.

<u>Category 6: Nutrition Education and Physical Activity</u>
(13 pages maximum)

Section 1: Mission Alignment (2 pages maximum)

1. Please provide Proposer's history, mission, vision, and examples of a minimum of two (2) currently offered programs that address health and wellness and/or obesity prevention.

Section 2: Staffing and Teams (2 pages maximum)

2. Describe Proposer's staffing plan to meet the programmatic and administrative requirements as outlined in the Scope of Work, including a brief description of the qualifications (e.g. experience, skills, related work history, etc.) and resumes of current staff members identified to carry out CalFresh Healthy Living program strategies. If Proposer does not currently have staff to fulfill all administrative and programmatic requirements, describe Proposer's plan to establish a CalFresh Healthy Living program team within sixty (60) days.

Section 3: Target Audience and Community Responsiveness
(3 pages maximum)

3. Describe Proposer's target audience. Include demographics and related health indicators, results of previous needs

assessments, and/or any other relevant data to demonstrate need to address food insecurity and obesity prevention interventions. **(1 page maximum)**

4. Describe Proposer's ability to implement programs and services that are linguistically and culturally appropriate in Latinx, African-American, Asian and Pacific Islander, and/or other racial/ethnic communities. **(1 page maximum)**
5. Describe how Proposer solicits and incorporates community feedback to implement or modify programs and services to meet community needs. **(1 page maximum)**

Section 4: Outreach and Promotion (1 page maximum)

6. If selected, Proposer must coordinate with assigned Category 2: K-12 Schools and Afterschool funded partners to promote nutrition education activities and share information about program successes and accomplishments.
   a. Describe how Proposer will implement required outreach and promotion strategies to engage parents in programs and services, including methods of promotion (e.g. flyers, posters, word of mouth, social media, email, texting etc.), plans for implementing promotions, and staff that will complete the deliverables.
   b. Provide examples that demonstrate Proposer's experience and qualifications to carry out required outreach and promotion strategies.

Section 5: Nutrition Education (5 pages maximum)

7. Describe how Proposer trains and provides professional development opportunities to support health educators to provide evidence-based nutrition education and physical activity.
8. If selected, Proposer must coordinate with assigned Category 2: K-12 Schools and Afterschool funded partners to conduct evidence-based nutrition education classes at selected school sites for youth and parents.
   a. Provide examples that demonstrate Proposer's experience and qualifications to conduct nutrition education and physical activity to students (grades K-12) and parents in school and community settings, including programs and classes provided, curricula used; include reach numbers, and assessment and evaluation activities and results.
   b. Describe Proposer's strategies to maintain attendance for nutrition education and physical activity classes (e.g., convenient class times, recognition, offering a variety of curricula and topics, adapting classes to the population, etc.).

7.9.21 Proposed Budget and Budget Justification (Section D)

Proposer must submit budgets and justifications for the three periods identified in Section 1.5.1, Availability of Funds, for the selected Funding Category, subject to the funding limits set forth for each period. Proposer shall reference Appendix C, Budget and Budget Justification instructions, to prepare budgets and budget justifications.

PROPOSERS RECOMMENDED FOR FUNDING MAY BE REQUIRED TO MODIFY PROPOSED BUDGET, BUDGET JUSTIFICATION, AND/OR SOW.

If Proposer is applying for more than one category, Proposer must provide a separate Budget and Budget Justification for each category for which the Proposer is applying for funding.

7.9.22 Proposer's Quality Control Plan (Section E) (½ page maximum)

Present a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Appendix A (Scopes of Work) and Appendix B (Sample Contract).

The following factors should be included in the Plan:

- Activities to be monitored to ensure compliance with all Contract requirements;
- Monitoring methods to be used;
- Frequency of monitoring;
- Title/level and qualifications of personnel performing monitoring functions;
- Documentation methods of all monitoring results, including any corrective action taken; and
- Include samples of forms to be used in monitoring (not counted towards page limitation).

7.9.23 Proposer's Green Initiatives (Section F) (½ page maximum)

The selected contractor shall use reasonable efforts to initiate green practices for environmental and energy conservation practices.

Describe Proposer's current environmental policies and practices and those proposed to be implemented.

7.9.24 Terms and Conditions in Sample Contract, and Requirements of the SOW: Acceptance of/or Exceptions to (Section G)

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

B. Section G of Proposer's response must include:

1. Submission of completed required form Exhibit 25 (Acceptance of Terms and Conditions Affirmation Form) in Appendix D (Required Forms), offering the Proposer's acceptance of **all** terms and conditions listed in Appendix B (Sample Contract) and Appendix A (Scopes of Work).

OR

2. A statement listing the Proposer's exceptions to terms and conditions listed in Appendix B (Sample Contract) <u>or</u> Appendix A (Scopes of Work). For each exception, the Proposer shall provide:

    a. An explanation of the reason(s) for the exception; and

    b. A 'red-lined' version of the Sample Contract and/or Appendix A (Scopes of Work), indicating all exceptions and proposed alternative language. **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**.

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

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

7.9.25 Proposal Required Forms (Section H)

Proposal shall include all completed, signed, and dated forms identified in Appendix D (Required Forms) referenced below. The person signing the forms must be authorized to sign on behalf of the Proposer and to bind the Proposer in a Contract.

Exhibit 7 Certification of No Conflict of Interest

Exhibit 8 Familiarity with the County Lobbyist Ordinance Certification

Exhibit 9 Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form **(Intentionally Omitted)**

Exhibit 10 Proposer's EEO Certification

Exhibit 11 Attestation of Willingness to Consider GAIN/GROW Participants

Exhibit 12 County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception

Exhibit 13 – 16 Cost Forms **(Intentionally Omitted)**

Exhibits 17 – 20 Living Wage Forms **(Intentionally Omitted)**

Exhibit 21 Charitable Contributions Certification

Exhibit 22 Transitional Job Opportunities Preference Application **(Intentionally Omitted)**

Exhibit 23 Certification of Compliance with the County's Defaulted Property Tax Reduction Program

Exhibit 24 Request for Disabled Veteran Business Enterprise Preference Program Consideration **(Intentionally Omitted)**

Exhibit 26 Zero Tolerance Policy on Human Trafficking Certification

Exhibit 27 Proposer's Compliance with Encryption Requirements

Exhibit 28 Compliance with Fair Chance Employment Hiring Practices Certification

Exhibit 29 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

7.10 Cost Proposal Format (Intentionally Omitted)

7.11 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 submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

7.12 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 CALFRESH HEALTHY LIVING PROGRAM RFP NO. 2019-008, FUNDING CATEGORY (INCLUDE CATEGORY NUMBER): (INCLUDE FUNDING CATEGORY NAME)"

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

County of Los Angeles - Department of Public Health
Division of Chronic Disease and Injury Prevention
3530 Wilshire Boulevard, Suite 800
Los Angeles, California 90010
Attention: Jose C. Garcia

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 after the

scheduled closing time/date for receipt of Proposals, as listed in this RFP Section 7.2 (RFP Timetable), will not be evaluated but will be time-stamped and set aside unopened. At the 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.

All proposals shall be firm offers and may not be withdrawn for a period of one hundred eighty (180) 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 Section 7.2 (RFP Timetable).

Evaluation of the proposals will be made by an Evaluation Committee selected by DPH. The Evaluation Committee will evaluate the proposals and will use the evaluation approach described herein to select prospective Contractor.

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 Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

The evaluation process will be conducted in three Stages:

Stage 1: Adherence to Minimum Mandatory Requirements (Pass/Fail)
Stage 2: Proposal Evaluation
Stage 3: Final Review and Selection

Refer to RFP Sections 8.2 (Adherence to Minimum Mandatory Requirements), 8.4 (Stage 2 Review: Proposal Evaluation and Criteria), and 8.7 (Stage 3: Final Review and Selection) for a more detailed description of this process.

In order to bring the appropriate level of proficiency to the selection process, the Evaluation Committee may utilize the services of appropriate experts, including but not limited to outside experts (e.g., consultants), to assist in any stage of the evaluation process, including assisting in the evaluation of whether a proposal is realistic and practical.

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

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

DPH retains the right to select a Proposal other than the Proposal(s) receiving the highest number of points if DPH 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 served, and/or is in the best interests of DPH.

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

8.2 Stage 1 Review: Adherence to Minimum Mandatory Requirements (Pass/Fail)

DPH shall review Exhibit 2 (Proposer's Affidavit of Adherence to Minimum Mandatory Requirements) in Appendix D (Required Forms) and RFP Section B-1 (Proposer's Background and Experience) to determine if the proposer meets the minimum requirements as outlined in RFP Section 3 (Proposer's Minimum Mandatory Requirements) of this RFP.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration.

Proposals that pass Stage 1 of the evaluation will proceed to Stage 2 as outlined in RFP Section 8.4 (Stage 2 Review: Proposal Evaluation and Criteria).

8.3 Disqualification Review

A proposal may be disqualified from consideration if DPH determines it is non-responsive at any time during the review/evaluation process. If DPH determines that a proposal is disqualified due to non-responsiveness, DPH shall notify the Proposer in writing and provided the following information:

- The specific solicitation criteria requirement(s) the proposal failed to meet;
- The grounds on which the proposer may request a Disqualification Review, including directions to provide factual support on each ground asserted where DPH's disqualification was erroneous;

- The specific timeframe within which the proposer must request a Disqualification Review; and
- The Transmittal Form to Request a Disqualification Review;

A copy of the Transmittal Form to Request a Disqualification Review can be accessed at http://mylacounty.gov/purchasing/purchasing_contracts-home/.

Upon receipt of DPH's written determination of non-responsiveness, the Proposer may submit a Transmittal Form to Request a Disqualification Review by the date specified in the written determination.

A request for a Disqualification Review shall be granted if it satisfies all of the following criteria:

1. The request for a Disqualification Review is submitted within the timeframe specified in disqualification documents; and

2. The request for a Disqualification Review asserts that DPH's disqualification of the proposal 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.

   Requests for a Disqualification Review not satisfying all of these criteria may, in DPH's sole discretion, be denied.

   Whenever possible, a Disqualification Review should be performed by one or more Departmental representatives with services contracting knowledge or experience, who were not involved to a substantial degree with the solicitation.

8.4 Stage 2 Review: Proposal Evaluation and Criteria (1,100 points)

Proposals that pass Stage 1 will be evaluated as follows and any reviews conducted during the evaluation of the proposal may result in a point reduction:

8.4.1 Proposer's Qualifications (30 Points)

1. Proposer's References (30 Points)

   Proposer will be evaluated on the verification of references provided on Exhibit 3 (Prospective Contractor References) of Appendix D (Required Forms).

2. County's Contract Database and Contractor Alert Reporting Database (May Result in Point Deductions up to 100% in this Evaluation Category)

   In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to 100% of the total points awarded in this evaluation category.

3. Terminated Contracts (May Result in Possible Point Deductions)

   A review of terminated contracts will be conducted which may result in point deductions, based on the information provided on Exhibit 5 (Prospective Contractor List of Terminated Contracts) of Appendix D (Required Forms). This review may result in possible point deduction(s).

4. Proposer's Pending Litigation and Judgments (May Result in Possible Point Deductions)

   A review will be conducted to determine the significance of any litigation or judgments pending against the Proposer as provided on Exhibit 6 (Pending Litigation and Judgments) of Appendix D (Required Forms). This review may result in possible point deduction(s).

5. Financial Capability (May Result in 30 Point Deduction of the Total Points Awarded in this Evaluation Category)

   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 (60) day requirement may result in a deduction of 30 points from the total points awarded in the Proposer's Qualifications evaluation category.

6. Proposal Section G - Terms and Conditions in the Sample Contract and Requirements of the SOW: Acceptance of/or Exceptions (May Result in Rating Point Deductions or Disqualifications)

   Based on the information provided in Section G of the proposal, Proposer will be evaluated on its willingness to accept the Terms and Conditions outlined in Appendix B (Sample Contract), and the Requirements of the Scopes of Work outlined in Appendix A, for each category as follows:

   - Category 1, Early Childcare/Education;
   - Category 2, K-12 Schools/Afterschool Programs;
   - Category 3, Healthcare Clinics;
   - Category 4, Food Pantries/Banks;
   - Category 5, Produce Distribution; and
   - Category 6, Nutrition Education and Physical Activity.

   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.

7. Section H (Proposal Required Forms) (May Result in Possible Point Deductions)

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

8.4.2 Proposer's Approach to Providing Required Services (920 points)

The Proposer's approach to provide required services for the program will be evaluated on the information provided in response to RFP Section 7.9.20, Section C (Proposer's Approach to Provide

Required Services) based on the category for which they are applying. The proposals will be evaluated as follows:

Category 1: Early Childcare and Education (ECE)

SECTION 7.9.20	Maximum Scores
Section 1: Mission Alignment	46
Section 2: Staffing and Teams	92
Section 3: Target Audience and Community Responsiveness	106
Section 4: Sites	92
Section 5: Outreach and Promotion	92
Section 6: Smarter Mealtimes	164
Section 7: Nutrition Education and Physical Activity	164
Section 8: Free Produce “Pickups”	164
TOTAL:	**920**

Category 2: K-12 Schools and Afterschool Programs

SECTION 7.9.20	Maximum Scores
Section 1: Mission Alignment	46
Section 2: Staffing and Teams	92
Section 3: Target Audience and Community Responsiveness	106
Section 4: Outreach and Promotion	92
Section 5: Youth Engagement: Water Access and Appeal and “Share Tables”	117
Section 6: Smarter Lunchroom Movement	117
Section 7: Daily Quality Physical Activity (PA)	116
Section 8: Nutrition Education	117
Section 9: Free Produce “Pickups”	117
TOTAL:	**920**

Category 3: Healthcare Clinics

SECTION 7.9.20	Maximum Scores
Section 1: Mission Alignment	46
Section 2: Staffing and Teams	92
Section 3: Target Audience and Community Responsiveness	106
Section 4: Sites	92
Section 5: Outreach and Promotions	92
Section 6: Food Insecurity Screening and Referrals	194
Section 7: Nutrition Education	149
Section 8: Free Produce “Pickups”	149
TOTAL:	**920**

Category 4: Food Banks/Pantries

SECTION 7.9.20	Maximum Scores
Section 1: Mission Alignment	46
Section 2: Staffing and Teams	92
Section 3: Target Audience and Community Responsiveness	106
Section 4: Sites	92
Section 5: Outreach and Promotions	92
Section 6: Nutrition Pantry Program	322
Section 7: Nutrition Education	170
TOTAL:	**920**

Category 5: Produce Distribution

SECTION 7.9.20	Maximum Scores
Section 1: Mission Alignment	46
Section 2: Staffing and Teams	92
Section 3: Target Audience and Community Responsiveness	23

Section 4: Produce Distribution	621
Section 5: Free Produce "Pickups"	138
TOTAL:	**920**

Category 6: Nutrition Education and Physical Activity

SECTION 7.9.20	Maximum Scores
Section 1: Mission Alignment	46
Section 2: Staffing and Teams	184
Section 3: Target Audience and Community Responsiveness	106
Section 4: Outreach and Promotion	92
Section 5: Nutrition Education	492
TOTAL:	**920**

8.4.3 Proposer's Budget and Budget Justification (90 points)

The Proposal will be evaluated based on the information provided in RFP Section 7.9.21, Section D (Proposer's Budget and Budget Justification). The Proposer's budget and budget justification will be evaluated based on the following criteria:

- Budget does not exceed available funding (refer to Appendix C, Budget and Budget Instructions);
- Budget utilizes the budget justification format provided and includes accurate calculations (refer to Appendix C, Budget and Budget instructions);
- Budget Justification is clear and in line with the line-item budget and explains how each of the costs fiscally supports Appendix B, Sample Contract, activities in Appendix A, Sample SOW, administrative, organizational and staffing requirements, necessary supplies, and any one-time costs; and
- Budget is feasible and cost-effective for the required quantity and quality of activities in Appendix A, Sample SOW.
- Budget includes operating costs that are consistent with the quantity and type of activities to be performed and appropriate in terms of the scope of the project.

8.4.4 Proposer's Quality Control Plan (30 points)

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) based on the information provided in pursuant to RFP Section 7.9.22, Section E (Proposer's Quality Control Plan) of the proposal.

8.4.5 Proposer's Green Initiatives (30 points)

The Proposal will be evaluated on its current and proposed environmental and energy conservation practices pursuant to RFP Section 7.9.23, Section F (Proposer's Green Initiatives).

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

Proposer will be evaluated on its willingness to accept the Terms and Conditions outlined in the Appendix B (Sample Contract), and the Requirements of the Appendix A (Sample SOW). DPH may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

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

8.4.7 Living Wage Compliance (Intentionally Omitted)

8.5 Cost Proposal Evaluation Criteria (Intentionally Omitted)

8.6 Labor Law/Payroll Violations (Intentionally Omitted)

8.7 Stage 3 Review: Final Review and Selection

Once a funding recommendation has been determined, the County will notify the Proposer's Executive Director, Chief Executive Office (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.

Estimated Number of Contracts per Category					
Funding Category 1: Early Childcare Education	**Funding Category 2: K-12 Schools and Afterschool Programs**	**Funding Category 3: Healthcare Clinics**	**Funding Category 4: Food Banks/Pantries**	**Funding Category 5: Produce Distribution**	**Funding Category 6: Nutrition Ed and Physical Activity**
1	5	3	2	4	5

DPH reserves the right to adjust the number of contracts awarded and the amount of money allocated to each category. The amount of funding and number of contracts are an estimate and are subject to change.

DPH retains the right to select a proposal other than the highest ranking if DPH determines, in its sole discretion, another Proposal is qualified, cost-effective, responsive, responsible and/or in the best interests of DPH and/or addresses a critical need within the prioritized service areas.

8.8 Department's Proposed Contractor Selection Review

8.8.1 Departmental Debriefing Process

Upon completion of the evaluation, DPH shall notify the remaining proposers in writing that DPH 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 DPH'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 DPH may inform the requesting proposer of its relative ranking.

During or following the Debriefing, DPH will instruct the requesting proposer of the manner and timeframe in which the requesting proposer must notify DPH of its intent to request a Proposed Contractor Selection Review (see Paragraph 8.8.2 Proposed Contractor Selection Review), 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 Paragraph 8.8.2 (Proposed Contractor Selection Review) may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by DPH.

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

1. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by DPH);

2. 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. DPH 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. DPH 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

3. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for DPH's alleged failure, the Proposer would have been the lowest cost, responsive, and responsible bidder or the highest-scored Proposer.

Upon completing the Proposed Contractor Selection Review, the DPH 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 Paragraph 8.9 (County Independent Review Process) below.

8.9 County Independent Review

8.9.1 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 DPH in the its 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 request for a County Independent Review is submitted timely (i.e., by the date and time specified by DPH); and
2. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review as listed in Paragraph 8.8.2 (Proposed Contractor Selection Review) above.

Upon completion of the County Independent Review, the County Internal Services Department will forward the report to DPH, which will provide a copy to the proposer.