



COUNTY OF SAN LUIS OBISPO

Central Services

Will Clemens, *Director*

**REQUEST FOR PROPOSAL - 1510
SAN LUIS OBISPO MENTAL HEALTH SERVICES ACT
INNOVATION PROGRAMS EVALUATOR**

December 20, 2018

The County of San Luis Obispo (County) is currently soliciting proposals for professional services for EVALUATION SERVICES FOR THE HEALTH AGENCY'S BEHAVIORAL HEALTH DEPARTMENT AND THE MENTAL HEALTH SERVICES ACT INNOVATION COMPONENT.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the RFP process, as long as, in the judgment of the County, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

This RFP is posted on the County's Purchasing website at http://www.slocounty.ca.gov/GS/Purchasing/Current_Formal_Bids_and_Proposals.htm. Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the County. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant new information during the response period. The County is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this RFP.

If you or your firm is interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe Acrobat Portable Data Format (pdf), through the County's Purchasing website at the address listed above, by **3:00 p.m. on January 22, 2019**. An original hard copy is not needed.

If you have any questions about the proposal process, please contact the Buyer directly.

ANDREA M. RAMSEY
Buyer – Central Services Purchasing
amramsey@co.slo.ca.us

INNOVATION PROGRAMS EVALUATOR

Table of Contents

- I. INTRODUCTION3**
 - A. PURPOSE..... 3
 - B. BACKGROUND 3
- II. SCHEDULE AND SUBMITTAL.....4**
 - A. RFP SCHEDULE 4
 - B. QUESTIONS..... 4
 - C. PROPOSAL SUBMITTAL 5
- III. GENERAL INSTRUCTIONS5**
 - A. COUNTY RIGHTS & OPTIONS..... 5
 - B. CHANGES TO THE RFP 7
 - C. COMMUNICATIONS..... 7
 - D. INSURANCE 7
 - E. EXCEPTIONS & DEVIATIONS..... 8
 - F. AWARD AND STANDARD AGREEMENT 8
- IV. PROPOSAL FORMAT.....8**
- V. PROPOSAL SELECTION & CONTRACT AWARD.....10**
 - A. SELECTION PROCEDURES 10
 - B. SELECTION CRITERIA..... 10
 - C. FINAL SELECTION..... 11
 - D. CONTRACT AWARD AND EXECUTION 11
 - E. PROTEST OF AWARD..... 12
- VI. DEFINITIONS13**
- APPENDIX A – SCOPE OF SERVICES.....15**
- APPENDIX B – SAMPLE CONTRACT.....18**
- APPENDIX C – LOCAL VENDOR PREFERENCE.....19**
- APPENDIX D – RISK ASSESSMENT QUESTIONNAIRE.....20**
- APPENDIX E – COUNTY TRAVEL POLICY.....22**
- APPENDIX F – PROPOSER CHECKLIST.....23**

INNOVATION PROGRAMS EVALUATOR

I. INTRODUCTION

A. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit offers from qualified firms to establish a multiple-year contract for evaluation services to include, but not be limited to, the following:

The County Behavioral Health Department's management of Mental Health Services Act (MHSA) funds, includes implementation and evaluation of "Innovation" (INN) programs. The MHSA funds allow a county to "test" new and innovative approaches to difficult-to-solve issues in the community mental health system. INN program evaluation consists of collecting and analyzing information about several distinct INN projects in order to determine their effectiveness and the usability of the model - not only in San Luis Obispo County, but potentially in another county or statewide.

INN projects will include both outcome (learning) and process (project development) evaluation. Outcome evaluation is used in verifying that the programs are operating as originally hypothesized and having the desired outcomes or having other unanticipated outcomes. Process-based evaluation is used to fully understand how a program works, and why it produces the results that it does. Some tools to collect both outcome and process data currently exist within each of the individual projects. The evaluator may need to develop tools, refine existing tools, or create supplementary data collection tools (e.g. conduct a focus group to further enhance survey analysis). The primary goal of INN is learning from projects that are previously untested. The evaluator will be required to produce a final report detailing the outcomes and process findings for each individual project.

B. BACKGROUND

The County Behavioral Health Department, operating under the Health Agency, is one of 24 departments within the County. Behavioral Health provides the residents of San Luis Obispo County with options for treatment of mental health disorders as well as substance abuse disorders.

The INN component of MHSA is unique. An INN project is one that contributes to learning, rather than providing a service. INN projects must be novel, new, and creative, and not duplicated in another community. Projects and practices that have previously demonstrated their effectiveness in other mental health settings, do not add to the learning process, and are not eligible for funding under INN. Funding was created for the purposes of developing a new mental health practice, testing the model, evaluating the model, and sharing the results with the statewide mental health system.

INN projects are similar to pilot or demonstration projects and are subject to time limitations to assess and evaluate their efficacy. INN funds are not intended for longitudinal studies or ongoing services. By their very nature, not all INN projects will be successful, but the many beneficial lessons will be learned that will ultimately lead to ultimate MHSA goal of system transformation.

The County Behavioral Health Department invites proposals for community agencies and organizations to provide services as outlined in the San Luis Obispo County Mental Health Services Act (MHSA) Proposal for the Innovation Component of the Three-Year Program and Expenditure

INNOVATION PROGRAMS EVALUATOR

Plan. The complete MHSA plan was approved by the State of California Mental Health Services Oversight and Accountability Commission. The two work plans may be viewed at:

[http://www.slocounty.ca.gov/getattachment/Departments/Health-Agency/Behavioral-Health/Prevention-Outreach/Services/Mental-Health-Services-Act-\(MHSA\)/Final-INN-Plan-2016-2020-OAC.pdf.aspx?lang=en-US](http://www.slocounty.ca.gov/getattachment/Departments/Health-Agency/Behavioral-Health/Prevention-Outreach/Services/Mental-Health-Services-Act-(MHSA)/Final-INN-Plan-2016-2020-OAC.pdf.aspx?lang=en-US)

[http://www.slocounty.ca.gov/getattachment/Departments/Health-Agency/Behavioral-Health/Prevention-Outreach/Services/Mental-Health-Services-Act-\(MHSA\)/Final-INN-Work-Plan-11-28-18.pdf.aspx?lang=en-US](http://www.slocounty.ca.gov/getattachment/Departments/Health-Agency/Behavioral-Health/Prevention-Outreach/Services/Mental-Health-Services-Act-(MHSA)/Final-INN-Work-Plan-11-28-18.pdf.aspx?lang=en-US)

The contractor will be required to match evaluation strategies appropriately to unique project type. It is also intended that data strategies and methodologies developed for INN will be useful and generalizable to future project evaluation efforts. All findings of the INN evaluation become property of the Behavioral Health Department.

II. SCHEDULE AND SUBMITTAL

A. RFP SCHEDULE

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Pre-Proposal Conference, Deadline for Final Questions, Proposal Submission Deadline, or Interviews will be advertised in the form of an addendum to this RFP. The schedule for other milestones dates may be adjusted without notice.

RFP Schedule	Date
RFP Release Date	December 20, 2018
Deadline for Final Questions	January 14, 2019
Proposal Submission Date	January 22, 2019
Evaluation of Proposals	February 11, 2019
Contract Negotiations	February 26, 2019
Intent to Award Issued	March 7, 2019
Award by Board of Supervisors	March 26, 2019
Contract Start Date	April 1, 2019

B. QUESTIONS

All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing through the County's Purchasing website by 3:00 p.m. on January 14, 2019. Requests submitted after said date may not be considered. Questions will receive a response within five (5) business days. Questions and responses will be posted (anonymously) on the Purchasing website and can be viewed by accessing the RFP. The County reserves the right to determine the appropriateness of comments / questions that will be posted on the website

INNOVATION PROGRAMS EVALUATOR**C. PROPOSAL SUBMITTAL**

If you or your firm is interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe Acrobat Portable Data Format (pdf), through the County's Purchasing website at the address listed on the title page by **3:00 p.m. on January 22, 2019**. An original hard copy is not needed.

III. GENERAL INSTRUCTIONS**A. COUNTY RIGHTS & OPTIONS**

1. All proposals must be submitted to the County's Purchasing website in Adobe PDF format no later than **3:00 p.m. on January 22, 2019**. Late or partial proposals will not be considered.
2. The County reserves the right to request any missing information in a proposal submitted in response to this RFP. Proposer shall have 24 hours to provide the information to the requesting Buyer.
3. All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the proposer.
4. This RFP does not constitute an offer of employment or to contract for services.
5. The County may, in its sole and absolute discretion, accept or reject any and all proposals, in whole or in part, with or without cause, in response to this RFP and to make more than one award, or no award, or postpone or cancel, at any time, this RFP process, as which the County determines to be in its best interests.
6. The County reserves the right to remedy technical errors, modify the published scope of services and approve or disapprove the use of all sub-consultants.
7. The issuance of this RFP does not constitute an agreement by the County that any subsequent selection process will occur, or that any contract will be entered into by the County. Proposals and other materials will not be returned.
8. The County has the right to use any or all ideas or concepts presented in any proposal or interview without restriction, without conversation to all applicants.
9. All documents submitted to the County in response to this RFP will become the exclusive property of the County.
10. All proposals shall remain firm for ninety, (90) days following closing date for receipt of proposals.
11. The County reserves the right to award the contract to the firms who present the proposal which, in the judgment of the County, best accomplishes the desired results.
12. The term of the contract will be one (1) year (with option for annual renewal for up to four (4) year) from data of award. Pricing shall remain unchanged throughout the term of contract.
13. Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in a proposer's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the County during subsequent negotiations.

INNOVATION PROGRAMS EVALUATOR

14. Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the County, must be available for inspection and copying upon the request of any person. Under the Act, the County may be obligated to provide a copy of any and all responses to this RFP, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this RFP should be protected from disclosure, the proposer **MUST** specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

NOTICE: *The data on pages _ of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the County considers proper under the law. If an agreement is entered into with the proposer, the County shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.*

The County will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the RFP is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless, the County arising out of such dispute, lawsuit, claim or demand.

15. The proposer warrants that no official or employee of the County has an interest, has been employed or retained to solicit or aid in the procuring of any contract resulting from this RFP, if any, and further warrants that such person will not be employed in the performance of the contract without immediate written notice to the County.
16. Firms submitting proposals shall warrant that their offer is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a separate proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. This condition shall not apply to proposals which are submitted by firms who have partnered with others to submit a cooperative proposal that clearly identifies a primary contractor and the associated sub-contractors.
17. Contractor shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code §§ 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations §§ 7285, et seq.).
- 17.1. **Nondiscrimination:** The Contractor, with regard to the work performed by them during the Contract, shall not discriminate on the grounds of race, color or national origin or other legally protected criteria in employment or the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination

INNOVATION PROGRAMS EVALUATOR

prohibited by Section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulation.

- 17.2. **Solicitation for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitation, either by competitive bidding or negotiation, made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Contract and the regulations

18. County may negotiate for additional items/services beyond what is described in Appendix A. Items in Appendix A make up the bulk of required items and/or services. Unforeseen additional items and/or services may be required. The County therefore reserves the right to negotiate with the successful proposer for additional items and/or services to be added to the final contract.

B. CHANGES TO THE RFP

This RFP is posted on the County's Purchasing website at http://www.slocounty.ca.gov/GS/Purchasing/Current_Formal_Bids_and_Proposals.htm. Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the County. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant new information during the response period. The County is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this RFP. Any proposer who has already submitted their proposal and desires to make corrections, may remove and replace their proposal on the Purchasing website up to the date and time for which this RFP closes.

C. COMMUNICATIONS

All communications concerning this RFP shall be directed to Andrea M. Ramsey, amramsey@co.slo.ca.us. All other communication is not binding and shall in no way modify the RFP or the obligations of the County.

The proceedings of the Selection Committee are confidential, and members of the Selection Committee are not to be contacted by the proposers. After the solicitation has closed, proposers can view the RFP on the Purchasing website where any available award information will be posted and updated within the solicitation. Any questions and requests for information must be addressed to the Buyer.

D. INSURANCE

The selected proposer will be required to provide insurance coverage in the amount of One Million Dollars (\$1,000,000) Commercial General Liability (CGL) Insurance. See Appendix B – Sample Contract for complete insurance and indemnification requirements.

INNOVATION PROGRAMS EVALUATOR

INSURANCE REQUIRED	AMOUNT
CGL & Property Damage	\$ 1.0 Million per occurrence
Professional Liability	\$ 1.0 Million per occurrence / \$ 2.0 Million aggregate
Auto Liability /Property Damage/Bodily Injury	\$ 1.0 Million per occurrence
Workers Compensation & Disability Benefits	\$ 1.0 Million per occurrence

The contractor awarded the contract shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

E. EXCEPTIONS & DEVIATIONS

Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the proposal submitted by the proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations" as instructed below in section IV. The County may waive any immaterial deviation or defect in a proposal.

F. AWARD AND STANDARD AGREEMENT

The County reserves the right to make awards within ninety, (90) days after the date of the RFP closing. The successful proposer is expected to execute a contract similar to the contract in Appendix B. This sample contract is for reference to the anticipated terms and conditions governing the County and the successful proposer. The proposer must take exception in their proposal to any section of the attached contract they do not agree with. Failing to do so will be deemed as acceptance by the proposer to the terms spelled out in the sample contract. The County reserves the right, in its sole discretion, to add, delete, or modify, or negotiate additional terms and conditions to the attached contract. **BEFORE BEGINNING ANY WORK OR SUBMITTING A PROPOSAL IT IS ADVISED THAT PROPOSERS READ THE COUNTY INSURANCE AND INDEMNIFICATION REQUIREMENTS IN THE ATTACHED SAMPLE CONTRACT.** The selected proposer will be asked to provide evidence that County insurance requirements have been met.

IV. PROPOSAL FORMAT

A qualifying proposal must address all of the following points and shall be in the format outlined in this section:

- A. **Project Title**
- B. **Applicant or Firm Name**
- C. **Format and Firm Qualifications**

INNOVATION PROGRAMS EVALUATOR

To respond to the RFP, a proposer must submit a proposal on or before the deadline. The proposal shall be limited to twenty (**20**) pages in length, not including resumes. Proposals shall be submitted in 12-point font in Times New Roman with one-inch margin and single space. The proposal must be signed by a person authorized to bind the proposing firm to the representations, commitments and statements contained in this statement. The statement must contain the following information and documents:

- a. A cover letter summarizing the key points of the proposal (2 pages max.)
- b. **Description of Firm.** A description of the firm's organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a brief description of the firm's qualifications and experience on projects of similar nature to those described in the proposal as well as projects/clients where consultant has performed as an extension of staff.
- c. **Authorized representative of the proposer.** The name, address, telephone number, and email address of the person authorized to represent the proposer with respect to all notices, negotiations, discussions, and other communications relating to this proposal, to any negotiation relating to the contract.
- e. **Staffing.** Provide an organizational chart identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.
- f. **References.** A list of references for the proposer and sub consultants, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify how much experience the firm and sub consultant has had with public agencies.
- g. **Scope.** A clear concise statement of the proposer's understanding of the nature and extent of the services required and a specific outline to demonstrate how personnel would be organized to handle these services.

D. Work Plan / Technical Services

- a. This section should establish that the proposer understands the County's objectives and requirements, demonstrate the proposer's ability to meet those requirements and outline clearly and concisely the plan for accomplishing the specified work as outlined in Appendix A, Scope of Services.
- b. Indication of information and participation the proposer will require from County staff.

E. Required Attachments Appendix

- a. Resumes. In the Appendix, proposer shall include resumes for all key personnel, the specific projects and roles of the individuals, specialty licenses, certificates or relevant training. List all similar work.

INNOVATION PROGRAMS EVALUATOR**F. Fees**

- a. Propose total fixed fees as described under Project Scope. Fees shall detail the billing rates for each firm's key individuals, other position's overhead rates and other costs. Include any and all other costs for office, vehicle, cell phones, per diem, etc. There is not a County issued budget template for proposers to use when submitting a bid.

V. PROPOSAL SELECTION & CONTRACT AWARD**A. SELECTION PROCEDURES**

Proposals will be evaluated by a Selection Committee comprised of one or more County departments and stakeholders. The Selection Committee will consider the completeness of a proposal and how well the proposal meets the needs of the County. Evaluations will be based on criteria as outlined in **Section B (Selection Criteria)** below. All proposals in response to this RFP will be evaluated using the same criteria.

The sole purpose of the selection procedure is to determine, from among the responses received, which one is best suited to meet the County's needs. Any final analysis or weighted score does not imply that one proposer is superior to another, but simply that, in the Selection Committee's judgment, the selected proposer appears to offer the best overall solution for the County's current and anticipated needs.

The County may use a Best and Final Offer option. This allows all the proposers with potentially acceptable proposals the opportunity to supplement their original proposal. All the proposers with potentially acceptable proposals will be contacted in writing by the County requesting the submission of the proposer's Best and Final Offer ("BAFO"). The BAFO must include all discussed and negotiated changes.

The County may require the Proposers who receive top rankings during the initial evaluation phase to conduct an on-site interview or oral presentation of their proposal on the date specified in **RFP Schedule**. The County will provide a required agenda, for those Proposers, specifying the items to be covered during the Proposer's presentation.

B. SELECTION CRITERIA

The County will evaluate the proposals based on, but not limited to, the following criteria. The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the County may not select the lowest cost proposal.

INNOVATION PROGRAMS EVALUATOR

Selection Criteria – RFP	Points Available
Capacity to successfully provide services	15
Organizational ability to carry out the proposed services, including experience with the target population	20
Demonstration of understanding of the proposed service goals	30
Capacity to provide fiscal and administrative support to meet County contract requirements	15
Demonstrated technical ability	10
Budget and Cost	10
Total Points Available Per Contractor	100

C. FINAL SELECTION

The Selection Committee will formulate its recommendation for award of the Contract, and forward its selection to the appropriate parties for approval.

D. CONTRACT AWARD AND EXECUTION

The County reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The County reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon a proposer and does not obligate the County in any manner. The County reserves the right to award no contract and to solicit additional offers at a later date.

Each proposer, by submitting a proposal, agrees that if the County accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the County for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

Terms, conditions, prices, methodology, or other features of the Contractor's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Contractor may be required to submit additional financial information and other data to allow for a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The RFP document and the successful proposer's proposal response, as amended by agreement between the County and the successful Contractor, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Additionally, the County may

INNOVATION PROGRAMS EVALUATOR

verify the successful proposer's representations that appear in the proposal. Failure of the successful proposer to perform as represented may result in elimination of the successful proposer from competition or in contract cancellation or termination.

The requirements listed in this RFP are not negotiable and will remain unchanged unless the County determines that a change in such requirements is in the best interest of the County.

The County expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation and taking into consideration other evaluation factors set forth in the RFP. The successful proposer will be expected to enter into a contract with the County. If the successful proposer fails to sign a contract within fifteen (15) business days, unless the County grants an extension, following the delivery of the contract documents, the County may elect to negotiate a contract with the next-highest ranked proposer.

The County shall not be bound, or in any way obligated, until both parties have executed a contract. The selected proposer may not incur any chargeable costs prior to final contract execution. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiation of the final Contract.

The supplies and services are to be provided in compliance with all applicable state and federal standards, rules and regulations. The County reserves the right to request additional written and/or oral information from proposers at any time before contract award, in order to obtain clarification of their responses.

E. PROTEST OF AWARD

Any objection to the County's final decision will be handled according to applicable state and local procurement laws.

INNOVATION PROGRAMS EVALUATOR

VI. DEFINITIONS

Response: The written, signed and sealed complete document submitted according to the proposal instructions. Response does not include any verbal or documentary interaction apart from submittal of a formal Response.

Request/Proposal/Bid: The completed and released document, including all subsequent addenda, made publicly available to all prospective proposers.

We/Us/Our: Terms that refer to the County of San Luis Obispo, a duly organized public entity. They may also be used as pronouns for various subsets of the County organization, including, as the context will indicate.

Purchasing: The Contracts and Purchasing Services Division of the Department of Central Services.

Department/Division: The department or division requesting the goods or services contained in this request, for which this PROPOSAL is prepared, and which will be the end user of the requested goods or services.

Constituency: The client base or County population which may benefit from the procurement of goods and/or services requested herein.

You/Your: Terms that refer to businesses/individuals submitting a response. The term may apply differently as the context will indicate.

Supplier: A business entity engaged in the business of providing services.

Proposer: A business entity submitting a Response to this proposal. Suppliers which may express interest in this proposal, but who do not submit a Response, have no obligations with respect to the proposal requirements.

Contractor: The proposer(s) whose Response to this proposal is evaluated as meeting the needs of the County. Contractor(s) will be selected for award and will enter into a contract(s) for provision of the services described in this proposal.

Contractor's Employee: All persons who can be offered to provide the services described in the proposal. All employees of the Contractor shall be covered by the insurance programs normally provided to persons employed by a company (ex: Worker's Comp, SDI, etc.).

Mandatory: A required element of this request/proposal/bid. Failure to satisfy any element of this request/proposal/bid defined as "mandatory" will disqualify the particular response.

Default: A failure to act as required by any contract resulting from this request, which may trigger the right to sue or may excuse the other party's obligation to perform under the contract.

Cancellation/Termination: A unilateral or mutual decision to not complete an exchange or perform an obligation under any contract resulting from this request.

INNOVATION PROGRAMS EVALUATOR

“Or Equal”: A statement used for reference to indicate the character or quality desired in a requested product or service. When specified in a proposal document, equal items will be considered, provided the response clearly describes the article. Offers of equal items must state the brand and number, or level of quality. When brand, number, or level of quality is not stated by proposer, the offer will be considered exactly as specified. The determination of the Purchasing Agent as to what items are equal is final and conclusive.

INNOVATION PROGRAMS EVALUATOR**APPENDIX A – SCOPE OF SERVICES****PROJECT SCOPE**

The County of San Luis Obispo Behavioral Health Department is seeking qualified applicants to develop a plan and implement a comprehensive evaluation of the INN projects during the testing and evaluation phase:

INN program evaluation consists of collecting and analyzing information about the INN projects in order to determine their effectiveness and usability of the model not only in San Luis Obispo County but in other counties or statewide. INN projects will include both outcome (learning) and process (project development) evaluation. Outcome evaluation is used in verifying that the programs are operating as originally hypothesized and having the desired outcomes or having other unanticipated outcomes. Process-based evaluation is used to fully understand how a program works, and why it produces the results that it does. Some tools to collect both outcome and process data currently exist within each of the individual projects. The evaluator may need to develop tools, refine existing tools, or create supplementary data collection tools (e.g. conduct a focus group to further enhance survey analysis).

To be deemed as qualified, RFP respondents must demonstrate proven ability to:

- Strategize, plan, develop, implement, and manage substantial evaluation projects, commensurate with the funding amount, scope, and complexity of the current projects.
- Work in a collegial, collaborative, and hands-on manner with program-based personnel, both within the County system and from community-based organizations, in determining appropriate measurement indicators, refinement of supporting data collection infrastructure, data analytic and interpretive methodologies, and in timely completion of evaluation projects.
- Demonstrated the ability to work with the multiple stakeholders and interest groups.
- Demonstrate the understanding of evaluation of learning and learning goals of INN project as opposed to implementation of evidence-based practices.
- Demonstrate proficiency in the use of, and possession of Adobe Acrobat Professional, and all Microsoft Office 365 products, with emphasis on Excel 2010 and its advance functions.
- Knowledge of and access to SPSS or other analytic software is strongly desired.
- Demonstrate proficiency in the use of Survey Monkey.

If a contract is awarded. The duration of the contract evaluation is expected to take place from approximately April 1, 2019 through June 30, 2020 and the contractor will be expected to:

- Submit a comprehensive strategic plan for the INN projects evaluation. The strategic plan must reflect the San Luis Obispo County INN plan's goals, vision, and mission, and must be reasonable and actionable with respect to overall resources and timeliness. The contractor must become familiar with the projects, interview appropriate providers and staff, understand current data collection tools and identify potential gaps to develop an overall plan for a comprehensive and integrated evaluation of the county INN projects.
- Tailor the evaluation to the unique project activities based on collaboration with County staff and community-based organizations and, whenever possible, in accordance with existing data collection instruments, tools, and resources. Planning and implementation activities may be carried out simultaneously, ensuring baseline and early assessments are completed, and that additional measurement activities begin quickly and are not delayed. A lengthy evaluation development and planning period without the early execution of substantial evaluation, implementation components will not be appropriate for this evaluation.
- Refine current data capture systems as needed, without creating too much redundancy. Through this process, the contractor will contribute to a data collection "infrastructure" that may be used for other MHSA projects once this INN evaluation is completed.

INNOVATION PROGRAMS EVALUATOR

- Provide interim and ongoing progress reports and presentations to the County Behavioral Health Department, its designees, and stakeholders as requested by the County Behavioral Health Department, and adjust the course of the evaluation as necessary. The contractor is expected to work collaboratively and successfully with the County Behavioral Health Department and community provider personnel.
- Research and locate external sources of data (e.g., vital statistics, population data, current trends, events, etc.) and use appropriately in the evaluation to enhance interpretation of other data collected.
- Analyze and interpret data appropriately to determine programmatic success and learning goal achievement, process measures, and explore causal and correlational relationships among variables. Contractor is expected to interpret data with respect to programmatic and environmental contexts and work with the County of Behavioral Health Department to ensure appropriate interpretation of findings.
- Contractor will consolidate findings and condense information into manageable and simplified formats for results dissemination, publication and media use by the County Behavioral Health Department. This includes graphical and tabular representation of data. Contextual interpretation and a description of the implications of the data should accompany numeric or graphical information where appropriate.
- Contractor should be able to create a comprehensive, professional report for multiple audiences (State Legislature, County Administration, clients and family members, public, etc.). Information should be tailored to the audiences' expectations and interests; different writing styles for scientific versus general audiences are also required. A draft of the report will be due 60 days prior to the end of the contractual term, with the final report due 15 days prior to the end of the contractual term.

In the proposal (as outlined in Section IV, Proposal Format), please provide the following:

- a. Summary of approach to be taken including strategies for ensuring adherence to the Guiding Principles of MHSA
- b. Work Plan: Describe, in detail what activities will be conducted. Include descriptions of personnel, service location(s), and who will be responsible for each task, and qualifications of the staff to be assigned to this project. Please provide proposed staffing schedules, flowcharts, timelines, or any other documents outlining the proposed work plan.

Data Collection and Performance Measurement:

In measuring the improved quality of services and outcomes resulting as part of the Innovation projects, proposals shall become familiar with each single project and its goals and outcomes. Please access the following two links to review the current innovation projects:

[http://www.slocounty.ca.gov/getattachment/Departments/Health-Agency/Behavioral-Health/Prevention-Outreach/Services/Mental-Health-Services-Act-\(MHSA\)/Final-INN-Plan-2016-2020-OAC.pdf.aspx?lang=en-US](http://www.slocounty.ca.gov/getattachment/Departments/Health-Agency/Behavioral-Health/Prevention-Outreach/Services/Mental-Health-Services-Act-(MHSA)/Final-INN-Plan-2016-2020-OAC.pdf.aspx?lang=en-US)

[http://www.slocounty.ca.gov/getattachment/Departments/Health-Agency/Behavioral-Health/Prevention-Outreach/Services/Mental-Health-Services-Act-\(MHSA\)/Final-INN-Work-Plan-11-28-18.pdf.aspx?lang=en-US](http://www.slocounty.ca.gov/getattachment/Departments/Health-Agency/Behavioral-Health/Prevention-Outreach/Services/Mental-Health-Services-Act-(MHSA)/Final-INN-Work-Plan-11-28-18.pdf.aspx?lang=en-US)

Project Budget

- a. A line item budget is required that:

INNOVATION PROGRAMS EVALUATOR

- i. Outlines revenue and expenditure projections per fiscal year (July-June)
 - ii. Budget projection should include any estimated Medi-Cal and other revenue reimbursement offsets if available and should cover a three-year period.
- b. A budget narrative is required that:
- i. Describes each line item
 - ii. Explains the necessity of each item
 - iii. If these funds will be used for a match required by other funding sources, please list the funding source and the amount of match required.
- c. Total costs for this evaluation services are estimated at \$120,000 approved by the Mental Health Services Act Oversight and Accountability Committee (MHSOAC) for the life of the FOUR (4) year project.

INNOVATION PROGRAMS EVALUATOR

APPENDIX B – SAMPLE CONTRACT

SEE APPENDIX B – SAMPLE CONTRACT

INNOVATION PROGRAMS EVALUATOR

APPENDIX C – LOCAL VENDOR PREFERENCE

The **County** has established a local vendor preference. When quality, service, and other relevant factors are equal, responses to Requests for Proposals will be evaluated with a preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor preference will be approved as such when, 1) The vendor conducts business in a fully staffed office with a physical address within the **County** of San Luis Obispo; 2) The vendor holds a valid business license issued by the **County** or a city within the **County**; and 3) The vendor has conducted business at the local address for not less than six (6) months prior to the due date of this Request for Proposal.

Proposals received in response to this Request for Proposal will be evaluated by the Selection Committee considering the local vendor preference described above when quality, service and other relevant factors are equal. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

INNOVATION PROGRAMS EVALUATOR

APPENDIX D – RISK ASSESSMENT QUESTIONNAIRE**Required Submittal**

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization.
2. Have the individual(s) in item #1 been subject to bankruptcy, insolvency or receivership proceedings in the last five (5) years? Yes No If yes, please enclose details.
3. Has your business/company/organization filed for bankruptcy within the last five (5) years? Yes No If so, please enclose details.
4. Has your business/company/organization/individual(s) in item #1 ever had a contract for the general type of services/product sought by the County terminated for non-compliance or inadequate performance? Yes No If yes, please enclose details.
5. Has your business/company/organization/individual(s) in item #1 ever defaulted on a contract for the general type of services/product being sought by the County?
Yes No If yes, please enclose details.
6. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1? Yes No If yes, please enclose details.
7. Has your business/company/organization/individual(s) in item #1 fulfilled all of its obligations relating to the payment of county taxes, fees, or other obligations?
Yes No If no, please enclose details.
8. In the last five (5) years, has your business/company/organization/individual(s) in item #1, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency? Yes No If yes, please enclose details.
9. In the last five (5) years, has your business/company/organization/individual(s) in item #1 been debarred or suspended for any reason by any federal, state or local government or refrained from bidding on a project due to an agreement with such governmental agency? Yes No If yes, please attach a full explanation.

INNOVATION PROGRAMS EVALUATOR

- 10. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had its surety called upon to complete any contract, whether government or private sector?
Yes No If yes, please enclose details.

- 11. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had a revocation, suspension or disbarment of any business or professional permit and/or license? Yes No If yes, please enclose details.

- 12. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

Signature

THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

Dated this _____ day of _____ of the year _____

Name of organization: _____

Signature: _____

Printed Name and title: _____

INNOVATION PROGRAMS EVALUATOR

APPENDIX E – COUNTY TRAVEL POLICY

SEE APPENDIX E – COUNTY TRAVEL POLICY

INNOVATION PROGRAMS EVALUATOR

APPENDIX F – PROPOSER CHECKLIST

Please check all documents in which you have included with your submittal.

Technical Proposal (Required).....

(Including resumes)

Risk Assessment Questionnaire (Required).....

Local Vendor Preference (Optional).....