

Get Healthy San Mateo County 2023 Community Implementation Funding

Request for Proposals

Building Healthy, Equitable Communities in San Mateo County



TIMELINE



Request for Proposals (RFP) Release:
January 3, 2023

RFP Informational Webinar:
12-1:30 p.m. PST, January 9, 2023

**Deadline for Questions, Comments
Exceptions:**
12 p.m. PST, January 23, 2023

Publication of Responses to Questions:
12 p.m. PST, January 30, 2023

Applications Due:
Before 5 p.m. PST, February 10, 2023

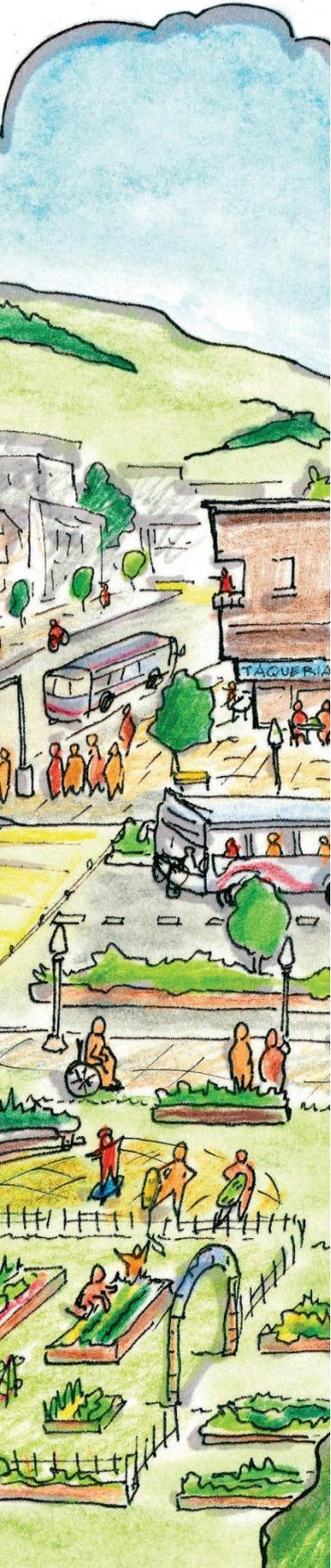
Anticipated Award Notification:
April 3, 2023

Anticipated Contract Start Date:
July 1, 2023

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DETAILED TIMELINE

- **Request for Proposals (RFP) Release:** January 3, 2023
- **RFP Informational Webinar:** 12-1:30 p.m. PST, January 9, 2023
- **Deadline for Questions, Comments, Exceptions:** 12 p.m. PST, January 23, 2023
- **Publication of Responses to Questions:** 12 p.m. PST, January 30, 2023
- **Applications Due:** Before 5 p.m. PST, February 10, 2023
- **Protests Due:** Before 5 p.m. PST, February 17, 2023
- **Anticipated Award Notification:** April 3, 2023
- **Anticipated Contract Start Date:** July 1, 2023
- **Funding Over Two Fiscal Years:** July 2023-June 2024 and July 2024-June 2025

KEY DEFINITIONS AND ACRONYMS

- **Business Day:** Monday through Friday except for holidays as observed per the California Government Code.
- **Community Health Outreach Worker:** Community navigators, care coordinators, and community advocates who promote health education and wellness opportunities. They focus on increasing access to health screenings, health education, mental health resources, well-being resources, as well as connecting residents to these resources. There are other terms associated with this work that include promotores, conductors, community organizers, champions, Community Advocate, Key Informants (CAKI), Peoples Advocate, Community Engagement Resource (PACERS), etc.
- **Confidential Information:** Information in any form that is not generally known and treated as confidential by a party, including business, financial, statistical, and non-public personal information, trade secrets, know-how, applications, documentation, schematics, procedures, Personally Identifiable Information, information covered by legal privilege, and other proprietary information that may be disclosed or incorporated in materials provided to one party by the other, whether or not designated as confidential, whether or not intentionally or unintentionally disclosed, and whether or not subject to legal protections or restrictions.
- **Contract Materials:** Finished or unfinished documents, data, studies, maps, photographs, reports, specifications, lists, manuals, software, and other written or recorded materials produced or acquired by the Contractor pursuant to the Contract for or on behalf of the County, whether or not copyrighted.
- **Contract:** The agreement between San Mateo County and Contractor awarded pursuant to this solicitation.
- **Contractor:** The person or other entity awarded a Contract in conformance with the terms of this solicitation and any subsequently agreed upon terms.
- **County Data:** All information, data, and other content, including Confidential Information and other information whether or not made available by San Mateo County or San Mateo County's agents, representatives or users, to a Contractor or potential Contractor or their employees, agents, representatives or Subcontractors, and any information, data and content directly derived from the foregoing, including data reflecting user access or use.
- **County Systems:** The information technology infrastructure of San Mateo County or any of its designees, including computers, software, databases, networks, and related electronic systems.

- County: San Mateo County
- Deliverables: Goods or services required to be provided to San Mateo County under the Contract.
- DUNS (Data Universal Numbering System): a proprietary nine-digit number issued by Dun and Bradstreet, Inc. to identify unique business entities.
- Fiscal Sponsor: A fiscal sponsor is an organization that has agreed to sign a contract, receive, and manage funds on a group's behalf.
- Force Majeure: An event or circumstance not caused by or under the control of a party, and beyond the reasonable anticipation of the affected party, which prevents the party from complying with any of its obligations under the Contract, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage, terrorism, vandalism, accident, governmental acts, and other events.
- GHSMC: Get Healthy San Mateo County
- HPP: Health Policy and Planning; The unit overseeing the GHSMC RFP and resultant contracts.
- Major Change: A change to the specified performance, maintainability, operation, power requirements, compatibility, measurement, user interface, reliability, quantity, scale, quality, terms, delivery method, or requirement of any product or service that affects the obligations of the parties or reflects a substantial alteration in circumstances surrounding the agreement, or is of such a nature that knowledge of the change would affect a person's decision-making process.
- PII (Personally Identifiable Information): information in any format that can be used to identify a specific individual, either used alone or combined with other private or public information that can be linked in some way to a specific individual.
- PHPP: Public Health, Policy, and Planning
- PST: Pacific Standard Time, including Pacific Daylight Time when in effect.
- RJP: Restorative Justice Practices
- Subcontractor: Firms engaged by the Contractor to perform work or provide goods pursuant to the Contract, including vendors and suppliers.
- Task Order or Purchase Order: A written request from San Mateo County to a vendor to provide goods or services, indicating types, quantities, prices and delivery criteria.

INTRODUCTION: BUILDING HEALTHY, EQUITABLE COMMUNITIES

San Mateo Data

- In the Health Places Index, which scores community health based on community conditions that impact life expectancy, San Mateo County has a large gap between the least and most healthy cities. While Atherton and Woodside both rank at the 99th percentile, North Fair Oaks and East Palo Alto rank in the 54th at the 56th percentile, respectively.
- Life expectancy at birth decreased among all race/ethnicity groups in 2020 but the most significant decrease was among the Hispanic/Latinx population.
- In 2018, the percent of adults who were obese (body mass index of 30 or higher based on self-reported weight and height) was highest in East Palo Alto (31%) and North Fair Oaks (30%).

Health begins where people live, learn, work, and play (as known as **social determinants of health**). Get Healthy San Mateo County (GHSMC) is a local collaborative of community-based organizations, County agencies, cities, schools, and hospitals working together to advance policy change to prevent diseases and ensure everyone has equitable opportunities to live a long and healthy life. The collaborative is facilitated by San Mateo County Health.

GHSMC is a product of the Healthy Communities Initiative launched in 2004. During the last 19 years we have made great progress in preventing diseases and ensuring that all San Mateo County (SMC) residents have the opportunity to live long and healthy lives. Despite progress made, the COVID-19 pandemic exacerbated health inequities with lower-income residents and people of color experiencing higher rates of infection and disproportionate health, social and economic burdens. Moreover, rates of preventable chronic diseases like diabetes and asthma and diseases exacerbated by social disconnection such as mental illness and substance use are on the rise and the health outcomes of residents continue to vary by race, income, level of education, and place of residence.

However, many chronic health issues and inequities in health outcomes can be prevented by building healthy, equitable communities with a focus on place-based primary prevention and health equity.

Mission

Get Healthy San Mateo County uses policy change to prevent diseases and ensure everyone has equitable opportunities to live a long and healthy life.

Building Healthy, Equitable Communities

The key to improving the health of San Mateo County residents is to build healthy, equitable communities where everyone feels safe, is financially secure, receives a good education, and lives in stable, affordable housing located in neighborhoods that make it easy to be healthy and active every day. These neighborhoods offer a clean environment; access to healthy affordable foods, parks, and public places; thriving small businesses and places to walk, bike and use transit; residents are diverse, civically engaged and socially connected.

FUNDING FOR PRIMARY PREVENTION AND HEALTH EQUITY

Funding Priorities

The 2023 Get Healthy San Mateo County (GHSMC) Request for Proposals (RFP) is intended to support the following five (5) priority areas:

- Civic Engagement
- Community Collaboration for Children’s Success (CCCS)
- Community Health Worker Collaboration
- Resident Engagement Collaborative Model
- Restorative Justice Practices in School Settings

Funding Allocation

A total of \$700,000 in funding is anticipated to support up to five (5) projects over a two-year period (July 2023 - June 2025). The funding available is anticipated to be \$350,000 annually.

GHSMC awards funding to community and faith-based organizations, non-profits, public agencies, and schools for place-based primary prevention and health equity efforts. The focus of this funding is to improve the health of SMC residents by building healthy, equitable communities where *“all residents, regardless of income, race/ethnicity, age, ability, immigration status, sexual orientation, or gender have the opportunity to reach their full potential”* – the GHSMC vision.

Place-Based Primary Prevention

Where we live, work, play, and go to school profoundly shape our health. People who live in places that make the healthy choice the easy choice live longer, healthier lives. Place-based primary prevention focuses on creating healthy places that prevent people from getting sick in the first place.

Health Equity

Not everyone in San Mateo County has the same opportunity to live a healthy life. The pandemic has made clear racial inequities across GHSMC priority areas and has exacerbated racial health inequities in our county.

Health equity ensures that all people have the opportunity for health and wellbeing. Building health equity requires a focus on populations with higher rates of preventable health issues and in places with the fewest opportunities for health. The goal of the Community Implementation Funding strategy is to support efforts that prioritize health and equity by seeking to improve conditions for populations with limited or lower opportunities to be healthy.

Funding Priorities

GHSMC prioritizes funding that aligns with the strategic plan. The plan has not been updated since 2020, due to the COVID pandemic. Therefore, the priorities for this Request for Proposals (RFP) also considers learnings, strategies, and priorities identified during the last two years. This RFP will fund the following project areas (details for each follow): Civic Engagement, Community Collaboration for Children’s Success (CCCS) Action Plan priorities, Community Health Worker Collaboration, Resident Engagement, and Restorative Justice Practices in School Settings.



Empowered residents have strong social connections and are involved in civic activities and decision-making processes for their communities.

Civic engagement encompasses a broad range of activities whereby individuals strive to affect changes that improve quality of life in their communities. It can include activities such as volunteering, joining community groups, community gardening, voting, and participating in political processes. Civic engagement has the power to improve health at the individual level (increased sense of purpose and emotional health), social level (strengthened relationships and mutual trust), and systems level (advancement of policies supporting health). One key, measurable component of civic engagement is voter registration and turnout. In San Mateo County, there are disparities in voter turnout across geographic areas, racial groups, and age groups (see sources listed below). To address these disparities, Get Healthy San Mateo County promotes awareness of the connection between voting and health through our *Vote For Your Health* campaign and collaborates with countywide partners to increase voter engagement. <https://www.gethealthysmc.org/vote-your-health>

Funding Opportunity:

Funding will be awarded to one project that brings people together to work towards better conditions for health in their community (whether defined geographically or by identity) and that fosters agency and leadership in people most affected by health inequities in San Mateo County.

- Civic engagement activities that will be considered include: civics education, nonpartisan issue awareness building activities, community power building, and leadership development
- Types of civic engagement that will *not* be considered for funding include: volunteerism, service learning, fundraising, and partisan political activities

All proposals **must** include voter engagement in the 2024 elections as a project element, which may involve promoting the importance of voting, voter registration and pre-registration (for youth), addressing language and accessibility barriers to voting, conducting voter rights education, or implementing other efforts to increase turnout in a nonpartisan manner.

Project Examples Include:

- Expanding or sustaining youth organizing programs that gives youth skills and opportunities to advocate for changes that impact community health
- Integrating an equity-focused civics curriculum into an existing youth development program
- Strengthening the capacity of a neighborhood coalition working to address a social determinant of health
- Designing and delivering resident workshops explaining policy making processes in areas impacting community health, such as education, transportation, housing, job economy, and public health
- Training and mentoring a cohort of community leaders interested in applying and serving on local governing boards, commissions, and committees

Additional Data to Inform Proposal:

- https://www.livevoterturnout.com/ENR/sanmateocaenr/11/en/VRcqD_Index_11.html (Choose Voter Turnout at top of page)
- <https://bayareaequityatlas.org/indicators#power>
- <https://cid.usc.edu/san-mateo-county-vca-study-resource-center>
- Community Collaboration Proposal: <https://www.gethealthysmc.org/community-collaboration-proposal>



COMMUNITY COLLABORATION FOR CHILDREN'S SUCCESS

In San Mateo County, 53% of youth clients in Probation and 43% in Behavioral Health and Recovery Services come from the same 4 zip codes.

The neighborhoods where children and their families live have an impact on their success and well-being. Children and youth from communities that have been marginalized have greater representation in high-intensity county systems such as juvenile probation, child welfare and substance abuse programs. Focused attention and aligned resources in these locations are key to better long-term results for youth who face significant challenges.

Using a place-based approach, the Community Collaboration for Children's Success (CCCS) identifies barriers to success and long-standing sources of risk. In 2018-19, through community activities, surveys, and data analysis, community stakeholders identified priority interventions to support youth success and created neighborhood plans in four San Mateo County neighborhoods: Daly City, East Palo Alto, North Fair Oaks, and South San Francisco.

Funding Opportunity:

Funding will be awarded to one project that addresses the inequities highlighted through CCCS and works to ensure that all children and youth are safe, healthy, and supported in their families, schools, and communities. Proposals must address one of the top strategies in the Neighborhood Action Plans for the CCCS focus communities:

- Daly City Plan: <https://www.gethealthysmc.org/cccsneighborhooddaly-city>
- East Palo Alto Plan: <https://www.gethealthysmc.org/cccsneighborhoodeast-palo-alto>
- North Fair Oaks/Redwood City Plan: <https://www.gethealthysmc.org/cccsneighborhoodnorth-fair-oaksredwood-city>
- South San Francisco Plan: <https://www.gethealthysmc.org/cccsneighborhoodsouth-san-francisco>

Project Examples Include:

- Providing trauma-awareness training and ongoing technical assistance for youth and family serving providers (which could include school staff, childcare and afterschool care providers, law enforcement, case managers, etc.)
- Strengthening connections between youth, parents, school staff, mental health providers, and other stakeholders to improve school climate and increase supportive relationships for youth
- Expanding job training programs and pathways to living wage jobs for transition-age youth
- Developing or expanding evidence-based interventions designed to address community violence (which could include gangs, domestic violence, sexual assault or harassment, police harassment, and bullying)
- Providing trauma-informed, culturally appropriate legal education and assistance to youth and/or adult caregivers of children who have been impacted by, or are at risk of being impacted by, the justice system

Please refer to the Neighborhood Action Plans and identify the city and strategy you are addressing in your proposal.

Additional Data to Inform Proposal:

- <https://www.gethealthysmc.org/youth-need-data>



COMMUNITY HEALTH WORKER COLLABORATION

Community Health Outreach Workers are effective because they use preexisting networks to include populations that have traditionally had poor access to community services and resources.

Community Health Outreach Workers (CHOW) are trusted people from the community who strive to engage residents where they already gather, such as community centers, places of worship, and other neighborhood places. The opportunity to utilize a collective impact model to build, establish, and expand the workforce through training, skills-building, and leadership development has been highlighted as an effective strategy during the COVID-19 pandemic. This workforce can be deployed to specifically reach and connect residents who have been most impacted by the COVID-19 pandemic and other chronic disease conditions to provide accurate and culturally responsive health information, resources, referrals, and linkages to care.

Funding Opportunity:

Funding will be awarded to one project that can demonstrate the ability to carry out the following:

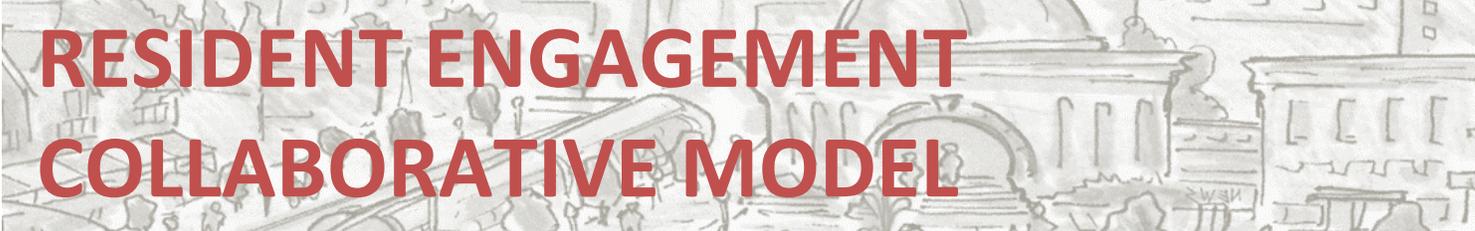
- Act as lead-organization for a collaborative of partnering community-based organizations to identify, develop, and coordinate delivery of a standard core curriculum for training CHOW
- Build and establish countywide collaboration and coordination between local community-based organizations and safety-net service provider agencies through formal agreements to develop a system of referrals and linkages that increase residents' access to specific health and social service resources available in San Mateo County
- Develop coordinated Community Outreach Plans with regional and priority population-based assets and needs that guide worker mobilizations to facilitate equitable access to quality, inclusive, timely, and preventive healthcare, and social support services

Project Examples Include:

- Convening and actively facilitating ongoing meetings for local CHOW to identify, discuss, and implement best practices for community outreach, engagement, education, and ongoing professional development
- Developing a standard curriculum that covers a range of topics to include, but not limited to, health promotion and disease prevention, cultural humility and trauma-informed practices, social issues and policies that affect marginalized communities, health coaching and motivational interviewing skills, public speaking and communication, leadership development, data gathering and shared analysis, and other capacity-building needs
- Identifying and establishing affiliations with local, regional, statewide, and national Community Outreach Worker networks for technical assistance, professional development, and resource sharing
- Developing and/or vetting culturally and linguistically appropriate health education and referral materials for priority populations
- Identifying best practices and coordinate opportunities to promote mental health and self-care for the community outreach workforce

Additional Data to Inform Proposal:

- Understanding California's Community Health Worker/Promotor Workforce:
<https://www.chcf.org/collection/understanding-californias-community-health-worker-promotor-workforce/>



RESIDENT ENGAGEMENT COLLABORATIVE MODEL

To achieve the mission of public health, we must design more community-centered decision-making processes that widen the range of people and communities involved in efforts to reduce inequities. Community collaboration and input is vital to sustainable health equity and social justice efforts.

The Resident Engagement Collaborative Model was built with the input of over 350 individuals from across the county with the intent to develop a structure for community collaboration with Public Health Policy and Planning (PHPP). Results of this process showed that the community preferred a structure that was run and led by the community with an invitation for PHPP to have a standing agenda item for collaboration. In response to the community proposal, PHPP has dedicated funding to develop a convening organization that would lead a community organization collaborative model to advance resident engagement/community collaboration in health equity efforts and whose scope spans the social determinants of health.

Funding Opportunity:

Funding will be awarded to one project that aims to achieve an authentic and sustainable structure for multi-organizational community collaboration with PHPP. The Resident Engagement Collaborative should equip community members with skills and knowledge about civic involvement and social determinants of health to collaborate with PHPP.

Project Examples Include:

- Recruiting community stakeholders (CBO leaders, representatives, and residents) to prioritize upstream prevention strategies for PHPP consideration
- Conducting a readiness and/or landscape assessment for community collaboration
- Facilitating and/or coordinating community convenings for GHSMC and/or PHPP strategic processes
- Coordinating and offering community training on civic engagement, social determinants of health, and other related topics
- Acting as a liaison between the community and PHPP for community input, engagement, and collaborative efforts
- Facilitating regular community-driven meetings inclusive of an agenda item related to emerging public health concerns

Additional Data to Inform Proposal:

- Community Collaboration Proposal One-Pager: <https://www.gethealthysmc.org/community-collaboration-proposal>
- Community Collaboration Proposal: <https://www.gethealthysmc.org/community-collaboration-proposal>



RESTORATIVE JUSTICE IN SCHOOL SETTINGS

In San Mateo County, Black/African American and Pacific Islander students are more than twice as likely to be suspended and Latinx students are 1.5 times more likely than their white and Asian counterparts.

Educational attainment is closely linked to economic opportunity and health outcomes across the life course. Graduation rates are another key indicator highlighting disparities. Data from across the state of CA show at more than 20% Black/African American students did not graduate, compared to only 10% white and 6% Asian students who did not graduate. High school graduation is a key economic indicator, with individuals that do not graduate high school averaging an income of less than those who graduate high school and significantly less than those that graduate with a bachelor's degree.

Restorative justice practices (RJP) in schools refer to a range of community-based discipline and conflict-resolution strategies, which provide accountability and redress without removing students from the community. Traditional suspension and expulsion measures, while sometimes appropriate, remove students from the learning environment and too often target students of color. Restorative justice practices encourage facilitated dialogue and repairing harm, instead of relying solely on punishment. Studies have shown that students who are engaged and accountable in their school communities suffer less absenteeism and achieve higher academic success. The goal is to keep kids in school and give them the tools to mediate conflict.

Funding Opportunity:

Funding will be awarded to one project that actively works to address disparities in school discipline in San Mateo County schools by supporting implementation of restorative practices (proactive strategies) and restorative justice (responsive strategies) to move schools away from punitive, exclusionary discipline to a restorative approach that keeps students in school. The priority is to support implementation of RJP in schools and districts throughout San Mateo County, especially those with a disproportionate percentage of Black/African American, Latinx, Pacific Islander, and Special Education students being suspended and expelled.

Project Examples Include:

- Establishing and facilitating a RJP community of practice that support educators with adoption and implementation RJP in their schools
- Facilitating engagement in the school community, including teachers, administrators, students, and parents and caregivers in planning and implementation of RJP
- Supporting the development of school or district level plan for RJP implementation
- Providing training and technical assistance to schools and districts to support RJP implementation
- Identifying best practices for supporting the adoption of policies that prioritize RJP

Additional Data to Inform Proposal:

- <https://www.gethealthysmc.org/restorative-justice-practices>
- <https://www.caschooldashboard.org/>
- <http://www.ed-data.org/>

PRE-SUBMITTAL ACTIVITIES

A. Registration on Public Purchase

- (1) Organizations or individuals interested in responding to this solicitation must register online with the County of San Mateo at:
<https://www.publicpurchase.com/gems/register/vendor/register>
- (2) The County does not maintain the Public Purchase system and is not liable for site failures or technical problems. To resolve technical issues, contact Public Purchase at:
http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info_register.html

B. Review Reference Materials

- Get Healthy San Mateo County “Strategies for Building Healthy, Equitable Communities, 2015 - 2020”: <https://www.gethealthysmc.org/strategic-plan>
- Get Healthy San Mateo County Projects Funded to Date: <https://www.gethealthysmc.org/pod/projects-funded-date>
- San Mateo County Health Equity and Race Infographic: <https://www.gethealthysmc.org/racial-equity-and-health>
- San Mateo County Recovery Initiative: <https://www.smcgov.org/smc-recovery-initiative>

C. Participate in Informational Webinar

Participation in the informational webinar is not required (though highly recommended) to apply for funding. The Informational Webinar will allow potential Proposers to learn more about the priorities, RFP, and ask questions to project staff. The webinar will be held **Monday, January 9, 2023, 12 p.m.-1:30 p.m. PST – Register here:**
<https://www.gethealthysmc.org/community-implementation-funding>

D. Questions, Comments, Exceptions

Submit questions, comments, and exceptions, including notifications of apparent errors, to the Public Purchase site by **Monday January 23, 2023, 12 p.m. PST** for Questions, Comments and Exceptions. Questions and comments received after the deadline may not be acknowledged.

Answers to questions raised prior to and at the webinar will be posted on Public Purchase by **Monday January 30, 2023.**

(1) Request for changes

If requesting changes to a part of this solicitation, identify the specific words or phrases and the sections and paragraphs in which they occur. State the reason for each request and provide alternative suggested language. Failure to submit requests by the deadline will be deemed a waiver of any exception. The County’s consideration of a suggestion does not imply acceptance. If sufficient proposals are received with no requested changes, the County may reject those requesting changes.

(2) Request for Substitution of Specified Equipment, Material, or Process

- (a) Unless otherwise stated in the solicitation, references to items or processes by trade names, models or catalog numbers are to be regarded as establishing a standard of quality and not construed as limiting competition.
- (b) If requesting a substitution for a required item, submit requests by the Deadline for Questions, Comments, and Exceptions. Furnish all necessary information required for the County, in its sole judgement, to make a determination as to the comparative quality and suitability of any suggested alternatives. The County's decision will be final. If alternatives are accepted, the County will issue an addendum to the solicitation.

E. Revisions to the Solicitation

The County may cancel, revise, or reissue this solicitation, in whole or in part, for any reason. Revisions will be posted as addenda on <http://www.publicpurchase.com/>. No other revision of this solicitation will be valid. Proposers are responsible for ensuring that they have received all addenda from Public Purchase.

F. Contact with County Employees

Violation of the following prohibitions may result in a proposer being found non-responsible, barred from participating in this or future procurements, and becoming subject to other legal penalties.

- (1) As of the issuance date of this RFP and continuing until it is canceled or an award is made, no proposer or person acting on behalf of a prospective proposer may discuss any matter relating to the RFP with any officer, agent, or employee of the County, other than through Public Purchase, to the Authorized Contact Person, or as outlined in the evaluation or protest procedures.
- (2) Proposers may not agree to pay any consideration to any company or person to influence the award of a contract by the County, nor engage in behavior that may be reasonably construed by the public as having the effect or intent of influencing the award of a contract.

PROPOSER ELIGIBILITY

Any non-profit, faith-based or community-based organization, city, school, program, or group of individuals may apply for the GHSMC RFP. A group of individuals or a program that is not a part of an organization, must indicate a fiscal sponsor.

County agencies are NOT eligible to apply.

This funding is also NOT intended for the following:

- Support for a program or a staff position that already exists without demonstration of significant expansion of their responsibilities.
- Projects that have San Mateo County Department(s) as primary/lead applicants or include funding request for San Mateo County staff person's salary.
- Projects for which the majority of beneficiaries are outside of San Mateo County.
- Lobbying or direct policy advocacy efforts of community organizing.

Proposer agency must be registered on SAM.gov. Proposer must submit proof of registration (12-character unique ID) and be in good standing. Please see the [SAM Entity Registration Checklist](#) for more information.

PROPOSAL CONTENT REQUIREMENTS

A. Proposal Format

The proposal format has been outlined in the 2023 GHSMC Funding Application. Proposers will download the application, complete the application, and upload the completed application onto Public Purchase. The file must be saved as a PDF with the following naming convention Agency-GHSMC-RFP-Project A-E-Date (example: San Mateo County Health-GHSMC-RFP-Project C-2023-02-10)

PROPOSAL SUBMISSION

A. Submit proposals as directed below before or by **Friday February 10, 2023, 5 p.m. PST.**

(1) Project Submission

A separate proposal is required for each project. Proposers may submit a proposal for multiple projects, but each must be separately submitted via Public Purchase.

(2) Electronic Submissions

Proposals must be submitted electronically via Public Purchase. Proposers must allow sufficient time for the upload to complete by **Friday February 10, 2023, 5 p.m. PST.** Partial uploads will automatically terminate and proposals will be rejected. The Public Purchase submission time will be the official submission time. Contact Public Purchase with technical questions regarding the site. Contact Public Purchase at support@thepublicgroup.com with technical questions regarding the site. The County will not be responsible for and will not accept proposals that are late due to slow internet connections or for any other failure of the Public Purchase system.

(3) Conflicts between Certain Requirements

Prior to the submission deadlines and solely relating to a determination of the timeliness of questions, comments, and proposal submissions, information displayed on the Public Purchase site will take precedence in the event of a discrepancy between that information and the information within the solicitation documents. For all other discrepancies, the information in the solicitation documents will take precedence.

B. Errors in Proposals

The County will not be liable for any errors in proposals. Proposals may be rejected as unresponsive if they are incomplete, are missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities, but such waiver will not modify any remaining RFP requirements.

PROPOSER CERTIFICATIONS

By submitting a proposal, each proposer certifies under penalty of perjury that:

- Its submission is not the result of collusion or any other activity that would tend to directly or indirectly influence the selection process; and
- Proposer is able or will be able to comply with all requirements of this solicitation at the time of contract award; and

- Neither proposer, its employees, nor any affiliated firm providing the requested goods and services has prepared plans, specifications, terms or requirements for this solicitation, or has any other actual or potential conflict of interest; and
- Proposer is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the California Government Code relating to conflict of interest of public officers and employees, and is unaware of any financial or economic interest of any County officer or employee relating to this solicitation.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn, modified, or replaced at any time prior to **Friday February 10, 2023, 5 p.m. PST**. After that time, whether or not a new solicitation is issued for the same subject matter, withdrawal of a proposal may preclude the proposer from participating in the procurement as a proposer or subcontractor, except that an original equipment manufacturer may participate indirectly through a reseller.

NO COMMITMENT

Neither submission of a proposal nor the County's receipt of proposal materials confers any right to the proposer nor any obligation on the County. This RFP does not commit the County to award a contract, nor will the County defray any costs incurred in preparing proposals or participating in any presentations or negotiations.

ESTIMATED QUANTITIES

If the solicitation results in an indefinite quantity or a requirements Agreement, the goods and services actually requested by the County may be less than the maximum value of the Agreement and there is no guarantee, either expressed or implied, as to the actual quantity of goods and services that will be authorized under the Agreement.

PROPOSER SELECTION

At any time in the evaluation process, the County may request clarifications from proposers.

A. Determination of Responsiveness

A responsive proposal conforms to the instructions set forth in this solicitation and any modifications to it. Non-responsive proposals will be rejected. The County, in its sole discretion, may waive non-consequential deviations if the deviations cannot have provided an advantage over other proposers.

B. Proposal Evaluation

The County will establish an evaluation committee which will evaluate responsive proposals based on the criteria specified in the solicitation. The committee may then recommend one or more top-ranked proposers for final negotiation of contract terms or may invite one or more proposers for oral presentations and demonstrations, following which those proposers may be allowed to amend their proposals. After evaluating presentations and amended proposals, the committee may recommend one or more top-ranked proposers for final negotiation of contract terms.

C. Determination of Responsibility

The County will make a determination on the responsibility of any proposer under consideration for award, taking into consideration matters such as the proposer's integrity, compliance with public policy and laws, past performance, fiscal responsibility, trustworthiness, financial and technical resources, capacity, and experience to satisfactorily carry out its responsibilities. The County will notify any proposer found non-responsible and allow the finding to be contested.

CONTRACT AWARD

A. Notice of Intent to Award

Once a decision has been made to award a contract to one or more proposers, the County will post a Notice of Intent to Award, notifying the remaining proposers of their non-selection. The posting may be inclusion of the recommendation to award as an agenda item on the Board of Supervisors schedule.

B. Award Procedure

Contract negotiations are neither an offer nor an implicit guarantee that a contract will be executed. Award, if made, will be to the responsive, responsible proposer offering the overall best value to the County for the services and goods described in this solicitation, or as applicable, for a specific portion of the services and goods described. Any agreement reached will be memorialized in a formal agreement using the attached Standard Agreement template.

C. Commencement of Performance

After all parties have signed the Agreement, the County will notify the proposer and performance may proceed. Prior to County execution of the Agreement, no County employee may authorize work. Any work performed prior to that time may be uncompensated.

PROTESTS

Protests that do not comply with the protest procedures outlined below will be rejected.

A. Protest Eligibility, Format, and Address

- (1) Protests or objections may be filed regarding the procurement process, the content of the solicitation or any addenda, or contract award.
- (2) The County will only review protests submitted by an interested party, defined as an actual or prospective proposer whose direct economic interest could be affected by the County's conduct of the solicitation. Subcontractors do not qualify as interested parties.
- (3) Submit protests to the County Procurement Manager by e-mail to protests@smcgov.org or via hard copy to: County Procurement Manager, 455 County Center, 4th Fl, Redwood City, CA 94063

B. Protest Deadlines

Submit protests with any supplemental materials by 5 p.m. PST, as appropriate, on the deadlines set forth below. The date of filing is the date the County receives the protest,

unless received after 5 p.m. PST, or on other than a Business Day, in which case the date of filing will be the next Business Day. Failure to file by the relevant deadline constitutes a waiver of any protest on those grounds. Supplemental materials filed after the relevant deadline may be rejected by the County.

- (1) If relating to the content of the solicitation or to an addendum, file within five (5) Business Days after the date the County releases the solicitation or addendum.
- (2) If relating to any notice of non-responsiveness or non-responsibility, file within five (5) Business Days after the County issues such notice.
- (3) If relating to intent to award, file within five (5) Business Days after the County issues notice of Intent to Award. No protests will be accepted once actual award has been made.

C. Protest Contents

- (1) The letter of protest must include all of the following elements:
 - (a) Detailed grounds for the protest, fully supported with technical data, test results, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested; and
 - (b) The law, rule, regulation, ordinance, provision or policy upon which the protest is based, with an explanation of the violation.
- (2) Protests that simply disagree with decisions of the Evaluation Committee will be rejected.

D. Reply to Protest

The County will send a written response to the protestor and to any other party named in the protest.

E. No Stay of Procurement Action during Protest

Nothing in these protest requirements will prevent the County from proceeding with negotiations or awarding a purchase order or contract while a protest is pending.

PUBLIC RECORDS

A. General

- (1) All proposals, protests, and information submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review.
- (2) Any contract arising from this RFP will be a public record.
- (3) Submission of any materials in response to this RFP constitutes:
 - (a) Consent to the County's release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
 - (b) Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal or materials to be inspected; and

- (c) Agreement to indemnify and hold harmless the County for release of such information under the Public Records Act; and
- (d) Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.

B. Confidential Information

- (1) The County is not seeking proprietary information and will not assert any privileges that may exist on behalf of the proposer. Proposers are responsible for asserting any applicable privileges or reasons why a document should not be produced in response to a public record request.
- (2) If submitting information protected from disclosure as a trade secret or any other basis, identify each page of such material subject to protection as "CONFIDENTIAL". If requested material has been designated as confidential, the County will attempt to inform the proposer of the public records request in a timely manner to permit assertion of any applicable privileges.
- (3) Failure to seek a court order protecting information from disclosure within ten days of the County's notice of a request to the proposer will be deemed agreement to disclosure of the information and the proposer agrees to indemnify and hold the County harmless for release of such information.
- (4) Requests to treat an entire proposal as confidential will be rejected and deemed agreement to County disclosure of the entire proposal and the proposer agrees to indemnify and hold the County harmless for release of any information requested.
- (5) Trade secrets will only be considered confidential if claimed to be a trade secret when submitted to the County, marked as confidential, and compliant with Government Code Section 6254.7.

EVALUATION CRITERIA

Proposals will be evaluated in accordance with the following evaluation criteria:

- 55% - Project Impact
 - Extent to which project advances health equity in a particularly impacted population i.e. low-income residents, people of color, seniors, underserved children and youth, and/or people with disabilities
 - Likelihood that proposed project will lead to policy or systems change
 - Extent to which project is innovative
- 20% - Project Success
 - Extent to which organization has staff capacity and resources identified to undertake project and ensure project success
 - Demonstrates project feasibility i.e. effective work plan, evaluation plan, and timeline
 - Extent to which project demonstrates appropriate partnerships or coordination of efforts to support the advancement and success of the project
- 15% - Experience
 - Qualifications and experience of proposer organization or group
 - Experience working with target population or geographic area
- 30% - Budget
 - Extent to which the proposed budget is reasonable for project proposed

INSURANCE

Provide evidence of insurance for each of the following categories:

General Liability (Including operations, products and completed operations, as applicable.)	\$1,000,000 - per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit either must apply separately to this project or must be twice the required occurrence limit.
Workers' Compensation	As required by the State of California

STANDARD TERMS AND CONDITIONS

The final agreement between the County and any successful proposer will be based on the Standard Agreement Template. Please see the Standard Agreement template here:

https://www.gethealthysmc.org/sites/main/files/file-attachments/for_information_only-standard_terms_and_conditions.pdf



SAN MATEO COUNTY HEALTH



For more information, please visit:

www.GetHealthySMC.org

Follow us on social media:

[www.Facebook.com/GetHealthySMC](https://www.facebook.com/GetHealthySMC)

[www.Twitter.com/GetHealthySMC](https://www.twitter.com/GetHealthySMC)

Contact us:

hpp@smcgov.org

Health Policy and Planning Program

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