

COLUMBIA COUNTY
PUBLIC HEALTH AND ENVIRONMENTAL HEALTH SERVICES

REQUEST FOR PROPOSAL
PACKET

For the funding period beginning
February 1, 2018

COMPLETED PROPOSALS MUST BE RECEIVED BY

5:00 pm, October 25, 2017

at:

Columbia County Board of Commissioners Office

230 Strand, Room 338

St. Helens, OR 97051

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- Appendix H: Insurance Requirements
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REQUEST FOR PROPOSAL TIMELINE

RFP Issued:	September 15, 2017
Deadline for Solicitation Protests:	October 18, 2017*
Deadline for Withdrawal/Modifications	October 18, 2017*
Proposal Deadline	October 25, 2017*
Evaluation of Proposals Completed	November 8, 2017
Successful Proposers Notified	November 10, 2017
Notice of Intent to Award Issued	November 10, 2017
Deadline for Selection Protest	November 17, 2017
Contract Issued	December 15, 2017
Service Operational	February 1, 2018*

With the exception of the dates noted with an asterisk* all dates may be changed in the sole discretion of the County.

PART I: GENERAL INFORMATION

A. Introduction

Columbia County is the Local Public Health Authority for Columbia County, Oregon. Beginning in February, 2018, the County will contract with the Oregon Health Authority to provide Public Health and Environmental Health services in the County in accordance with the policies, procedures, and administrative rules of the Oregon Health Authority. Previously, the Oregon Health Authority contracted directly with the Public Health Foundation of Columbia County to provide Public Health and Environmental Health Services. Due to a change in Oregon law, the County will contract directly with the State for the provision of these services beginning February 1, 2018, and will subcontract for the services. The County is seeking proposals from qualified providers to provide County-wide Public Health and Environmental Health Services. The selected contractor(s) will be required to comply with all terms and conditions provided by Intergovernmental Agreements between the Oregon Health Authority and the County, together with all federal, state, and local laws and regulations relevant to the provision of Public Health and Environmental Health Services. Intergovernmental Agreements for funding after January 31, 2018, are not available at the time of this RFP. However, 2015-2017 Intergovernmental Agreements for Public Health Services and Environmental Health Services are included in the Procurement Documents at Appendix A and Appendix B, respectively, for reference. Draft 2017-2019 Intergovernmental Agreements for Public Health Services and Environmental Health Services are included in the Procurement Documents at Appendix C and Appendix D, respectively, for reference.

The term of the contract arising from this RFP will be February 1, 2018 through June 30, 2023, and may be extended for up to an additional four (4), four (4) year terms, subject to state budget approval by the Oregon State Legislature.

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B. Administrative Information.

1. This RFP is issued under the authority of:

Board of County Commissioners
230 Strand St. Helens, Oregon 97051

All inquiries concerning the intent of this request, contract information or site access shall be directed, in writing, to Sarah Hanson, County Counsel, County Courthouse, Room 20, 230 Strand Street, St. Helens, OR, 97051.

2. This Request For Proposal consists of the following items:

Part I. General Information

Part II. Program Information

Part III. Instructions for Submission of Proposals

Part IV. Proposal Content

Part V. Proposal Responses

Part VI. Evaluation and Selection

Part VII. Appendices

Appendix A: 2015-2017 Financial Assistance Agreement

Appendix B: 2015-2017 Environmental Health Services Agreement

Appendix C: Draft 2017-2019 Financial Assistance Agreement

Appendix D: Draft 2017-2019 Environmental Health Services Agreement

Appendix E: Sample Contract

Appendix F: Current Public Health Services Funding Allocation

Appendix G: Property List

Appendix H: Insurance Requirements

Appendix I: Insurance Requirements Evaluation Sheet

This RFP package should be checked to ensure that all of the listed items are included. Any missing portions can be obtained from the Board of County Commissioners Office, County Courthouse Room 338, 230 Strand Street, St. Helens, Oregon, 97051.

3. It is extremely important that all portions of this RFP be completed as professionally as possible. An incomplete or uncoordinated submission will be judged as indicative of the proposer's capability and professionalism. If there are any deviations from the RFP requirements, please indicate the reason for the deviation in writing.

C. Contracting Authority

The revenues allocated for these services shall be granted contingent on the availability of funds. The programs funded through this RFP process are contingent on an approved budget by the Oregon State Legislature and fully executed Intergovernmental Agreements between the Oregon Health Authority and Columbia County. All provider agreements shall be reviewed annually based on fund availability, continued need for the service, priority need as established by Columbia County, performance and evaluation reviews, and contract compliance.

D. Provider Eligibility

Any public or private agency, organization or individual with service providers who hold all Required licenses, certificates, authorizations and other approvals required by law to deliver services is eligible to submit a proposal. Proposals will be accepted from a consortium of agencies, and only one joint proposal from each consortium will be required. One or more contracts will be issued for the Services. Proposals will be accepted for all or part of the solicited services. Preference may be given to Proposals for all-inclusive, wraparound services.

E. Eligible Population and Accessibility

All services funded under this proposal must serve residents of Columbia County. Services shall be in locations accessible and appropriate to the population served and shall be designed to reach all areas of the County.

F. General Contract Requirements

The successful Proposer(s) will be expected to enter into a Provider Agreement contract with the County. The contract will be in substantially the same form as that of Appendix E, included in this packet. The terms of the contract are subject to change depending on the requirements of the Intergovernmental Agreements between the Oregon Health Authority and the County, OHA administrative rules as they are adopted, and any change to applicable federal or state law. Biennial Intergovernmental Agreements are issued by the Oregon Health Authority. A successful Proposer will be required to amend a Provider Agreement as necessary to comply with requirements of biennial Intergovernmental Agreements, and all amendments thereto. A draft Intergovernmental Agreement for Public Health Services for the 2017-2019 biennium is included in the Procurement Documents as Appendix C. A draft Intergovernmental Agreement for Environmental Health Services for the 2017-2019 biennium is included in the Procurement Documents as Appendix D. The drafts are subject to change before being finalized. The Oregon Health Authority is in the process of rulemaking related to provider contracts. The successful Proposer will be required to amend a Provider Agreement as necessary to comply with requirements of the adopted rules.

Information about the draft rules may be reviewed at:

<http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/Aug-16-RAC-Meeting-Packet.pdf>.

G. Reservation of Rights

Columbia County reserves the right to negotiate with and/or award contracts to other Proposers that are sequentially ranked in the event that the County is unable to negotiate a contract with the selected Proposers.

Columbia County reserves the right to: 1) Amend this Request for Proposals; 2) Extend the deadline for submitting proposals; 3) Waive minor irregularities or failures to conform to this RFP if the County determines that such waiver is in the public interest; 4) Award one or more contracts, by item or task, or groups of items or tasks, if such multiple awards are determined by the County to be in the public interest; 5) Reject any and all Proposals; and 6) Cancel this RFP at any time if such cancellation is deemed appropriate.

PART II: PROGRAM INFORMATION

A. Program Description

Service elements for Environmental Health Services are found in the draft 2017-2019 Intergovernmental Agreement for Environmental Health Services.

Current Public Health service element descriptions may be reviewed at:

<http://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Pages/program-elements.aspx>.

Service element descriptions are subject to change based on the Intergovernmental Agreements between the State and the County.

All services must be provided in compliance with applicable Oregon Administrative Rules as well as other federal, state or county requirements as detailed in the Intergovernmental Agreements between the State and the County. The County may, in its sole discretion, retain the duties under one or more service elements. Proposers should indicate any service elements proposed to be retained by the County, if any.

B. Program Performance Requirements

Program performance and client service outcomes will be monitored by the County's Local Public Health Administrator and the State of Oregon. All programs will be required to maintain service standards set by the County and the State.

C. Program Reporting Requirements

The successful Proposer will be required to submit accurate and timely reports. In addition, the selected Contractor will be required to meet at least monthly with the County's Local Public Health Administrator, and quarterly with the Board of County Commissioners.

D. Funding

Funding for Public Health Services is based on a projection of revenue to be received by Columbia County from the Oregon Health Authority. Funding for Environmental Health Services will be fees collected after required State remittance. Changes in the state budget may change the total funds received by Columbia County for one or more Public Health service elements. Columbia County, in its discretion may budget additional funds to support the programs. For fiscal year 2018, no additional funds are expected to be available to support the programs. Columbia County reserves the right to make contract adjustments to reflect the funding that becomes available from the State. Current funding allocations for Public Health Services are provided in Appendix F. Revenue from Environmental Health Services in Fiscal Year 2017 was \$111,947.40 with \$6,745.40 paid to the State pursuant to the Intergovernmental Agreement. Additional information about current and historical

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funding of Public Health and Environmental Health services in the County is available by contacting the Oregon Health Authority at:

Danna Drum, MDiv
Strategic Partnerships
Oregon Health Authority
Public Health Division
Office of the State Public Health Director
Danna.k.drum@state.or.us
Office: 971-673-1223

E. Program Property

1. Real Property. For the term of the contract for public health services the County will grant a license to use the Public Health building in St. Helens, Oregon, located at 2370 Gable Road, St. Helens, Oregon 97051, including parking areas, for Public Health and Environmental Health purposes only. Proposer shall indicate whether it proposes to use the Gable Road property for the provision of Public Health and/or Environmental Health services. If Proposer proposes to use the Gable Road property, the Proposal shall provide a proposed license fee for use of the building. The selected contractor will be required to insure the property and its contents from loss, and to pay all utilities and other costs associated with the use of the property, including maintenance costs.

2. Personal Property/Equipment. For the term of the agreement, the selected contractor(s) will be able to use supplies, and equipment in the County's possession for the provision of public health and environmental health services. A list of available property/equipment is included in the procurement documents at Appendix G. A proposal shall state whether such property will be used by Proposer.

PART III: INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

A. All proposals must be in the form specified in this packet, and must respond to all items requested. Proposals which are incomplete or which fail to include all items may be rejected.

B. Please follow the sequence of questions or documentation as requested in all sections of the proposal. Clearly label all responses so that they correspond to the question being asked. Restate the question in your proposal as it is stated in this document. Please be concise in addressing the criteria. Do not provide information that does not respond to the criteria requested. Any extraneous information will be removed from the proposal packet prior to review by the evaluators.

C. All proposals must be clearly computer generated or typewritten on 8½" x 11" paper with margins set at .5". Pages must be single-spaced, typed on one side only, and numbered. Font size must be no smaller than 14, with the exception of included charts and graphs. The entire proposal must be no more than 25 pages, exclusive of all attachments. Proposers shall use recycled materials to the extent possible in the preparation of proposals.

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Submit one (1) original proposal signed in blue ink, and six (6) additional copies of the proposal. Proposals are due by 5:00 pm on October 25, 2017, according to the clock in the Columbia County Board of Commissioners Office.

No faxed or emailed proposals will be accepted.

Postmark does not apply. All proposals must be received in the office of the Board of County Commissioners Office, 230 Strand, Room 338, St. Helens, Oregon 97051 by 5:00 p.m. on October 25, 2017. Jan Greenhalgh, Board Office Administrator, is the person designated for receipt of proposals.

D. A proposal from a corporation shall be signed by the president, the chief executive officer or other person authorized to act on behalf of the corporation and shall include evidence of the corporate officer's authority to sign. Identify the state of incorporation.

E. By submitting a proposal, a Proposer acknowledges that:

1. Proposer has read and understands this RFP, and
2. The Proposer is familiar with the conditions that will affect the Proposer's performance, if the Proposer is selected by the County.

F. Proposal Opening. All proposals received in compliance with the instructions of this RFP will be opened by the Evaluation Committee the week of October 25, 2017. Evaluations and scoring will take place subsequent to October 25, 2017. Proposals received after the date and time specified in Part III.C and/or proposals which are not prepared and filed in substantial compliance with the terms and conditions of this RFP will not be considered for evaluation or award of a contract.

G. Modification or Withdrawal of Proposal. A proposal may not be modified, withdrawn or canceled by the proposer for a ninety (90) day period following the time and date designated for the receipt of proposals and proposer so agrees in submitting the proposal. Prior to the time and date designated for receipt of proposals, proposals submitted early may be modified or withdrawn only by notice to the County at the place designated for receipt of proposals. Such notice shall be in writing over the signature of proposer or by facsimile. If by facsimile, written confirmation over the signature of proposer must have been mailed and postmarked on or before the date and time set for receipt of proposals. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals, provided that they are then fully in compliance with the RFP.

H. Protest procedures. Consistent with the County's Personal Services Contracting Rules, all protests of solicitation or selection processes are limited to the following issues and filing times:

1. Solicitation protest: Unless a different deadline is specified in the RFQ, RFP, or other solicitation documents, prospective personal service contractors may file a written protest, or request for change of particular solicitation provisions, specifications, or contract terms and conditions no later than seven calendar days prior to the close of the RFQ, RFP or other solicitation. Such protest or request for change shall include the reasons for the protest or request, and any proposed changes to the solicitation provision, specifications, or contract

terms and conditions. No protest against selection of personal services contractor or award of a personal services contract, because of the content of solicitation provisions, specifications, or contract terms and conditions, shall be considered after the deadline established for submitting such protest.

2. Selection protest: Every personal services contractor who submits a proposal in response to an RFP shall be mailed a copy of the selection notice sent to the highest ranked personal services contractor. Unless a different deadline is specified in the RFP, a personal services contractor who has submitted a proposal and claims to have been adversely affected or aggrieved by the selection of a competing personal services contractor, shall have seven calendar days after the date of the notice of selection to file a written protest of the selection with the Department. To be adversely affected or aggrieved, a protester must claim that the protester was the highest ranked personal services contractor eligible for selection, i.e., the protester must claim that all higher ranked personal services contractors were ineligible for selection because their proposals were non-responsive or the personal services contractors non-responsive. The Department shall not consider a selection protest submitted after the time period established in this subparagraph, or in the RFP if a different deadline is provided in the RFP.

3. The County shall promptly issue a written decision on the protest.

4. Review of the County's disposition of a written protest submitted in accordance with subparagraphs (1) and (2) shall be available by filing a written request for review of the Department's disposition with the Board of County Commissioners within seven calendar days. The County's Personal Services Contracting Rules are available for review by contacting the Office of County Counsel, 230 Strand, Room 20, St. Helens, Oregon 97051. 503-397-3839.

I. Submittal Costs. The cost of submittals and any other expenses related to this RFP, including travel for interviews or inspections, shall be entirely the responsibility of the proposer.

PART IV: PROPOSAL CONTENT

A. Title page. The Name and signature of the proposing firm's authorized representative, as well as his/her address and telephone number, must be provided. The proposal must be dated on this page. The authorized representative's signature will signify the proposer's agreement and compliance with all requirements set forth in the RFP, and specifically those listed below:

1. All data presented in the proposal is accurate and complete.

2. Acknowledgment that the proposer has read and understood the RFP and the proposal is made in accordance with the contents of the RFP, unless otherwise noted in the proposal.

3. The proposal shall be valid for ninety (90) days after submission of the proposal.

4. The cost of submittals and any related expenses, including travel for interviews or inspection, shall be entirely the responsibility of the proposer.
The discovery of any significant inaccuracy in information submitted by the proposer shall constitute good and sufficient cause for rejection of the proposal.

B. Agency or Organization Qualifications. Every agency or organization must provide a detailed description of its qualifications to provide the services.

1. Copies of providers' licenses, certificates, authorizations and other approvals required by law to deliver Services must be attached. If required certifications are not yet obtained, explain how Proposer will be qualified by February 1, 2018.

2. If a consortium of organizations is applying, a Qualification Sheet must be supplied for all parties in the joint proposal. There must be a qualified provider named to provide every Public Health service element and Environmental Health service element proposed for services.

3. Include timelines, organizational structure, hours of service, staff ratio, transportation and any other significant information.

4. Include availability and capability to perform the services, experience of key staff on comparable projects, demonstrated ability to successfully complete similar work in compliance with state and federal requirements.

5. Include references and recommendations from past clients, public and private.

6. Include performance history in meeting deadlines, submitting accurate reports, producing quality work, and meeting financial obligations.

7. Describe Proposer's knowledge and understanding of the work as shown through its approach to staffing and scheduling needs and suggested alternatives to any perceived problems.

C. Narrative.

Please submit the following:

1. List the Service Element Number and Title contractor and each subcontractor or consortium member will provide. Each Service Element must be addressed.

2. Background: Identify the problem or problems each program will address, and how communication will occur between contractor and subcontractors or consortium members.

3. Program Description and Scope of Work: Include the following in your description:

a. Programs to be provided.

b. How Community needs will be met.

- c. Number of clients each program will serve.
- d. Target population to be served by each program.
- e. Areas of Columbia County to be served by each program.
- f. Accessibility of each program to clients.
- g. Responsiveness of programs to diverse populations.
- h. "Evidence-based practices" to be employed to achieve best result.
- i. Project staffing plan and supervision to be provided.
- j. Collaboration or coordination with subcontractors or consortium member, other agencies, organizations, advisory boards, County staff, County Commissioners. Describe the method that will be used to establish networks and build cooperative linkages with various entities. How is this information communicated throughout the organization? Include letters to demonstrate the extent of community interest and support. Letters from clients and families should be included as appropriate.
- k. Challenges and barriers to success that may be encountered.
- l. Evaluation plans for measuring the program's successes.
- m. Availability of any special required resources or equipment.
- n. Identity of proposed subcontractors.

D. Management Information Systems. All contractors will be required to submit client enrollment, service and termination information in keeping with the Client Process Monitoring System (CPMS), eXPRS or other management information systems implemented by the State of Oregon. Proposals shall explain how current processes comply with State systems and/or how processes will be modified to comply with State systems on or before February 1, 2018.

E. Proposer financial detail. Proposers should provide the following information for Proposer and each contractor or consortium member proposed to perform services:

1. A copy of Proposer's most recently completed fiscal year audit.
2. A copy of the agency's annual operating budget for the current year. All contractors will be required to maintain a minimum two-month operating reserve. If Proposer does not currently maintain a two-month operating reserve, its proposal must include a description of how Proposer will reach a two-month operating reserve on or before February 1, 2018, and maintain the reserve.
3. A copy of the agency's most recent year-to-date balance sheet.

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4. Provide a detailed budget and budget narrative adequate to establish the reasonableness of proposal. Budget must total to allocation being proposed. Personnel must be budgeted by position level and indicate what percentage of management positions are part of the Administrative allotment. (Break this program out from entire agency budget). This should include major categories of non-labor operating expenses.
5. Clarify the percentage of budget used in Administration and what is included in Administration.
6. Describe the strategy that dictates the personnel salary scale.
7. Show minimum two-month operating reserve.

Information deemed to be confidential must be clearly identified as such and the State statute by which the information is claimed to be confidential shall be cited.

F. Insurance. Proposals shall address whether a proposer meets the insurance requirements for this procurement. Contractor is to provide a certificate of insurance demonstrating current coverage for liability in the amounts shown in Appendix H. The Certificate of Insurance is to name Columbia County, its agents, officers and employees, as well as the State of Oregon, the Oregon Health Authority and their officers, agents, and employees, as additional insureds and shall be accompanied by an additional insured endorsement.

G. Excluded Parties List. A contract award must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

PART V: EVALUATION AND SELECTION

A. Review Process. Award of contract(s) resulting from this solicitation shall be based upon a finding in the public interest by the Board of County Commissioners. Criteria used to identify the proposals that best meet the County's needs will include, but may not be limited to cost, quality, experience, expertise and reliability of Proposers, and approval of service provision design by Columbia County. Proposals shall initially be reviewed by a review panel appointed by the Board of County Commissioners. The review panel using Appendix I (Proposal Evaluation Sheet) shall review and rank proposals for each service area on the stated criteria and make recommendations to Board of County Commissioners. Final decisions about contract award will be made by the Board of County Commissioners. Contracts may be offered to multiple providers in a specific program area.

1. Submission of a proposal in response to this RFP serves as an indication of willingness to meet with the review panel to discuss the Proposal.

2. Proposals that do not contain all information required by this RFP or are otherwise non-responsive may be rejected or given a lower rating in the evaluation process.
3. The County may request supplemental information from a Proposer concerning the Proposer's ability to perform services. If a Proposer fails to provide supplemental information promptly after receiving a written request from the County, the County may refuse to consider the Proposer's proposal.
4. The County reserves the right to waive defects in a proposal if the County determines that it is in the public interest to do so.
5. The County reserves the right to reject any proposal or all proposals if the County determines that it is in the public interest to do so.
6. The County may interview representatives of selected Proposers, but the County is not required to interview all Proposers.
7. The County reserves the right to consider other criteria that are pertinent to the Proposer's qualifications in addition to criteria listed herein.
8. In cases of doubt or differences of opinion concerning the interpretation of this RFP, the County shall have exclusive discretion to determine the intent, purpose, and meaning of any provision in this RFP. The County retains exclusive discretion to determine:

- Whether proposal is complete and complies with the provisions of this RFP.
- Whether a Proposer should be allowed to submit supplemental information.
- Whether a representative of a Proposer will be interviewed.
- Whether irregularities or deficiencies in a proposal should be waived.

B. Evaluation Criteria.

1) Conformance with RFP requirements	Pass/Fail
2) Insurance	Pass/Fail
3) Excluded Parties List	Pass/Fail
4) Agency/Organization Qualification	35
5) Service Narrative	30
6) Management Information Systems	5
7) Financial Detail/Budget	30
TOTAL:	100

C. Selection.

1. The Board of County Commissioners will make the final selection decision, and it reserves the right to agree or not to agree with the recommendation of the evaluation committee.

2. All Proposers not selected will be notified of the County's decision. After the County issues a notice of intent to award contract(s), any Proposer may review the evaluation documentation at the office of the Board of County Commissioners, except for information that the County determines to be exempt from disclosure under ORS 192.501 or 192.502 or other applicable law. The protesting Proposer must submit a response in compliance with the County's protest rules, as described, below.
3. Selection Protests will be governed by the County's Personal Services Contracting Rules as described in Part III.F of this RFP.

PART VI : CONTRACT

The selected Proposer will be required to sign a personal services contract with Columbia County which will be prepared by the Office of County Counsel. A sample personal services contract is included with this Request for Proposals. Proposers must include in their proposals any proposed changes to the terms and conditions found in the sample contract.

PART VII: APPENDICES

- Appendix A: 2015-2017 Financial Assistance Agreement
- Appendix B: 2015-2017 Environmental Health Services Agreement
- Appendix C: Draft 2017-2019 Financial Assistance Agreement
- Appendix D: Draft 2017-2019 Environmental Health Services Agreement
- Appendix E: Sample Contract
- Appendix F: Current Public Health Funding Allocation
- Appendix H: Insurance
- Appendix I: Evaluation Sheet

APPENDIX I

PROPOSAL EVALUATION SHEET

Proposer _____

Date: _____

Proposal for Public Health Service Elements: _____

Proposal for Environmental Health Service elements _____

Required Submissions Present YES NO N/A

Title Page
Insurance Certificate
Excluded Parties List

Evaluation Criteria

Agency/Organization Qualification:

- Copies of licenses, certificates, authorizations
And other approvals required by law, or how
Will be obtained by Feb. 1, 2018
- Timelines, organizational structure, hours of service,
Staff ratio, transportation and other significant information
- Availability and capability to perform the services,
Experience of key staff on comparable projects,
Demonstrated ability to successfully complete
Similar work in compliant manner
- References and recommendations from past clients
- Performance history in meeting deadlines, submitting
Accurate reports, producing quality work, and meeting
financial obligations.
- Knowledge and understanding of the work as shown
Through approach to staffing and scheduling;
Suggested alternatives to perceived problems.

Maximum Points 35

Score _____

Service Narrative

- Service Element Number/Title

- Background on service provision

- Program Description and Scope
 - Programs to be provided
 - How community needs will be met
 - Number of clients each program will serve
 - Target population to be served by each program
 - Areas to be served
 - Accessibility of each program to clients
 - Responsiveness of programs to diverse populations
 - Evidence-based practices to be used
 - Project staffing plan and supervision
 - Collaboration
 - Challenges and barriers to success
 - Evaluation plans
 - Availability of special required resources
 - Identity of proposed subcontract

Maximum Points 30 Score _____

Management Information Systems

- How current processes comply or will comply

Maximum Points 5 Score _____

Financial Detail/Budget

- Audit
- Operating Budget
- Year to date balance sheet and budget for services
- Two-month operating reserve or plan to achieve
- Administrative costs
- Personnel salary scale

Maximum Points 30 Score _____

Other Comments:

TOTAL SCORE: _____

Reviewer's Signature: _____