

REQUEST FOR PROPOSALS



San Mateo County Youth Commission to
Advance Health, Equity, and Youth
Development

RFP Number HPP_2015-01

County of San Mateo Health System

Release Date: November 30, 2015

Responses must be Received
by 5:00 p.m. Pacific Standard Time
on January 15, 2016

REQUEST FOR PROPOSALS
FOR

**San Mateo County Youth Commission to Advance Health, Equity, and
Youth Development**

Proposals must be submitted electronically to

Proposals must be submitted to:

San Mateo County Health System

Attn: Juvy Ann Reyes

225 37th Ave.

San Mateo, CA 94405

jareyes@smcgov.org

By 5:00 p.m. Pacific Time on January 15, 2016

PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Proposals is a public record in its entirety. Also, all information submitted in response to this Request For Proposals is itself a public record **without exception**. Submission of any materials in response to this Request For Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

TABLE OF CONTENTS

SECTION I – GENERAL INFORMATION.....	4
A. STATEMENT OF INTENT	4
B. BACKGROUND	4
C. THE REQUEST FOR PROPOSAL PROCESS.....	4
SECTION II – SCOPE OF WORK	5
A. DESCRIPTION.....	5
B. LENGTH OF AGREEMENT	8
C. ADDITIONAL REQUIREMENTS/CONSIDERATIONS	8
SECTION III – GENERAL TERMS AND CONDITIONS	8
SECTION IV – REQUEST FOR PROPOSALS PROCEDURE.....	12
A. TENTATIVE SCHEDULE OF EVENTS.....	12
B. SUBMISSION OF PROPOSALS	12
C. CONFIDENTIALITY OF PROPOSALS	13
D. PROPOSAL EVALUATION	14
E. PROPOSAL RECOMMENDATION	15
F. NOTICE TO PROPOSERS.....	15
G. PROTEST PROCESS	15
SECTION V – PROPOSAL SUBMISSION REQUIREMENTS	16
A. GENERAL INSTRUCTIONS	16
B. COVER LETTER.....	<u>1716</u>
C. SPECIFIED CONTENT AND DETAILED SEQUENCE OF INFORMATION IN THE RFP	<u>1716</u>
D. TABBING OF SECTIONS.....	17
SECTION VI – ENCLOSURES	23

SECTION I – GENERAL INFORMATION

A. STATEMENT OF INTENT

As outlined in more detail in Section II – Scope of Work, this Request for Proposals (RFP) seeks a provider to successfully implement the San Mateo County Youth Commission (Youth Commission). The San Mateo County Youth Commission is an advisory commission to the San Mateo County Board of Supervisors, established in 1993 to address youth need in the county, and provide youth voice in local government. The Commission consists of 25 members, between the ages of 13-21, who reside or attend school in San Mateo County. Funded by the Health and Policy Planning Unit of the County’s Health Services, reporting to the Board of Supervisors, and housed under StarVista, the Commission is a collaborative effort of all three San Mateo County serving entities. The Youth Commission’s primary role is to advise on and create policy affecting youth in San Mateo County (SMC) to maximize youth’s health, equity, and development opportunities. The Health Policy and Planning Unit (HPP) of the San Mateo County Health System is seeking a contractor with experience in youth development and a commitment to supporting youth health and equity to manage, promote, champion, sustain, and provide oversight and support for the Youth Commission. The Youth Commission is countywide, intended to recruit and develop youth from all regions of the county. The target start date and term for the proposed services is April 2016 through June 2018, subject to negotiation of a final agreement and effective performance.

B. BACKGROUND

The mission of the San Mateo County Health System is to help San Mateo County residents to live longer and better lives. For more information on the San Mateo County Health System, visit: smchealth.org/divisions.

The implementation of the Youth Commission is supported by Get Healthy San Mateo County (GHSMC) – a collaborative initiative of the San Mateo County Health System and community-based organization, cities, schools, hospitals, and other leaders focused on advancing policy change to prevent diseases and ensure everyone has equitable opportunities to live a long and healthy life. For more information on GHSMC, visit www.gethealthysmc.org.

C. THE REQUEST FOR PROPOSAL PROCESS

This RFP seeks the submission of proposals to provide services from any and all interested and qualified proposers. The County of San Mateo seeks by way of this RFP to obtain the listed services in a manner that maximizes the quality of services while also maximizing value to the County and, by extension, the citizens of the County. Proposers must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's

demonstrated competency and experience in delivering services of a similar scope and type and local availability of the proposer's personnel and equipment resources.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

I. PROGRAM SERVICES

A. Youth Commission Implementation

Contractor shall staff, manage, advise, foster, develop and maintain the San Mateo County Youth Commission. The Youth Commission's role will be to advise and create policy affecting youth in San Mateo County to maximize health, equity, and youth development. The Youth Commission will consider implementation of committees as part of its working structure in order to advance adolescent health and equity priorities each year. Each committee will select priorities based on the [2014-15 Adolescent Report](#)'s findings and list of recommendations.

Contractor will work with the Health Policy and Planning (HPP) staff and the San Mateo County Board of Supervisors to support the Youth Commission in developing a strategy for advancing the prioritized policy recommendations and identifying allies within local agencies and community-based organizations to promote their agenda.

1. Contractor will implement specific activities to ensure the success of the Youth Commission, including:

- a. Recruitment: Strong leadership, recruitment, training, and oversight for 25 Youth Commission members to serve up to four one-year terms. Specific effort will be made to recruit Youth Commission members who can serve more than one year and represent geographic, ethnic, cultural, racial, and socio-economic diversity. Engage with San Mateo County school staff and other organizations to identify and nominate qualified youth from low-income families and youth of color to participate in the Youth Commission.
- b. Meetings: The Youth Commission will hold a monthly open forum public meeting between the months of September and May for community members and agencies to present policies, projects, and ideas for Youth Commission consultation. The schedule for the public meetings will be set the summer prior to the school year and will be published broadly throughout the community. The location of the meetings will rotate throughout various locations in the county to ensure equal access to the meetings for youth from different regions of the county (coast, north,

central and south). These public meetings operate under Robert's Rules of Order and are bound by the Brown Act. Contractor will develop agendas, and prepare speakers and Youth Commissioners for each meeting. Contractor will post meeting information and materials on a public website and update the Youth Commission website with up to date information. Contractor should consider using the Youth Commission's social media networks to engage more youth and promote a strong social media presence.

- c. Coordination: Contractor will work with the HPP staff to establish a partnership with the School Wellness Alliance (SWA). The Youth Commission coordinator will attend School Wellness Alliance Advisory Group (SWAAG) meetings to support the alignment of both initiatives.

2. Trainings and Leadership Development:

- a. The overall goal of the Youth Commission will be to place 18-25 Youth Commission members on a board, commission, or initiative oversight committee to represent the youth voice in support of advancing health and equity. Youth Commissioners may choose to sit on: 1) a public regional, county, or board or commission, and/or 2) a policy project group. If the number serving on a Board or Commission is significantly less than 18 or two-thirds of the Commission, the HPP staff and the contractor will revisit the board and commission strategy.
- b. All Youth Commissioners will be required to sit on one of the Youth Commission subcommittees and support the promotion of the key policy interests of the group. The Youth Commission will have approximately five subcommittees focused around the policy goals of the Adolescent Report that the youth are interested in advancing. Sample committees are: Immigrant Youth, Legislative, Teen Stress and Happiness, Environmental Protection, and Adolescent Needs. The policy impact of these committees will be achieved through interactions with government agencies/decision making bodies such as the Board of Supervisors Legislative Staff, the County Office of Education, San Mateo County Health System, and other entities.
- c. Health Policy and Planning staff will provide training to all Youth Commissioners on the topic of public health policy and advocacy, as well as training and grounding in the Adolescent Report findings and recommendations at the beginning of each year. Contractor will provide strategic support to Youth Commissioners as they advance their policy goals and partner with the Health Policy and Planning and other organizations and agencies as needed for support.
- d. Adults involved in commissions, boards, councils, and/or initiatives with Youth Commission members will serve as mentors and work in

partnership with the Youth Commissioners. A goal will be to provide an adult mentor for each youth. Special efforts will be made to support the leadership of youth commissioners from disadvantaged backgrounds in order to ensure their full participation on the commission and their ability to maximize learning and development opportunities.

- e. Contractor will provide a presentation on the mission and goals of the Youth Commission and an overview of the 41 Developmental Assets to commissions, boards, councils, and initiatives that are working with youth members for the first time and to other boards and commissions interested in youth participation and recruiting youth outside of the Youth Commission.
- f. The Youth Commission will prepare and present an annual update to the San Mateo County Board of Supervisors and other relevant County leadership sharing the relevant efforts, activities and interests of the Youth Commission.
- g. Contractor will provide leadership trainings or bring in speakers or trainers on leadership development, with a particular focus to leadership development of disadvantaged youth such as youth of color, low-income youth, girls and women, LGBTQ, and those with disabilities.

3. Research

- a. The Youth Commission will contribute to the development of the Adolescent Health Status Report supported by HPP. Youth Commissioners will partner with HPP staff to develop a report by utilizing data available from the CA Healthy Kids Survey, the U.S. Census, CA Department of Education and other relevant sources. Policy recommendations will be developed based on the analysis of the data and the needs that are identified. The policy priorities will guide the Youth Commission's work in subsequent years. The analysis and report will be updated approximately every five years, with the timeframe to be finalized in conjunction with the contractor. The report policy priorities will maintain over the course of four years with modifications only if the data has changed significantly.

4. Evaluation

- a. Contractor will develop and conduct an evaluation of the Youth Commission – working with the HPP team –incorporating measurable goals and objectives. Contractor will engage youth and adult allies in evaluation activities such as focus groups, key informant interviews, and/or surveys as needed and determined in the evaluation plan. Key indicators may include advancement of Youth Commission's policy priorities, indications of leadership development, number of youth of color,

low-income youth and other diversity factors on the commission, and number of youth serving on commissions and boards, among other measures.

- b. Contractor will conduct an evaluation to understand the impact of the Youth Commission on the youth and learn how well the contractor met their goals for a successful Youth Commission. This could include exit interviews with commissioners to understand the benefits to the youth and a focus on areas for Youth Commission improvements for upcoming years. HPP will provide support and oversight.

5. Key Partnerships:

- a. Youth Commissioners will work with HPP staff, as well as partner with the San Mateo County School Wellness Alliance to move their policy agenda forward.
- b. The Youth Commission will support HPP and the School Wellness Alliance and San Mateo County Schools to maximize participation in the California Healthy Kids Survey (CHKS). CHKS data will be used to generate data for the Adolescent Needs Report and to inform the policy priorities of the Youth Commission.
- c. Youth Commissions will partner with the San Mateo County Behavioral Health and Recovery Services Department to promote the Youth Mental Health First Aid training for school staff, community-based organizations and other entities working with young people.
- d. Youth Commissioners will work with youth-based organizing groups and other youth-based organizations to engage diverse youth in their policy agenda, learn from their perspective and build a partnership in the advancement of health, equity, and youth development in San Mateo County.

B. LENGTH OF AGREEMENT

The anticipated duration of the agreement will be for THREE (3) years, with services to tentatively begin on April 1, 2016.

C. ADDITIONAL REQUIREMENTS/CONSIDERATIONS

Contractors and their staff will be required to have a valid CA driver's license, be fingerprinted, complete a background check, and will require work on evenings and weekends.

SECTION III – GENERAL TERMS AND CONDITIONS

Read all Instructions. Read the entire RFP and all enclosures before preparing your proposal.

Proposal Costs. Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the County or otherwise reimbursed by the County.

Proposal Becomes County Property. The RFP and all materials submitted in response to this RFP will become the property of the County.

Questions and Responses Process. Submit all questions relating to this RFP by:

- a. E-mailed to: jareyes@smcgov.org

All questions must be received no later than 5:00 p.m. on December 28, 2015.

All questions and responses will be posted to www.gethealthysmc.org.

If changes to the RFP are warranted, they will be posted to the www.gethealthysmc.org website. It is the responsibility of each proposer to check the website for changes and/or clarifications to the RFP prior to submitting a response. A proposer's failure to do so will not provide a ground for protest.

Proposer Information Conference. All interested parties are invited to participate in a non-mandatory informational session that will be held as follows:

Wednesday, December 16
3:00 P.M. – 5:00 P.M.
225 37th Avenue, Diamond Room
San Mateo, CA 94403

During the Proposer Information Conference, the County may respond to questions received prior to the Conference. The County may choose to provide additional information following the Conference.

Alteration of Terms and Clarifications. No alteration or variation of the terms of this RFP is valid unless made or confirmed in writing by the County. Likewise, oral understandings or agreements not incorporated into the final contract are not binding on the County.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer must immediately notify the County of such error in writing and request modification or clarification of the document. If a proposer fails to notify the County of an error in the RFP prior to the date fixed for submission, the proposer shall submit a response at his/her own risk, and if the proposer enters into a contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Modifications or clarifications to the RFP will be posted to the Department website as outlined in Section III.5, above, without divulging the source of the request for same. The Department may, at its discretion, also give electronic notice by email to all parties who have notified the Department of their electronic contact information in response to this RFP, but no party that fails to receive email notice has any basis for protest given that all clarifications will be available online. It is the obligation of all proposing parties to check the Department website for updates regarding the RFP if they wish to be kept advised of clarifications prior to submitting a proposal.

Selection of Provider(s). The selection of a provider will be memorialized in the form of a “County Agreement with Independent Contractor” (see the enclosed sample template), authorized by a resolution of the County Board of Supervisors and signed by both parties.

The County reserves the right to reject any or all proposals without penalty. The County’s waiver of any deviation in the proposal shall in no way modify the RFP documents or excuse the proposer from full compliance with any eventual contract.

Once a provider is selected, the Agreement with that provider must still be negotiated and submitted to the San Mateo County Board of Supervisors for approval, and there is no contractual agreement between the selected provider and the County unless and until the Board of Supervisors accepts and signs the Agreement. Selection of a proposal for negotiation of contract terms and eventual submission to County leadership by way of an Agreement does not constitute an offer, and proposers acknowledge by submission of a proposal that no agreement is final unless and until approved by the Board of Supervisors.

Equal Benefits. With respect to the provision on employee benefits, contractor/provider must comply with the County Ordinance prohibiting discrimination in the provision of employee benefits between a full-time employee with a registered domestic partner and one with a spouse. See attached materials.

Jury Duty. The contractor must comply with the County Ordinance requiring that the contractor have and adhere to a written policy that provides its full-time employees who live in San Mateo County with no fewer than five days of regular pay for actual jury service in San Mateo County. This policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employee’s regular pay the fees received for jury service. See the Jury Service Requirements Chapter 2.85 of the Ordinance Code of San Mateo County enclosure. If the proposer has no employees that qualify for jury duty in San Mateo County, the proposer may satisfy this requirement by providing the County with written confirmation of the fact that (1) it has no such employees and (2) it will comply with the jury service pay ordinance with respect to any future qualifying employees.

Insurance. The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry

\$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.

Incomplete Proposals May be Rejected. If a proposer fails to satisfy any of the requirements identified in this RFP, the proposer may be considered non-responsive and the proposal may be rejected.

Contact With County Employees. As of the issuance date of this RFP and continuing until the final date for submission of proposals, all proposers are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFP except as otherwise permitted by this RFP. Any proposer found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFP.

Proposers should submit questions or concerns about the process as stated above. The proposer should not otherwise ask any County employees questions about the RFP or related issues, either orally or by written communication, unless invited to do so.

Group Purchasing Organization Participation. Proposers should keep in mind that the County is a participant in more than one Group Purchasing Organization (GPO), and this RFP is open to those who provide services under a GPO. Proposers should ensure their proposals are as competitive as possible while also providing the highest quality services in order to be considered a viable provider for the listed services. The County reserves the right to use a GPO provider if doing so is in the County's best interest, as determined solely by the County, even if that provider does not submit a proposal in response to this RFP.

Travel Costs. If the services requested will require you or your employees to travel to the Bay Area, and if the County opts to permit travel expenses to be reimbursed, there are some general guidelines regarding reimbursement rates that will apply. In general, the following restrictions should be kept in mind: reimbursement for the actual cost of lodging, meals, and incidental expenses ("LM&I Expenses") is limited to the then-current Continental United States ("CONUS") rate for the location of the work being done (San Mateo/Foster City/Belmont, California), as set forth in the Code of Federal Regulations and as listed by the website of the U.S. General Services Administration (available online by searching www.gsa.gov for the term 'CONUS'); airline and car rental travel

expenses (“Air & Car Expenses”) are limited to reasonable rates obtained through a cost-competitive travel service (for example, a travel or car-rental website), with air travel restricted to coach fares and car rental rates restricted to the mid-level size range or below; and certain other reasonable travel expenses (“Other Expenses”) such as taxi fares, parking costs, train or subway costs, etc. may be reimbursable on an actual-cost basis. You should not assume that the County will permit travel from the Bay Area to be reimbursed, and your proposal should include such travel costs if applicable. Travel costs should be minimized or eliminated in order for a proposal to be competitive.

Miscellaneous. This RFP is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFP. The County reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the County. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, the County assumes no liability for any unintentional errors or omissions in this document. The County reserves the right to waive or modify any requirements of this RFP when it determines that doing so is in the best interest of the County. Finally, the County may revise or clarify aspects of the required services after proposals are submitted by communicating directly to some or all of the providers that submitted proposals.

SECTION IV – REQUEST FOR PROPOSALS PROCEDURE

This section describes the general RFP procedure used by the County, and the remaining sections of this RFP list detailed requirements.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Proposals	November 30, 2015
Proposer’s Conference	December 16, 2015
Questions Submitted to County Deadline	December 28, 2015
Release Responses to Questions	December 30, 2015
Proposal Deadline	January 15, 2016
Formal Review of Proposals ⁽¹⁾	January 11-15, 2016
Contract Negotiations Begin ⁽¹⁾	January 18, 2016
Protest Deadline ⁽¹⁾	January 22, 2016
Recommendation to Board of Supervisors ⁽¹⁾	March 30, 2016

⁽¹⁾ Dates are subject to change

B. SUBMISSION OF PROPOSALS

Proposal: One (1) electronic copy via email to jareyes@smcgov.org no later than 5:00 p.m. on Friday, January 15, 2016 as listed in the TENTATIVE SCHEDULE OF EVENTS above. Proposals should be in the format required in Section V.A, below. There will be no public opening of proposals. All proposals shall be firm offers, and will so be considered by the County, although the County reserves the right to negotiate terms upon evaluation of the proposals. Proposals will be considered valid offers for a period of ninety (90) days following the close of the RFP.

All responses must be received by the stated date and time in order to be considered for award. The County will not be responsible for and may not accept late proposals due to slow internet connection, or for any other electronic failure (including but not limited to information transmission and internet connectivity failures).

By submitting a proposal, each proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined in the sole discretion of the County. The County reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a contractor, if any.

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the County, as determined in the sole discretion of the County.

C. CONFIDENTIALITY OF PROPOSALS

California Government Code Sections 6250 et seq. (the "California Public Records Act" or the "Act") defines a public record as any writing containing information relating to the conduct of the public business. The Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure. The materials submitted in response to this RFP are subject to the California Public Records Act.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record without exception. Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

If the County receives a request for any portion of a document submitted in response to this RFP, the County will not assert any privileges that may exist on behalf of the person

or entity submitting the proposal, and the County reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and applicable case law interpreting those provisions, the County and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claims whatsoever 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 to be inspected.

D. PROPOSAL EVALUATION

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the County may require a proposer's representative to answer specific questions orally and/or in writing. The County may also require a visit to the proposer's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFP evaluation. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified individual or firm will be recommended by the RFP Evaluation Committee based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor such as cost.

Responses to this RFP must adhere to the format for proposals detailed in Section V - PROPOSAL SUBMISSION REQUIREMENTS. The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

- Qualifications and experience of the entity, including capability and experience of key personnel and experience with other public or private agencies to provide these services
- Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
- Customer service
- History of successfully performing services for public or private agencies
- Ability to meet any required timelines or other requirements
- Claims and violations against you or your organization
- Cost to the County for the primary services described by this RFP
- References
- Compliance with County RFP and contractual requirements

The County may consider any other criteria it deems relevant, and the Evaluation Committee is free to make any recommendations it deems to be in the best interest of the County. Inaccuracy of any information supplied within a proposal or other errors

constitute grounds for rejection of the proposal. However, the County may, in its sole discretion, correct errors or contact a proposer for clarification.

Note that the County reserves the right to evaluate proposals solely based on each provider's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the County. Your proposal must be complete without relying on external websites, sales brochures, marketing materials or white papers.

The County reserves the right to accept proposals other than those with lowest costs.

E. PROPOSAL RECOMMENDATION

The Evaluation Committee will recommend a provider or providers or may recommend that the proposals be rejected. The County will then make its own decision as to whether to accept or reject the recommendations from the Evaluation Committee. Ultimate acceptance or rejection of the recommended proposal and execution of a contractual agreement is the independent prerogative of the County, notwithstanding any recommendations made by the Evaluation Committee. The County reserves the right to negotiate with any provider to finalize an agreement in relation to the proposer's response.

F. NOTICE TO PROPOSERS

The County is not required to give notice to proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the County will notify those who submitted proposals of their non-selection. Proposers may be notified at different times depending on the needs of the County.

G. PROTEST PROCESS

If a proposer desires to protest the selection decision, the proposer must submit by facsimile or email a written protest within five (5) business days after the delivery of the notice about the decision. The written protest should be submitted to the Senior Manager of Policy, Planning and Equity as outlined below. Protests received after the deadline will not be accepted. Protests must be in writing, must include the name and address of the proposer and the RFP number, and must state all the specific grounds for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest. A successful protest will include sufficient evidence and analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

The County will respond to a protest within TEN (10) business days of receiving it, and the County may, at its election, set up a meeting with the proposer to discuss the

concerns raised by the protest. The decision of the County will be final. The protest letter must be sent as follows:

Juvy Ann Reyes, Office Specialist
jareyes@smcgov.org
Facsimile: 650-573-2363

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

The proposal should be submitted in the following format:

A. GENERAL INSTRUCTIONS

All proposals should be typewritten or prepared on a computer and have consecutively numbered pages, including any exhibits, charts, and/or other attachments.

All proposals should adhere to the specified content and sequence of information described by this RFP.

Proposal: One (1) electronic copy via email to jareyes@smcgov.org no later than 5:00 p.m. on Friday, January 15, 2016 as listed in the TENTATIVE SCHEDULE OF EVENTS above. Proposals should be in the format required in Section V.A, below. There will be no public opening of proposals. All proposals shall be firm offers, and will so be considered by the County, although the County reserves the right to negotiate terms upon evaluation of the proposals. Proposals will be considered valid offers for a period of ninety (90) days following the close of the RFP.

By submitting a proposal, each proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined in the sole discretion of the County. The Department reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a contractor, if any.

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the County, as determined in the sole discretion of the Department.

All proposals must be delivered electronically as required by Section V.A, below, to:

Juvy Ann Reyes
225 37th Ave
San Mateo CA 94403
Email: jareyes@smcgov.org

Upon receipt by the Department, all proposals will be date/time stamped. All proposals received prior to the deadline for proposals will be kept in a secure place.

B. COVER LETTER

Provide a one page cover letter on your letterhead that includes the address, voice and facsimile numbers, and e-mail address of the contact person or persons. List the name and title of each person authorized to represent the proposer in negotiations.

Unless the proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the proposer to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

C. SPECIFIED CONTENT AND DETAILED SEQUENCE OF INFORMATION IN THE RFP

Each proposal should include sections addressing the following information in the order shown in the following section. The proposer should be sure to include all information that it feels will enable the Evaluation Committee and, ultimately, the County to make a decision. Failure of the proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but that you feel would be helpful, should be attached to the end of the proposal. The party submitting the materials should keep in mind the limitations on confidential information described in Section IV.

D. TABBING OF SECTIONS

Contractors will be required to have a valid CA driver's license, be fingerprinted, complete a background check, and will be required work on evenings and weekends.

TAB 1. SUPPLEMENTAL QUESTIONS:

Applicant should describe how they plan to implement the following minimum activities set forth in this contract. Develop a narrative that responds to the following questions. Limit 15 pages.

Implementation of the Youth Commission:

1. Describe why you are interested in this project.
2. Please indicate why you, your organization, or group is *qualified* to successfully perform the work proposed by this application. Describe values, previous

community/youth development and/or contract project experience including the scope of work, staff used, years of experience, and successful outcomes.

3. Describe the ability of your organization to fiscally manage this project.
4. What is your vision for staffing for the Youth Commission program?
5. What are the qualifications you will seek for the staff that coordinates the Youth Commission? And how do you plan to recruit and select that position(s)?
6. How will you recruit and screen 25 youth to serve on the San Mateo County Youth Commission annually, with emphasis on recruiting youth from underserved communities?
7. How will you ensure that the focus of the Youth Commission is on promoting youth development within County government and with all other sectors of the community?
8. How will you plan and organize monthly Youth Commission meetings and Youth Commission subcommittee meetings?
9. How will you see that youth have a voice in appropriate County Boards and Commissions? What Boards and commissions do you believe the youth commission members should serve on? How do you propose to ensure the work of other County Boards and Commissions informs the Youth Commission's work?
10. How will you match or leverage this activity with your current activities and funding?
11. Demonstrate your capacity to begin activities by March 2016 and ensure a complete Youth Commission is established by August 1, 2016 date. Activities can include: identifying staffing needs; development of an implementation plan; and outlining a strategy for program implementation.
12. How will you work with the local media to highlight positive youth development stories?

13. Describe your knowledge and experience that will ensure compliance with Robert's Rules and Brown Act.
14. How do you plan to advance youth leadership development, establish and maintain the Youth Commission website, maintain a social media presence, and support youth in research efforts?

Trainings and Leadership Development:

15. How will you train youth to serve on the San Mateo County Youth Commission? Describe type, trainers, and length of trainings.
16. How will you ensure that Youth Commissioners will inform the work of County Boards and Commissions?
17. How will youth involved in this initiative receive regular supervision and mentoring? How will you reach out to adult allies?
18. How will you work with the Youth Commission and its partnership with schools, community groups, agencies, and others to promote priority policies?
19. What are your plans to compensate and support youth through stipends? What financial and accounting mechanism do you have for providing stipends to youth? What is your philosophy regarding what activities qualify for stipends?

Health Policy and Planning and Community Partnerships:

20. How will you develop a collaborative partnership amongst all necessary parties to support the Youth Commission?
21. How will your group work as liaison between the San Mateo County Board of Supervisors and the San Mateo County Youth Commission?
22. How will you help to implement the policy recommendations of the 2015 San Mateo County Adolescent Report? Describe your experience with policy advocacy, particularly with youth-lead policy agendas.
23. How will you ensure that there is strong involvement of Youth Commissioners in the development of future Adolescent Reports?

24. How will you ensure there is adequate support for the Youth Commission to promote Youth Mental Health First Aid training, as well as collaborations with other relevant organizations?

Cultural Humility:

25. Describe your experience working with vulnerable youth, youth of color, and youth from diverse backgrounds and experiences.

26. Describe trainings or specific experiences you've had with cultural humility? (**Cultural humility** is the “ability to maintain an interpersonal stance that is other-oriented (or open to the other) in relation to aspects of cultural identity that are most important to the [person].”)

27. How do you propose supporting youth from disadvantaged backgrounds build their leadership within the Youth Commission?

Evaluation

28. What measurable objectives do you propose to be able to deliver in the first year? In the second year? In the third year?

29. Describe the evaluation techniques or methods you will use for this initiative.

30. How will you develop a quarterly report summarizing the progress of the Youth Commission towards meeting their goals in collaboration with the San Mateo County Health System staff?

BUDGET, WORKPLAN AND QUALIFICATIONS

Please submit a detailed budget including percent of staff time, staff titles, benefits, programmatic expenses and indirect expenses (not to exceed 12%).

A workplan with a timeline must be submitted.

Please include a resume or CV for all key staff identified for this project.

TAB 2 Qualifications and Experience:

- 1) How many people in total are employed by your company? Delineate between employees and consultants.
- 2) If applicable, list the professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and educational institutions of any applicable degrees, additional applicable training, and any professional certifications and/or licensing. In lieu of listing this information, you may submit a resume or curriculum vitae for each such individual if the resume/CV includes all the requested information.

TAB 3 Philosophy and Service Model:

This section describes your philosophy and service model for meeting the services required by this RFP. Relevant considerations include the quality and feasibility of your approach to meeting these needs, the manner in which you plan to provide adequate staffing (including planning for absences and back-up coverage, training, background checks, and staff monitoring, etc.), and equipment or other resources provided by you (if applicable). Keep these considerations in mind as you respond to the following:

- 1) Describe how you will fulfill the needs of the County described in this RFP. Attach a project plan, if appropriate.
- 2) List your needs for physical space and/or equipment at the County during this engagement, if any, aside from space or equipment that would be provided by the County as an obvious aspect of the requested services (for example, space to hold meetings, computers to document services, etc.).
- 3) Identify how you will meet all other aspects of the scope of work and related requirements stated above. List any items that you cannot provide.
- 4) Provide information on any other pertinent services, if any, that you will offer that will reduce costs or enhance revenue for the County.

TAB 4 Customer Service:

- 1) In the event of a routine problem, who is to be contacted within your organization?
- 2) In the event of the identification of a problem by the County, its clients, and/or other applicable constituents, describe how you will address such problems and the timeframe for addressing them.

TAB 5 Claims, Licensure, Non-Discrimination, and Health Insurance Portability and Accountability Act (HIPAA) Violations Against Your Organization:

List any current licensure, HIPAA, non-discrimination claims against you/your organization and those having occurred in the past five years, especially any resulting in claims or legal judgments against you.

TAB 6 Cost Analysis and Budget for Primary Services:

- 1) Provide a detailed explanation for all costs associated with your providing the requested services if you are selected.
- 2) Is travel time to the County expected to be billable? If so, how will travel time invoices be calculated? Generally, proposals that do not include travel time or expenses are preferred unless the services requested require travel as part of the service.
- 3) Include start-up costs if any.

~~TAB 7 Cooperative Purchasing:~~

- ~~1) State whether the resultant contract can be extended to other San Mateo County departments and/or public agencies in the San Francisco Bay area upon their request. Your response to this inquiry will not affect the selection decision unless other factors are deemed to be equal by the County.~~
- ~~2) List any additional services that you foresee may be necessary, if any, and list the proposed costs for such services.~~

TAB 7 Quality/Program Evaluation:

- 1) Contractor will develop and conduct an evaluation of the Youth Commission – working with the HPP team –incorporating measurable goals and objectives.
- 2) Contractor will conduct an evaluation to understand the impact of the Youth Commission on the youth and learn how well the contractor met their goals for a successful Youth Commission.

TAB 8 References:

- 1) List at least three business references for which you have recently provided similar services. Include contact names, titles, phone numbers and e-mail addresses for all references provided.
- 2) Provide at least three client/patient references, if applicable and appropriate, for whom you have provided more than occasional services. Include names, titles, e-mail addresses and phone numbers for these individuals.

TAB 9 Statement of Compliance with County Contractual Requirements:

A sample of the County's standard contract (including Exhibits A and B) is attached to this RFP. Each proposal must include a statement of the proposer's commitment and ability to comply with each of the terms of the County's standard contract, including but not limited to the following:

- 1) The County non-discrimination policy
- 2) The County equal employment opportunity requirements
- 3) County requirements regarding employee benefits

- 4) The County jury service pay ordinance
- 5) The hold harmless provision
- 6) County insurance requirements
- 7) All other provisions of the standard contract

In addition, the proposer should include a statement that it will agree to have any disputes regarding the contract venued in San Mateo County or Northern District of California.

The proposal must state any objections to any terms in the County's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, the County will assume the proposer is prepared to sign the County standard contract template as-is.

NOTE: The sample standard contract enclosed with this RFP is a template and does not constitute the final agreement to be prepared for the selected service provider. Do not insert any information or attempt to complete the enclosed sample contract template. Once a provider is selected, the County will work with the selected provider to draft a provider-specific contract using the template. However, each proposal should address the general terms of the standard contract as requested within this RFP.

SECTION VI – ENCLOSURES

Enclosure 1 Standard County Agreement template with Contractor

Enclosure 2 Equal Benefits Program – Frequently Asked Questions

Enclosure 3 Equal Benefits Requirements Chapter 2.84 of the Ordinance Code of San Mateo County

Enclosure 4 Jury Service Requirements Chapter 2.85 of the Ordinance Code of San Mateo County

Enclosure 5 Fingerprinting Requirement Form

Enclosure 6 Attachment I: Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

Exhibit B

In consideration of the services provided by Contractor in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms: