

**COUNTY OF SONOMA**  
**DEPARTMENT OF HEALTH SERVICES**  
**Administrative Services**

Federally Qualified Health Center for Intellectually and  
Developmentally Disabled Individuals

REQUEST FOR PROPOSALS #16-010

DATE OF ISSUE: July 11, 2016

County of Sonoma, Department of Health Services  
Administrative Services  
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## **Section 1: Introduction and Project Description**

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The Sonoma County Department of Health Services (Department) is pleased to invite you to respond to this Request for Proposals (RFP). This RFP outlines the information necessary to understand the competitive selection process and the required documentation necessary for the submission of proposals. All interested proposers must meet the requirements specified in this RFP.

The State of California has announced the closure of the Sonoma Developmental Center (SDC) and relocation of residents by the end of 2018. The Sonoma County Department of Health Services, in collaboration with the Sonoma County SDC Coalition, is seeking proposals for Federally Qualified Health Care Center(s) (FQHC) to provide medical, dental and behavioral health services to former SDC residents, current clients of the North Bay Regional Center (NRBC) and other regional centers, as well as other intellectually and developmentally disabled (I/DD) individuals residing in Sonoma County and surrounding communities beginning in 2018.

The SDC currently is licensed and certified as a General Acute Care hospital with Skilled Nursing and Intermediate Care Facility (ICF) services. The SDC has approximately 350 residents, including individuals living in nursing facilities and residents residing in an ICF. As part of its service scope, the SDC provides, or contracts for, the full range of medical, dental and behavioral services required by SDC residents.

The Sonoma Development Center Coalition is a group of community stakeholders including the County of Sonoma, Sonoma County Land Trust, Parent Hospital Association, Sonoma Ecology Center, and the Department of Health Services interested in comprehensive and sustainable care approaches to address the specific needs of the regional I/DD population. There is strong interest in developing partnerships with FQHCs as the SDC approaches closure to meet the needs of the former SDC residents, clients of regional centers and other I/DD individuals. Additionally, FQHCs are uniquely positioned to utilize enhanced Medi-Cal payments.

All proposals must be submitted to the Department by the proposal due date set forth in Section 2 (Schedule of Key Dates) below. The Department will review the proposals and present them to the SDC Coalition Leadership Group that will support one or more models to provide comprehensive care to the I/DD population. The successful proposer(s) will work closely with the SDC Coalition as it negotiates with the State the development of the I/DD focused FQHC services, including funding, services, staffing, and location(s).

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## Section 2: Schedule of Key Dates

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The following schedule of key dates is subject to change without notice to proposers.

July 11, 2016	Release Request for Proposals on Behalf of SDC Coalition
July 18, 2016 2:00 PM	Proposer Questions Due by 2:00 p.m.
July 25, 2016	County Response to Questions
August 26, 2016 2:00 PM	Proposals Due by 2:00 p.m.
September 15, 2016	Proposals Evaluated by SDC Coalition
September 23, 2016	Finalist Interviews Conducted (if applicable)
September 30, 2016	Issue Notice of Intent to Award on Behalf of SDC Coalition

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## Section 3: Local Preference

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It is the policy of the County of Sonoma (County) to promote employment and business opportunities for local residents and firms on all contracts and give preference to local residents, workers, businesses, and contractors to the extent consistent with the law and interests of the public. A Local Service Provider is defined as a business or contractor that has a valid physical address located within Sonoma County from which the vendor or contractor operates or performs business on a day-to-day basis, and holds a valid business license if required by a city within the jurisdiction of Sonoma County.

For quantitative evaluations of proposals, the locality of the service provider shall be included as an evaluation criterion in RFPs. Extra percentage weighting of 5% shall be provided in the total rating score for local service providers. For qualitative evaluations of proposals, the Department will consider the locality of contractors or businesses and their sub-contractors along with other criteria identified in this RFP. If there is more than one service provider being considered and the providers are competitively matched in terms of other criteria, local service providers should be selected. If hiring sub-contractors, the County strongly encourages using local service providers. More information about the County's purchasing policies can be found at:

<http://www.sonoma-county.org/purchasing/selling.htm>

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## Section 4: Minimum Qualifications

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The successful proposer(s) must possess the following qualifications:

1. Designated as a Federally Qualified Health Center in California.
2. Demonstrated ability to perform the services described.
3. Experience and qualifications commensurate with this project to deliver on proposed scope of services, cost analysis to provide services, experience, qualifications, expertise in providing services to target population.

4. Completeness of qualifications.
5. Locality of the respondent to ensure completeness of services at the proposed site.
6. Ability to meet proposed timeline.
7. Demonstrated ability to provide culturally competent services.

### **Section 5: Scope of Services**

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The Department, on behalf of the SDC Coalition, is requesting proposals from interested providers outlining their proposed approach to providing medical, dental, behavioral health and support services to former SDC residents and other I/DD individuals in the region.

**IMPORTANT:** It is unclear if the existing SDC medical clinic facility will be available to be used as the site for the future health center. For this reason, it is requested that proposals address two facility options: **1) health center located on-site at the current SDC medical clinic facility**, and **2) health center located at a separate facility** (e.g. new site, part of existing health center, or other configuration).

Interested parties submitting proposals must include the following components:

**Program Vision** –A brief description of the organization’s overall approach and philosophy for serving the developmentally disabled population and creating a specialized health center.

**Qualifications** – Description of the organization’s experience and expertise in serving specialized and complex patient populations.

**Target Patient Population** – Describe the target patient population, including patient disabilities, geographic service reach and anticipated number of patients served annually. Please consider information available regarding current SDC population, current clients of Regional Centers, and additional data on I/DD clients in the North Bay and surrounding areas.

**Scope of Services, Hours and Staffing**– Describe the scope and level of medical, dental and behavioral health and support services to be offered at the proposed health center. At a minimum, the scope of services must include primary care, podiatry, orthopedics, neurology, physical therapy, dental services (including sedation and general anesthesia) and case management/coordination. Additionally, outline the proposed approach to ensuring adequate transportation and/or access to medical services (e.g. transportation services, home visits). Additionally, describe proposed number of site hours per week and anticipated Full Time Equivalent (FTE) staffing by position. Describe how you will ensure that staff have experience serving the I/DD population. Lastly, describe any differences in services, hours and staffing for different facility options. See Attachment A for a description of existing SDC medical services.

**Facility Option 1 (Existing SDC Medical Clinic Site)** – Describe the potential advantages, disadvantages and key considerations for operating a specialized health center on the existing SDC medical clinic site. This may include impact on services provided, start-up/operating costs,

patient access, regulatory/compliance issues or other considerations. See Attachment A for additional guidance for developing facility costs.

**Facility Option 2 (New Health Center Site)** – Provide an overview of the proposed facility approach and rationale for a new health center site, including location, size and relationship to existing facilities. For example, facility options include construction/development of a new separate facility or provision of services at an existing health center site. Additionally, describe the potential advantages and disadvantages of a new health center site. See Attachment A for additional guidance for developing facility costs.

**Start-up Budget** – Provide a detailed budget outlining start-up costs for both facility options related to facility development, other capital costs, and other start-up expenses.

**Two-Year Operational Budget and Budget Description** – Include a detailed two-year operating budget for both facility options. In addition to outlining line-item expenses, the budget should detail assumptions for year-one service ramp-up, patient and visit projections by service, cost per visit projections by service and projected annual cost per patient. Applicants are not expected to outline projected revenue or payer mix. See Attachment A for additional guidance on visit projections, payer mix and other budget-related items.

*Please note that Attachment A included at the end of this RFP provides key assumptions and additional guidance on response to this Request for Proposal.*

## **Section 6: Proposal Submittal Form**

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### **6.1 Form**

Proposers must submit one (1) electronic copy to the County of Sonoma’s Supplier Portal. The link to the Supplier Portal is: [Sonoma County Supplier Portal](#).

Note: Proposers must be registered to submit electronic submittals. See registration instructions on the Supplier Portal link above.

Additionally, proposers must submit one (1) signed original, and five (5) copies of the signed proposal. Do not place an original or copies in binders. Proposals must be enclosed in a sealed envelope or package and clearly marked “Department of Health Services, Administrative Services, Federally Qualified Health Center for Intellectually and Developmentally Disabled Individuals - RFP.” Proposals shall be submitted to:

Jen Lewis, Special Projects Director  
Sonoma County Department of Health Services  
3313 Chanate Road  
Santa Rosa, CA 95404  
[jen.lewis@sonoma-county.org](mailto:jen.lewis@sonoma-county.org)

## 6.2 Due Date

Proposals must be received, regardless of when it was postmarked, no later than 2:00 p.m. on August 26, 2016. The proposal due date is subject to change. If the proposal due date is changed, all respondents to the original RFP will be notified of the new date. In addition, information will be posted on the Purchasing website.

Failure to meet the proposal submission deadline is considered an indisputable basis for disqualification. **Late proposals will not be accepted nor forwarded to the SDC Coalition to be evaluated.**

## 6.3 General Instructions

To receive consideration, proposals shall be made in accordance with the following instructions:

1. The completed proposal shall be without alterations or erasures.
2. No oral or telephonic proposals will be considered.
3. The submission of a proposal shall be an indication that the proposer has investigated and understands and agrees with the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the County, including all terms and conditions contained within this RFP.

## Section 7: Proposal Format and Content

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For ease of review and to facilitate evaluation, the proposals for this project should be organized and presented in the order requested as follows:

### 7.1 Cover Letter

Proposals shall include a cover letter that includes the following:

1. The proposer's name or DBA, full mailing address, e-mail address, telephone number, and the name of the primary contact person.
2. Statement that proposer claims entitlement to the County's Local Preference Policy for Services and has a valid physical address located within Sonoma County from which proposer operates or performs business on a day-to-day basis, and holds a valid business license if required by a city within the jurisdiction of Sonoma County (if applicable).

### 7.2 Organizational Information

In addition to the information provided in Section 7.1 (Cover Letter), proposals shall provide the proposer's IRS status, number of years in business, core competencies.

### 7.3 Qualifications and Experience

Provide specific information in this section concerning proposer's experience in the services specified in this RFP.

#### 7.4 Scope of Services

Information requested in Section 5 (Scope of Services).

#### 7.5 Additional Information

Include any other information you believe to be pertinent but has not been listed as required.

### **Section 8: Corrections and Addenda**

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If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the proposer shall immediately notify the contact person of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below and notification given to all parties in receipt of this RFP.

If a proposer fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the proposer shall submit a proposal at their own risk, and if the proposer is awarded a contract they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.

Addenda issued by the Department interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The proposer shall submit the addenda cover sheet with the proposal (or deliver them to the address set forth in Section 9 below, if the proposer has previously submitted a proposal to the Department). Any oral communication by the Department's designated contact person or any other County staff member concerning this RFP is not binding on the Department and shall in no way modify this RFP or any obligations arising hereunder.

### **Section 9: Written Questions**

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All questions regarding the content of this RFP must be submitted in writing, either by e-mail or letter, and must be received by the date indicated in the Key Event Dates table identified in Section 2. Questions will not be accepted by phone.

Submit questions via letter or e-mail to:

Jen Lewis, Special Projects Director  
Sonoma County Department of Health Services  
3313 Chanate Road  
Santa Rosa, CA 95404

When the County has completed its review of the questions, all of the questions and answers will be shared with all potential bidders through a version update in the County's supplier portal listed in Section 14. No questions about the development of proposals will be answered after the Proposer Questions due date as listed in Section 2.



### **Section 10: Selection Process**

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1. All proposals received by the specified deadline will be reviewed by the Department for content, including but not limited to related experience and professional qualifications of the proposers.
2. County employees will not participate in the selection process when those employees have a relationship with a person or business entity submitting a proposal which would subject those employees to the prohibition of Section 87100 of the Government Code. Any person or business entity submitting a proposal who has such a relationship with a County employee who may be involved in the selection process shall advise the Department of the name of the County employee in the proposal.
3. After review by County, the Department will forward the proposals to the SDC Coalition for final review.
4. Proposals may be evaluated using the following criteria (note that there is no value or ranking implied in the order of this list):
  - Demonstrated ability to perform the services described
  - Experience, qualifications and expertise
  - Budget
  - A demonstrated history of providing similar services
  - Completeness of proposal
  - The locality of the proposer
  - Any other factors the evaluation committee deems relevant
5. The County Department Head in consultation with the Purchasing Agent reserves the right, in their sole discretion, to take any of the following actions: waive informalities or minor irregularities in any proposals received, reject any and all proposals, cancel this RFP, or modify and re-issue this RFP. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of the Department. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.
6. The Department may, during the evaluation process, request from any proposer additional information which the Department, on behalf of the SDC Coalition, deems necessary to determine the proposer's ability to perform the required services. If such information is requested, the proposer shall be permitted three (3) business days to submit the information requested.
7. An error in the proposal may cause the rejection of that proposal; however, the Department may, in its sole discretion, retain the proposal and make certain corrections. In determining if a correction will be made, the Department will consider the conformance of the proposal to the format and content required by this RFP, and any unusual complexity of the format and content required by this RFP. If the proposer's intent is clearly established based on review of the complete proposal submittal, the

Department may, at its sole option, correct an error based on that established content. The Department may also correct obvious clerical errors. The Department may request clarification from a proposer on any item in a proposal that Department, on behalf of the SDC Coalition, believes to be in error.

8. The SDC Coalition reserves the right to select the proposal(s) which in its sole judgment best meets the needs of the former SDC residents and I/DD population broadly in the region.
9. RFP results and information regarding the selected FQHC(s) will be posted on the Department of Health Services website providing notification to all interested parties.

### **Section 11: Finalist Interviews**

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If following initial screening the SDC Coalition determines that finalist interviews are necessary, the SDC Coalition may select those proposers deemed most qualified for this project for further evaluation. Interviews of these selected proposers may be conducted as part of the final selection process. Interviews may or may not have their own separate scoring during the evaluation process.

### **Section 12: Miscellaneous Provisions**

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#### **12.1 Rights and Regulations**

1. The issuance of this RFP does not constitute an award commitment on the part of the County and/or the SDC Coalition, and the County and SDC Coalition shall not pay for costs incurred in the preparation or submission of proposals. All costs and expenses associated with the preparation of this proposal shall be borne by the proposer.
2. The SDC Coalition reserves the right to reject any or all proposals or portions thereof if the SDC Coalition determines that it is in the best interest of the SDC Coalition to do so.
3. The Department and/or the SDC Coalition may waive any deviation in a proposal. The Department and/or the SDC Coalition's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations. The SDC Coalition reserves the right to reject any or all proposals, or to waive any defect or irregularity in a proposal. The SDC Coalition further reserves the right to select a proposer that, in the SDC Coalition's judgment, best serves the needs of the SDC Coalition.
4. All proposers submit their proposals to the Department with the understanding that the proposed models selected by the SDC Coalition are final.
5. Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. Once the notice of intent to award is issued by the Department, all proposals shall be deemed public record. In the event that a proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the

proposer to clearly identify those portions with the word “Confidential” printed on the top right hand corner of each page for which such privilege is claimed, and to clearly identify the information claimed confidential by highlighting, underlining, or bracketing it, etc. Examples of confidential materials include trade secrets. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. The Department will consider a proposer’s request for exemptions from disclosure; however, the County will make its decision based upon applicable laws. An assertion by a proposer that the entire proposal, large portions of the proposal, or a significant element of the proposal, are exempt from disclosure will not be honored and the proposal may be rejected as non-responsive. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.

6. The Department will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the proposals. Proposers are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Proposers are advised that the Department does not wish to receive confidential or proprietary information and those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

<LEGAL NAME OF PROPOSER> shall indemnify, defend and hold harmless the County of Sonoma, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code § 6250 et seq.) arising out of, concerning or in any way involving any materials or information in this proposal that <LEGAL NAME OF PROPOSER> has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

## **12.2 Pre-contractual Expenses**

The County and the SDC Coalition shall not be liable for any expenses incurred by the selected proposer. The County and SDC Coalition shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

## **12.3 Proposal Alternatives**

Proposers may not take exception or make material alterations to any requirement of the RFP. Alternatives to the RFP may be submitted as separate proposals and so noted on the cover of the proposal. The Department reserves the right to consider such alternative proposals, and to award an agreement based thereon if it is determined to be in the SDC Coalition’s best interest and such proposal satisfies all minimum qualifications specified in the RFP. Please indicate clearly in the proposal that the proposal offers an alternative to the RFP.

#### **12.4 Lobbying**

Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of the SDC Coalition, any member of the Sonoma County Board of Supervisors, or any employee of the County of Sonoma, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

#### **12.5 Duration of Proposal**

All proposals will remain in effect and legally binding for at least ninety (90) days.

#### **12.6 Withdrawal and Submission of Modified Proposal**

A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or their authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

### **Section 13: Protest Process**

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Any and all protests must be in writing and must comply with the timelines and procedures set forth at:

<http://sonomacounty.ca.gov/General-Services/Purchasing/Doing-Business-with-the-County/Protests-and-Appeals/>

### **Section 14: Web Site References**

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<http://www.sonoma-county.org/purchasing>

<http://sonomacounty.ca.gov/General-Services/Purchasing/Doing-Business-with-the-County/Supplier-Portal/>

<http://sonomacounty.ca.gov/Departments-Agencies/Health-Services/>

### **Section 15: Attachments**

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