

# SAN MATEO COUNTY

DEPARTMENT OF PUBLIC WORKS



REQUEST FOR PROPOSALS  
FOR  
VERTICAL TRANSPORTATION  
(ELEVATOR CONSULTING SERVICES)  
REQUEST FOR PROPOSAL NO. 2015-002

*County of San Mateo*

*Department of Public Works/Facilities Division*

Release Date: November 20, 2015

**Responses Must be Received by 4:00 p.m.**

**on January 8<sup>th</sup>, 2016**

**REQUEST FOR PROPOSALS  
FOR  
VERTICAL TRANSPORTATION CONSULTING SERVICES**

Proposals must be submitted to:

DEPARTMENT of Public works

**Attn: Douglas R. Koenig**

555 County Center

Redwood City, CA 94063

**By 4:00 P.M. Pacific on**

**January 8th, 2016**

**PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME**

***Note regarding the Public Records Act:***

Government Code Sections 6550 *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

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## **SECTION I – GENERAL INFORMATION**

### **A. STATEMENT OF INTENT**

As outlined in more detail in Section II – Scope of Work, below, this Request for Proposals (RFP) seeks proposals from qualified Service Providers. The target commencement date and term for the proposed service is January 2016 through December 2019, subject to negotiation of a final agreement.

### **B. BACKGROUND**

The Department of Public Works (DPW or Department) plans, designs, constructs, operates, manages and maintains all County-owned facilities to ensure they are safe and accessible to residents and clients of County agencies, the general public, and County employees. DPW has a budget of approximately \$200 million and is staffed with over 300 employees in five divisions: Administrative Services and Airports, Engineering and Resource Protection, Facility Services, and Road Services, supporting the 46 special districts governed by the Board of Supervisors and administered by DPW.

### **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 Department, which is a part of the government of 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**

DPW seeks the services of vertical transportation (elevator) consulting service providers with expertise in all areas of existing in place and new vertical transportation design, new construction, modification, service and maintenance. It is anticipated that contracts will be issued to two (2) vertical transportation consulting service providers. Service Providers will be selected to enter into Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts with DPW for consulting services related to equipment repair and/or installation on existing vertical transportation equipment, proposed new capital projects and other projects as necessary.

Service Providers may be assigned various projects and tasks as may arise, based on the location and nature of the services required and the qualifications and resources of the Service Providers. Because the scope and number of projects and tasks are unknown at the time of contract execution, the contracts are known as ID/IQ contracts.

The scope of work may include any or all of the following services:

Existing vertical transportation equipment.

- Perform existing equipment assessments and provide professional level reports on condition and recommendations.
- Evaluate service levels, maintenance, equipment condition and operation and make recommendations. Report on competence of preventative maintenance program and make recommendations.
- Analyze, monitor and assess equipment operations compared to optimum potential.
- Develop contract maintenance, modernization or alteration specifications customized to the building requirements and assist in the selection and monitoring of contractors.
- Review of contractor bids, submittals, and any claims.
- Assess and report on elevator damage.
- Perform periodic and certification inspections.
- Develop, review, or provide input as requested relative to operational performance standards, maintenance standards, and other similar document sets.
- Other typical vertical transportation consultant tasks as requested.

New capital projects and new equipment installations.

- Provide comprehensive traffic analysis of handling capacities and waiting intervals.
- Determine locations, number, duty and sizing of proposed equipment and establish design criteria, financial estimates and technical specifications.
- Recommend special services, accessibility features and security applications.
- Review of contractors bids, submittals, and any claims.
- Provide performance testing of the completed installation and monitor maintenance through warranty.
- Other typical vertical transportation consultant tasks as requested.

## **B. LENGTH OF AGREEMENT**

The anticipated duration of the agreement will be for three years, with services to tentatively begin January 2016

## **C. ADDITIONAL REQUIREMENTS/CONSIDERATIONS**

Experience with the following:

- California Historical Building Code
- California Office of Statewide Health Planning and Development
- California Board of Corrections
- New Construction
- Existing Facility Remodel

### **SECTION III – GENERAL TERMS AND CONDITIONS**

1. **Read all Instructions.** Please read the entire RFP and all enclosures before preparing your proposal.
2. **Proposal Includes the RFP.** This RFP constitutes part of each proposal and includes the explanation of the Department's needs, which must be met.
3. **Proposal Costs.** Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the Department or otherwise reimbursed by the County.
4. **Proposal Becomes County Property.** The RFP and all materials submitted in response to this RFP will become the property of the County.
5. **Questions and Response Process.** Submit all questions relating to this RFP by one of three methods: **You may choose one or all of these**

- |    |                     |   |
|----|---------------------|---|
| A. | <u>Mailed to:</u>   | Douglas R. Koenig, Deputy Director<br>555 County Center 5 <sup>th</sup> Floor<br>Redwood City, CA 94063 |
| B. | <u>E-mailed to:</u> | <a href="mailto:dkoenig@smcgov.org">dkoenig@smcgov.org</a>  |
| C. | <u>Faxed to:</u>    | 650/361-8221 Attn: Douglas R. Koenig  |

All questions must be received no later than **4:00 p.m. on December 10, 2015**

All questions and answers will be posted on the Department website at <http://publicworks.smcgov.org/projects-out-bid>

The Department may, at its option, email prospective proposers with the questions and answers in addition to posting them on the website listed above. If you wish to receive such notice, you may email Douglas R. Koenig at the email address above before you submit a proposal.

If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP, and posted to the website. It is the responsibility of each proposer to check the website listed above for changes and/or clarifications to the RFP prior to submitting a response, and a proposer's failure to do so will not provide a ground for protest.

6. **Alteration of Terms and Clarifications.** No alteration or variation of the terms of this RFP are 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 Department 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.

7. **Selection of Vendor(s).** The selection of a vendor will be memorialized in the form of a "County Agreement with Independent Contractor" (see the sample template at Section VI, Enclosures 1-3, below), 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 an immaterial deviation in the proposal shall in no way modify the RFP documents or excuse the proposer from full compliance with the specifications if the proposer enters into a contract.

Once a vendor is selected, the Agreement with that vendor 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 vendor 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.

8. **Equal Benefits.** With respect to the provision on employee benefits, Contractor/vendor 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 Section VI, Enclosure 4.
9. **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 the fees received for jury service from the employee's regular pay. See Section VI, Enclosure 4. 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) its policy is to comply with the jury duty pay ordinance with respect to any future qualifying employees.

10. **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 maintains 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.
11. **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.
12. **Contact With County/Department 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 outlined in Section III.5, above. The proposer should not otherwise ask any County/Department employees questions about the RFP or related issues, either orally or by written communication, unless invited to do so.

13. **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 vendor for the listed services. The County reserves the right to use a GPO vendor if doing so is in the County's best interest, as determined solely by the Department, even if that vendor does not submit a proposal in response to this RFP.
14. **Travel Costs.** If the services being requested will require you or your employees to travel to the Bay Area, and if the Department 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](http://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 Department 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.

15. **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.

## **SECTION IV – RFP PROCEDURE**

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

### **A. TENTATIVE SCHEDULE OF EVENTS**

<b>EVENT</b>	<b>TARGET DATE</b>
1. RFP Release Date	November 20, 2015
2. Deadline to Submit Written Questions	December 10, 2015
3. Release of Responses to Written Questions	December 11, 2015
4. Proposal Deadline – Proposals Must be RECEIVED by 4:00 p.m. on This Date	January 8, 2016
5. Announcement of Recommendation *	January 15, 2016
6. Protest Deadline*	January 22, 2016
7. Recommendation to Board of Supervisors*	February 2016

*\*These dates/times are subject to change*

### **B. SUBMISSION OF PROPOSALS**

**Proposal:** Two (2) original hard copies to Douglas R. Koenig c/o Zulma Singer and one (1) electronic copy to [zsinger@smcgov.org](mailto:zsinger@smcgov.org)

must be received and date stamped by the Department **no later than 4:00 p.m. on January 8, 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 as required by Section V.A, below, to:

Attn: Douglas R. Koenig, Deputy Director

**c/o Zulma Singer**

555 County Center 5<sup>th</sup> Floor

Redwood City, CA 94063

email: dkoenig@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.

### **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 Department, which is part of the County of San Mateo, is 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/Department 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/Department 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 to the Department and/or County management 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. Execution of an agreement has been tentatively scheduled for JANUARY 2016.

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:

1. Firm qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services.
2. Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services.
3. Customer Service
4. History of successfully managing other contracts with public or private agencies
5. Ability to meet any required timelines or other requirements.
6. Claims and violations against you or your organization.
7. Cost to the County for the primary services described by this RFP.
8. Cooperative purchasing options (if any) and cost of possible additional services.
9. References
10. Compliance with County RFP & 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 Department and/or 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 vendor'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. The evaluation team will not access company web sites or read sales brochures, marketing materials, or white papers in evaluating vendor experience or proposed methodology unless doing so is in the County's best interest. You may submit additional materials or reference on-line information in your proposal if you wish, but these will not necessarily be considered during the proposal evaluation process.

The County reserves the right to accept other than the proposals with the lowest costs and to negotiate with proposers on a fair and equal basis when the best interests of the County are served by doing so.

## **E. PROPOSAL RECOMMENDATION**

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

## **F. NOTICE TO PROPOSERS**

The Department 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 Department will notify those who submitted proposals of their non-selection. Proposers may be notified at different times depending on the needs of the Department.

## **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 DIRECTOR OF PUBLIC WORKS 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 Request for Proposals numbers, and must state all the specific ground(s) 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 DIRECTOR OF PUBLIC WORKS will respond to a protest within ten (10) business days of receiving it, and the Department may, at its election, set up a meeting with the proposer to discuss the concerns raised by the protest. The decision of the DIRECTOR OF PUBLIC WORKS will be final. The protest letter must be sent by facsimile and email to:

Director of Public Works  
jporter@smcgov.org  
Facsimile: 650-361-8221

## **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, or other attachments.

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

Submit one (1) complete electronic (PDF, Microsoft Word document, etc.) version of your proposal by email to [zsinger@smcgov.org](mailto:zsinger@smcgov.org).

Submit two (2) original copies. All printing shall be double-sided (duplex).

### **B. COVER LETTER**

Provide a one page cover letter on your letterhead which includes the address, voice and fax numbers, and e-mail address of the contact person or persons and an indication of who is 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 listed order. The proposer should be sure to include all information that it feels will enable the Evaluation Committee and, ultimately, the Department 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 by Section IV.C, above.

## **D. TABBING OF SECTIONS**

### **TAB 1 Qualifications and Experience:**

- a. Provide a statement of qualifications for your organization, including an organization chart, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.
- b. How many full time employees (FTEs) do you plan to assign to County projects if you are selected?
- c. How many people in total are employed by your company? Please delineate between employees and consultants.
- d. If applicable, list the professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and school of any applicable degrees, additional applicable training, and any professional certifications/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 2 Philosophy and Service Model:**

This section describes your philosophy and service model for meeting the services required by the Department, as listed in Section IV, above. 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 monitoring, etc.), and equipment or other resources provided by you (if applicable). Keep these considerations in mind as you respond to the following:

- a. Describe how you will fulfill the needs of the Department included in this RFP. Please attach a project plan, if appropriate.
- b. List your needs for physical space and/or equipment at the Department during this engagement, if any, aside from space or equipment that would be provided by the Department as an obvious aspect of the requested services (for example, space to treat patients, computers to document services, etc.).
- c. Identify how you will meet all other aspects of the scope of work and related requirements listed in Section IV, above, and list any items you cannot provide.
- d. Describe the measurements/metrics/deliverables/assessments you will provide on at least an annual basis to allow the Department to assess the services you will provide.
- e. Provide information on any other pertinent services, if any, you can offer that will

reduce costs.

**TAB 3 Customer Service:**

- a. How will your services meet the needs of the County employees and customers and/or the public?
- b. In the event of a routine problem, who is to be contacted within your organization?

**TAB 4 Claims, Licensing, Non-Discrimination, and HIPAA Violations Against Your Organization**

Please list any current violations or claims against you/your organization and those having occurred in the past five years, especially those resulting in claims or legal judgment against you.

**TAB 5 Cost Analysis and Budget for Primary Services**

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

**TAB 6 Quality/Program Evaluation**

Each program may have specific quality/evaluation issues, below are some examples:

- a. Describe the Quality Improvement plan. The plan shall include a description of utilization review, co-occurring capability development, quality improvement mandates and policies.
- c. Credentialing/licensing

**TAB 7 References:**

- a. List at least three business references for which you have recently provided similar services. Include contact names and phone numbers for all references provided.

**TAB 8 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:

- The County non-discrimination policy;
  - The County equal employment opportunity requirements;
  - County requirements regarding employee benefits;
  - The County jury duty ordinance;
  - The hold harmless provision;
  - County insurance requirements;
  - The requirements of Exhibit E (if attached); and
  - All other provisions of the standard contract.
- Debarment  
Drug Free Workplace

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

Proposals must advise County of 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, County will assume the proposer is prepared to sign the County contract as-is.

**PLEASE NOTE: The sample standard contract attached to this RFP is a template and does not constitute the final agreement to be prepared for the vendor that is selected. Please do not attempt to insert missing information and complete the attached sample. Once a vendor is selected, the Department will work with the selected vendor to draft a vendor-specific contract using the template. However, each proposal should address the general terms of the standard contract as outlined in this section.**

## **SECTION VI - ENCLOSURES**

- Enclosure 1 Standard County Agreement with Independent Contractor
- Enclosure 2 Equal Benefits Program – Frequently Asked Questions
- Enclosure 3 Fingerprinting Form – Required for certain facilities
- Enclosure 4 Chapters 2.84 and 2.85 of the Ordinance Code of San Mateo County
- Enclosure 5 Attachment IP - Intellectual Property Rights