



REQUEST FOR PROPOSALS
FOR
PAROLEE SERVICES NETWORKS

COUNTY
OF
LOS ANGELES

DEPARTMENT
OF
PUBLIC HEALTH

ALCOHOL AND DRUG
PROGRAM ADMINISTRATION

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH

ALCOHOL AND DRUG PROGRAM ADMINISTRATION



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May 2008

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I. BACKGROUND

The Parolee Services Network (PSN) is intended to provide prison parolees with a full array of outpatient drug-free counseling and residential alcohol and drug treatment and recovery services to promote long-term sobriety, facilitate successful community reentry, and reduce criminal recidivism.

The County of Los Angeles (County) has entered into contracts through the Department of Public Health (DPH) Alcohol and Drug Program Administration (ADPA) with community-based providers for the provision of nonresidential (outpatient drug free counseling), residential alcohol and drug treatment services, and Alcohol and Drug Free Living Centers (ADFLC) to male and female parolees in the PSN for several years.

Currently, the County has six (6) programs that offer up to six (6) months of community-based outpatient drug-free counseling and residential alcohol and drug treatment and recovery services to “civil commitments” (i.e. inmates in a specified correctional facility) released on an outpatient parole status from any California Department of Corrections and Rehabilitation (CDCR) institutions and to felon parolees in Los Angeles County. These services are needed to reduce substance abuse and related criminal activity among inmates and parolees, and to reintegrate parolees into society and encourage their abstinence from alcohol and other drugs.

II. OBJECTIVE

The County DPH, ADPA is issuing this Request for Proposals (RFP) for outpatient drug-free counseling (ODFC), residential alcohol and drug treatment and recovery services (residential) and alcohol and drug free living centers (ADFLC) by selected community-based agencies to eligible CDCR parolees. This RFP is a re-solicitation of CDCR funds for the PSN. ADPA has developed this RFP in conjunction with the CDCR and the California Department of Alcohol and Drug Programs (ADP). As indicated above, ADPA is seeking to provide specialized services for parolees under the PSN contract.

The DPH recommended proposer(s) will be expected to negotiate County agreement(s) effective approximately September 1, 2008 through June 30, 2011.

The objectives of the PSN Projects are (1) to provide a continuum of alcohol and drug abuse treatment/recovery services to reduce substance abuse and related criminal activity among parolees (2) to reintegrate parolees into society and encourage a clean and sober lifestyle; and (3) to provide appropriate placement in community treatment and recovery programs to parolees eligible under PSN criteria immediately upon release from custody or during a period of parole supervision, or upon referral by a parole agent.

Eligible parolees shall receive up to six (6) months of treatment and recovery services collectively.

III. MINIMUM REQUIREMENTS TO PARTICIPATE

- Proposers must be tax-exempt, public or incorporated private non-profit organizations (registered with the State of California) or agencies of a municipal government. Other government agencies, local educational agencies, institutions of higher education, and for-profit organizations, are not eligible to apply.
- Proposers must provide a continuum of residential services, outpatient drug-free counseling (ODFC) services, and alcohol and drug-free living center (ADFLC) services.
- Proposers must have demonstrated expertise and at least four (4) years of experience in providing ODFC and residential alcohol and drug treatment and recovery services for parolees.
- Proposers must be certified to provide ODFC services by the ADP and have a valid current license from the ADP to provide residential services. Proposers must also comply with all applicable laws pertaining to sober living facilities.
- Selected Proposers must obtain the required certification and/or license from ADP by June 16, 2008, or the proposer will be ineligible to receive a County contract.
- All proposers must maintain and conduct business from an office located within the geographical boundaries of Los Angeles County. Proposers must have office sites for ODFC that remain operational at least five (5) days a week during normal business hours. To allow for accessibility to treatment services for employed ODFC participants, it is strongly encouraged that weekend/evening hours be made available to ensure access to services. Residential treatment services must be operational seven (7) days a week, twenty-four (24) hours a day. ADFLC must also be operational seven (7) days a week, twenty-four (24) hours a day.
- Proposers must ensure that all existing County contracts are in good standing and comply with applicable laws and specific contract requirements. Proposers must be able to begin providing services within thirty (30) days of the contract award.
- Additional staffing requirements, including counselor certification and registration may be found under **Section VIII. Instructions to Proposers Submitting Proposals, B. Content and Sequence, 5. b. Program Design, paragraph (4) Staffing.**

IV. TIME LINE

May 13, 2008	Release RFP
May 19, 2008	Deadline for submitting written questions on RFP to DPH
May 20, 2008	PROPOSERS' CONFERENCE Alcohol and Drug Program Administration 1000 South Fremont Avenue, Building A-7 Auditorium, Lower Level G Alhambra, California 91803 10:00 a.m. to 12:00 noon
May 23, 2008	Release and Post Question and Answer Handout and RFP Addendum No. 1, as necessary
May 23, 2008	Letter of Intent Due
June 17, 2008	Proposal DUE at 3:00 p.m.
September 1, 2008	Anticipated Implementation of Agreements

All times as listed above and throughout this RFP are for Pacific Standard Time Zone.

NOTE: All timeline dates and times are approximate, and may be changed at any time by written addenda to this RFP. Interested proposers may confirm the dates and time for the RFP release by visiting the ADPA web site at: <http://www.lapublichealth.org/adpa> to download an electronic copy of this RFP and any subsequent addenda and question and answer handout. Proposers may also contact the person listed under **Section X, Proposal Conditions, Paragraph 0, Contact with DPH Employees.**

V. SPECIAL NOTICES

A. RFP Copies Available for Pickup and County's Online DPH Web Sites and Internet Instructions

Printed copies of the RFP will be available for pickup everyday beginning May 13, 2008, between 8:30 a.m. and 5:00 p.m., at the following address:

County of Los Angeles
Department of Public Health
Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-9 East, Third Floor Reception Area - South Wing
Alhambra, California 91803

To ensure lead time for your review of the RFP document, submit RFP questions in writing to DPH ADPA by the stated deadline (see Time Line, above), and to become familiar with the RFP document, it is to your advantage to obtain a copy of the RFP as soon as possible. Because of time and cost constraints, the RFP will be mailed (upon written request to the address as listed above) only in special circumstances at the Director's sole discretion.

As an alternative option, an electronic copy of this RFP is available to Proposers from the DPH ADPA Web Site (see address under **Section IV**). In any event, proposers will be responsible for checking the DPH ADPA Web Site for updates and RFP addenda, as may be posted subsequent to the release of the RFP. Note that the County provides an electronic copy of the RFP for the Proposer's convenience only, and the County does not represent or endorse the accuracy, recentness, or reliability, or any advice, opinion, instruction, statement, or other information displayed, downloaded, or distributed through the DPH ADPA Web Site.

NOTE: If there is no County record that a Proposer received a hard copy of the RFP document in person or by U.S. Mail, and attended the Proposers' Conference, the Proposer shall be held responsible for periodically checking the DPH ADPA Web Site for any RFP addenda or question and answer handouts, posted subsequent to the initial posting of the RFP on the DPH ADPA Web Site. If, for whatever reason, the DPH ADPA Web Site, is inaccessible (i.e. down), Proposers are responsible for contacting the person listed under Section X, Proposal Conditions, Paragraph 0, Contact with DPH Employees, to obtain a hard copy of the RFP, and any subsequent addenda or question and answer handout.

When using the Los Angeles County Online DPH ADPA Web Site, it is up to the Proposer to take precautions to ensure that whatever the Proposer selects for his/her use is free of such items as computer viruses, worms, Trojan horses, and other items of a destructive nature. In no event will the County be liable for any direct, indirect, special or consequential, or other damages for use of these web sites, or on any other hyperlinked web site, including, without limitation, any lost profits, business interruption, loss of programs, or other data on Proposer's information handling system or otherwise, even if the County is expressly advised of the possibility of such damages.

B. Pre-Conference RFP Questions in Writing

Proposers are encouraged to submit questions in writing to Mr. Timothy M. Dueñas at the address above, or by facsimile to (626) 458-6084. Mr. Dueñas must receive the questions no later than 12:00 NOON, on May 19, 2008 [Internet (i.e., electronic mail/E-Mail) transmissions will NOT be accepted.].

Written questions should be submitted in two (2) parts:

1. Those questions requesting clarification of specific data contained in the RFP.
2. Those questions requesting additional information not discussed in the RFP.

Depending on the number of questions received, DPH may prepare a written question and answer handout for distribution at the Proposers' Conference. DPH will ensure that all questions in the handout are anonymous and may combine same or similar questions for purposes of the handout.

C. Proposers' Conference

All interested proposers should attend the Proposers' Conference to participate in this RFP process. The Proposers' Conference is scheduled for the following date, time and location:

**DATE/TIME: May 20, 2008
10:00 a.m. - 12:00 p.m.**

**LOCATION: Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-7 Auditorium, Lower Level G
Alhambra, California 91803**

All organizations in attendance are to ensure that the official sign-in attendance sheet is completed and signed by one authorized representative of the organization, for two purposes: (1) to serve as evidence that the organization was present at the conference; and (2) to forward any addenda subsequent to the conference, if the County determines that such addenda is required.

The purpose of the Proposers' Conference is to answer all questions concerning the written specifications of this RFP in the presence of all organizations genuinely interested in providing services.

Written minutes of the Proposers' Conference will not be available for publication, and County representatives will not hold any private or unilateral consultations before or after the conference that may give a proposer any advantage over another in responding to this RFP.

If valid questions concerning the written specifications of this RFP are not answered at the time of the conference either by: (1) a written question and answer handout which may be distributed at the conference at the Director's discretion; or (2) the County Panel directly at the time of the conference, then DPH will later transmit written answers to these valid questions in the form of an addendum (or addenda, if necessary) in a manner deemed appropriate by DPH, depending on time constraints, to all organizations in attendance at the Proposers' Conference, as evidenced by the official sign-in attendance sheet.

The County will assume no responsibility for any understandings or representations concerning conditions made by any of its officers, employees, or agents prior to execution of any resultant contract unless it is included in this RFP, any question and answer handout, any written addenda, or any resultant contract.

D. Letter of Intent to Apply

Proposers who plan to submit a proposal in response to this RFP are encouraged to submit a *Letter of Intent to Apply* (see **Section XIII, Attachment A**), to the following address, either in-person, by mail, or by telephone facsimile/FAX at (626) 458-6084. The *Letter of Intent to Apply* must be received no later than 4:30 p.m. on May 23, 2008 addressed to:

Timothy M. Dueñas, Section Head
Alcohol and Drug Program Administration
Planning Division - Program Development Section
1000 South Fremont Avenue Building A-9 East, Room 3-149
Alhambra, California 91803

E. Proposing Entity Limitations

Only one proposal per sole proprietorship, partnership, or corporation (whether a parent corporation or a subsidiary corporation under the same or different names) will be considered under this RFP process -- i.e., a parent corporation may NOT submit a proposal if its subsidiary corporation is submitting a proposal, and a subsidiary corporation may NOT submit a proposal if its parent corporation is submitting a proposal. Additionally, only one subsidiary corporation under a given parent corporation with multiple subsidiary corporations may submit a proposal.

If there is reason to believe that collusion exists among Proposers, none of the proposals submitted by the suspected participants in such collusion will be evaluated for this RFP process.

F. Subcontracting

For the purposes of this RFP process, the County will NOT consider consortium proposals, (i.e., when a primary Proposer or lead agency proposes to provide primary services in whole or in part using subcontractors) or member agencies for the delivery of primary services. All proposers for the purposes of this RFP must be prepared to provide all services directly.

G. No Joint Venture Proposals

For purposes of this RFP process, the County will NOT consider joint venture proposals.

VI. SCOPE

A. Treatment Service Types

All proposers must provide a continuum of services including residential, ODFC, and ADFLC within the six month time-limit per parolee. Specifications for specific services, intensity, duration of services, and required staff-to-program participant ratios, have been developed by the CDCR (See **Section XII, Exhibit II, Parolee Services Networks Program Guidelines and Treatment Standards**, which will become a part of **Exhibit I, Sample Agreement.**)

Proposers are expected to use evidence-based approaches that comprehensively address the unique needs of each individual parolee. Research on drug addiction indicates that many persons suffering from alcohol and drug addiction also suffer from mental health, familial, occupational, and other social problems (National Institute on Drug Abuse, *Principles of Drug Addiction Treatment: A Research-Based Guide*, October, 1999). For these reasons, treatment should take into consideration a broad range of issues, including criminal background, medical concerns (including but not limited to: Hepatitis, HIV infection, etc.), mental health problems, transportation concerns for the participant, and other biopsychosocial areas. Formal collaborative agreements will help ensure that the necessary services can be provided to all eligible participants. Successful proponents are expected to use comprehensive standardized assessment tools such as the Addiction Severity Index (ASI) or the Behavioral Severity Assessment Program (BSAP) (not attached). Proposers must ensure that they incorporate ongoing treatment outcome

measures within their treatment plans.

B. Eligibility Criteria for Inmates or Parolees

Inmates or parolee referrals may be made from any CDCR Institution or parole field office based upon the established Client Eligibility Criteria, as follows:

1. Must be an inmate in a CDCR facility or a parolee residing in Los Angeles County.
2. Must have a history of substance abuse.
3. Cannot have any arson arrests/convictions during the past five (5) years (applies to residential placement only).
4. Cannot have a psychosis that would prevent the individual from participating in a substance abuse program.
5. Must not pose a threat to the physical safety of others.
6. Registered sex offenders are eligible to participate in ODFC services only.

C. Service Areas and Parole Field Offices

The geographic area to be served targets nineteen (19) parole field offices within the County. The target population for the requested services will include parolees from the California Rehabilitation Center in Norco, parole field offices in Los Angeles County, and from other CDCR institutions. Proposers should clearly indicate the State Parole Field Office area(s) where the agency is planning to provide PSN services. Proposers may identify one or more of the field offices as service areas. The parole field offices are located as follows:

Antelope Valley Nos. 1-3 644 E. Avenue P Palmdale, CA 93550	Pasadena Nos. 1-3 333 E. Walnut St. Pasadena, CA 91101
Compton No. 1 322 W. Compton Blvd., Suite 203 Compton, CA 90220	Pomona Nos. 1 & 2 1295 E. Holt Ave. Pomona, CA 91767
El Monte Nos. 1-3 9900 Baldwin Place El Monte, CA 91731	San Fernando Valley Nos. 1-4 8100 Balboa Place Van Nuys, CA 91406
Harbor & Long Beach No. 1 2165 E. Spring St., 3 rd Floor Long Beach, CA 90806	San Gabriel Valley No. 1 1161 Parkview Dr., Suite 100 Covina, CA 91724

Huntington Park Nos. 1-5 8100 Maie Ave. Los Angeles, CA 90001	San Gabriel Valley Nos. 2 & 3 9900 Baldwin Place El Monte, CA 91731
Inglewood Nos. 1 & 5 101 N. La Brea Ave., 7 th Floor Inglewood, CA 90301	Santa Fe Springs Nos. 2 & 3 12940 Telegraph Rd. Santa Fe Springs, CA 90670
Inglewood Nos. 2 & 3 101 N. La Brea Ave., Suite 200 Inglewood, CA 90301	Silverlake No. 1 2444 S. Alameda St., 1 st Floor Los Angeles, CA 90058
Inglewood Nos. 4 & 6 101 N. La Brea Ave., Suite 201 Inglewood, CA 90301	South Central Nos. 1-5 2444 S. Alameda St., 2 nd Floor Los Angeles, CA 90058
Long Beach No. 2 2165 E. Spring St., 2 nd Floor Long Beach, CA 90806	Van Nuys Nos. 1-3 8100 Balboa Place Van Nuys, CA 91406
Long Beach Nos. 3 & 4 2165 E. Spring St., 4 th Floor Long Beach, CA 90806	

D. Funding

ADPA anticipates that six (6) proposals will be recommended for funding for thirty-four (34) consecutive months from September 1, 2008 through June 30, 2011, as a result of this RFP. Any remaining proposals judged as acceptable will be placed on an available provider list, and will be notified in future years if additional funding becomes available.

Proposers must provide a continuum of residential, ODFC, and ADFLC services within the six-month time limit per parolee. Based on an annual Fiscal Year funding cycle, the maximum allocation for each treatment service type for each awarded contract is as follows:

Residential	\$155,286
ODFC	\$ 47,328
ADFLC	<u>\$ 19,580</u>
	\$222,194

Residential services shall each have a capacity of seven (7) slots per twelve (12) month fiscal year cycle, ODFC services shall each have a capacity of twelve (12) slots per twelve (12) month fiscal year cycle, and ADFLC services shall each have a capacity of three (3) slots per twelve (12) month fiscal year cycle.

These funds must be used to provide direct treatment services and only within these specified treatment service types.

Additionally, funding will be contingent upon satisfactory demonstration of program effectiveness, compliance with contractual requirements, and availability of funds from the State and upon approval of the program's Project Work Plan.

E. Method of Payment

Residential services will be reimbursed on a fee-for-service basis at \$70.00 per resident day, ODFC services will be reimbursed on a fee-for-service basis at \$35.00 per staff hour, and ADFLC services will be reimbursed on a fee-for-service basis at \$20.00 per resident day.

The County will compensate Proposer for allowable units of service incurred by Proposer in performing contracted services as set forth in **Section XII, Exhibit II, Parolee Services Networks Program Guidelines and Treatment Standards**; provided that specified tasks, deliverables and milestones are met by the proposer according to their agency's completed and approved *Project Work Plan* (as outlined in **Section VIII, Paragraph B.b. Program Design 6. and Section XIII, Attachment C**).

Payment procedures will be as set forth in the exhibit(s) of any agreement resulting from this RFP. The payment mechanism may change in subsequent contracted years, depending on the needs of the County and Proposer. There is no provision for advance payments or start up funds.

Annual renewal of the agreement beyond the first year is contingent upon satisfactory demonstration of Proposer's progress in accomplishing identified objectives and activities, as identified on the approved *Project Work Plan*, compliance with contractual requirements, and approval of funding each Fiscal Year by the County Board of Supervisors.

F. Provider Meetings

Proposers will be required to participate in regularly scheduled provider meetings for the purpose of discussing fiscal and programmatic issues. Additionally, selected contractors will perform monthly outreach activities at the CDCR in Norco, California, under the direction of the Central Intake Unit, to all parole field offices and at other designated program sites as needed to maintain static capacity.

VII. STATEMENT OF WORK

The work list provided below identifies the responsibilities and/or services that a selected proposer must agree to perform and/or provide under any contract awarded as a result of this RFP. The work list should be considered illustrative of primary responsibilities and/or services to be provided only, and should not be considered a complete, or detailed,

listing of all proposer's duties. Numerous ancillary and support functions are also a proposer's responsibility (e.g., compliance with insurance requirements, maintaining records, etc.) as set forth in **Section XII, Exhibit I, Sample Agreement**.

Primary work responsibilities and/or services to be provided by Proposer shall include, but not be limited to, the following:

A. Outpatient Drug Free Counseling Services

1. Participants shall receive a minimum of 1½ -3 hours of face-to-face activities scheduled over one to three visits per week. Participants determined to need more than relapse prevention shall receive a minimum of five (5) hours of face-to-face activities over at least three (3) visits per week. Participants determined to need intensive services shall receive a minimum of nine (9) hours of face-to-face activities over at least three (3) visits per week.
2. Provide group activities where the ratio of participants to program counselors shall not be greater than fifteen (15) participants to one (1) counselor (15:1).
3. Provide case management services which include program staff contacting outside agencies and making formal referrals for services outside the scope of comprehensive substance abuse services, but that are identified in the participant's treatment plan as necessary to the participant's attainment of treatment goals. Such affiliated services include academic education, vocational training, medical and dental treatment, pre- and post-counseling and testing for infectious diseases, legal assistance, job search assistance, financial assistance, childcare, and 12-step self-help programs.
4. Provide individual, group, family, and collateral counseling in accordance with the participant's needs, to identify problems and needs, set goals and interventions, and practice new behaviors.
5. Provide habilitative and rehabilitative structured and planned activities involving program staff and participants in a traditional classroom or experiential learning of practical life and social skills. Subjects shall include but are not limited to: job preparation, application, interview and retention skills; managing finances; maintaining health and personal hygiene and appearance; obtaining educational and vocational counseling; building and maintaining socially supportive relationships; secured housing; obtaining social services; recognizing and preventing substance abuse relapse; avoiding violence and criminal activities; recognizing and changing self-defeating thinking and behavior patterns; nutrition;

meal planning and food preparation; parenting skills; obtaining childcare; and communicable disease prevention and treatment, including Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (“HIV/AIDS”).

6. Provide treatment planning to arrange for program activities, based on the participant’s needs, within the scope of the treatment program.

B. Residential Treatment Services

1. Provide no less than twenty (20) hours of face-to-face individual and group planned treatment activities from Monday through Friday, and no less than six (6) hours of face-to-face individual and group activities on Saturdays and/or Sundays, under the supervision of trained staff.
2. Provide group activities where the ratio of participants to program counselors shall not be greater than twelve (12) participants to one (1) counselor (12:1).
3. Provide case management services which include program staff contacting outside agencies and making formal referrals for services outside the scope of comprehensive substance abuse services, but that are identified in the participant’s treatment plan as necessary to the participant’s attainment of treatment goals. Such affiliated services include but are not limited to: academic education, vocational training, medical and dental treatment, pre- and post-counseling and testing for infectious diseases, legal assistance, job search assistance, financial assistance, childcare, and 12-step self-help programs.
4. Provide individual, group, family, and collateral counseling in accordance with the participant’s needs, to identify problems and needs, set goals and interventions, and practice new behaviors.
5. Provide specialized treatment planning and an intensive residential stay, including room and meals.
6. Provide habilitative and rehabilitative structured and planned activities involving program staff and participants in a traditional classroom or experiential learning of practical life and social skills. Subjects shall include but are not limited to: job preparation, application, interview and retention skills; managing finances; maintaining health and personal hygiene and appearance; obtaining educational and vocational counseling; building and maintaining

socially supportive relationships; secured housing; obtaining social services; recognizing and preventing substance abuse relapse; avoiding violence and criminal activities; recognizing and changing self-defeating thinking and behavior patterns; nutrition; meal planning and food preparation; parenting skills; obtaining childcare; and communicable disease prevention and treatment, including Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (“HIV/AIDS”).

7. Provide recreational activities for participants.

C. Alcohol and Drug Free Living Center (ADFLC)

1. Establish a homelike twenty-four (24) hour residential facility to be used as an ADFLC for adult parolees and their minor children, as appropriate.
2. Provide a living environment where the presence of or use of alcohol and drugs, other than prescribed drugs, is prohibited.
3. Implement and maintain procedures to ensure maintenance of an alcohol and drug free environment and provision of three (3) meals daily.

No direct treatment services are provided. However, residents of ADFLCs often function as a mutually self-supportive group, reinforcing each other’s efforts to remain alcohol and drug-free. Residents share the responsibility of house maintenance, food preparation, and the development of house rules.

VIII. INSTRUCTIONS TO PROPOSERS SUBMITTING PROPOSALS

Listed items “A” through “B4” are subject to a Pass/Fail evaluation. **Sub-sections “B5a” (Proposer’s Capabilities), “B5b” (Program Design), and “B5c” (Proposed Budget)** are subject to a scored evaluation as indicated:

A. General Format Requirements

Proposers must follow the general format requirements listed below when submitting a proposal under this RFP.

1. Proposal submitted must be machine printed (e.g., typewriter, laser jet, etc.) in black type of not less than ten (10) point font, using Times New Roman style print.
2. Proposal must be double-spaced, with (top, bottom, left, and right) margins of not less than one (1) inch.

3. Proposal must be single-sided on eight and a half-inch by eleven-inch (8½” x 11”) standard size white bond (or similar color and texture) paper. Cover pages and page separation/dividers of a different color may be used, but the color or texture of any paper used should allow for the production of readable copies when such pages are photocopied on a normal setting.
4. Proposal must be organized by paragraph sections, alphabetized and titled sections, as described herein, with each section separated by dividers which have labeled tabs - extended for easy visibility.
5. Proposal must be numbered sequentially throughout from beginning to end, to ensure that there are no missing pages and to prevent the duplicate numbering of pages.
6. One original proposal and 10 copies must be presented in separate, individual, three-ring binders, with a maximum binder size of four (4) inches. All proposal material must be included within the binder size limit. All binder copies shall be clearly labeled with the RFP title “COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH REQUEST FOR PROPOSALS FOR PAROLEE SERVICES NETWORKS” and the name of proposer’s organization on the front exterior. Size permitting; binder ends shall also include the RFP title and the name of the proposer’s organization (see **Section IX, Submission of Proposals**, for further details on copies to be submitted).

Note: Proposers may choose to condense proposal information by formatting in an easy-to-read manner — e.g., by using uniform headings, columns, and blocks of information, where appropriate.

7. Proposal and all copies shall be typewritten, including completion of the required forms as well as the content, and placed within individual binders which are SECURE BUT which can be easily OPENED AND CLOSED, for the removal of material by the County, identified by the proposer as “**TRADE SECRETS,**” “**CONFIDENTIAL,**” OR “**PROPRIETARY**”.

B. Content and Sequence

Each proposal shall follow the required content and sequence as listed below. Any information which does not fit logically into one of these labeled sections shall be submitted separately under proposer’s **Section VIII, Paragraph 20, “Additional Data”**. The following is required content and sequence for all proposals:

1. Cover Letter

Section A shall be a maximum two page “Cover Letter” with introduction, and shall include the name and address of the organization submitting the proposal, together with:

- a. A clear and concise statement regarding the proposer’s form of business organization — i.e., sole proprietorship, partnership, or corporation. If a corporation, the proposing corporate entity must be clearly identified - i.e., whether proposing as a parent corporation or as a subsidiary corporation.

Note: The evaluation of corporate proposals will be according to the appropriate corporate tier.

- b. The name, title, business address, and telephone number of the contact person(s) who will be authorized to make presentations for the proposer.
- c. The name, title, business address, and telephone number of the person(s) authorized to sign and legally bind the proposer, if different from the contact person(s), with a power of attorney if the person authorized to sign is not the sole proprietor, a general partner of a partnership, or an officer of a corporation.

2. Table of Contents

Section B shall be entitled “Table of Contents,” and shall include a detailed and complete outline of material included in the proposal, identified by proposal titled Sections, alphabetized paragraphs, and sequential page numbering from beginning to end.

3. Proposal Face Sheet

Section C shall be entitled “Proposal Face Sheet”, and shall include the name and address of the proposer, indicate if proposer is new or a current provider of service(s) applying for, indicate if proponent will provide new service(s) or will expand its capacity of existing contracted non-Drug Medi-Cal program at a new site(s), name of proposed program (if applicable), specific geographic area - including Service Planning Area (SPA), Supervisorial District, State Parole Office Area, specific populations targeted, and amount of funding requested from County for the thirty-four month project period. Proposers may use **Attachment B (see Section XIII), Proposal Face Sheet**, as a sample format to follow.

4. Minimum Requirements to Participate

Section D shall be entitled "Minimum Requirements to Participate." and shall include a signed and dated statement on the following:

- Proposer is a tax-exempt, public or incorporated private nonprofit organization (registered with the State of California), or agency of a municipal government;
- Proposer has a minimum of four (4) years of experience in providing ODFC and residential alcohol and drug treatment and recovery services for parolees.
- Proposer has a current certification to provide ODFC services by the California Department of Alcohol and Drug Programs (ADP) and has a valid current license from the ADP to provide residential treatment services. Proposer complies with all applicable laws pertaining to sober living facilities. Selected -proposers must obtain the required certification and/or license from ADP by June 16, 2008, or the proposer will be ineligible to receive a County contract.
- Proposer will maintain and conduct business from an office located within the geographical boundaries of Los Angeles County; and ensure that all existing county contracts are in good standing.
- Proposer must be able to begin providing services within thirty (30) days of the contract award.
- Additional staffing requirements, including counselor certification and registration may be found under **Section VIII. Instructions to Proposers Submitting Proposals, B. Content and Sequence, 5. Proposer's Capabilities, b. Program Design, paragraph (4) Staffing.**

The County reserves the right to disqualify any proposer who fails any requirement from item #4 above. The determination to disqualify a proposer shall be at the discretion of the Director.

5. Proposer's Capabilities

Section E shall be entitled "Proposer's Capabilities", and cannot exceed thirty (30) double-spaced pages; **excluding** the *Cover Letter, Table of Contents, Proposal Face Sheet, Project Work Plan, Proposed Budget, Financial Information*, and any other supporting documents proposers include in their proposal; such as *Letters of Support*, résumés of key personnel, position job descriptions, listing of relevant past research projects, and bibliography. Section E should be written

with the intent of offering the proposal evaluator a clear understanding of the proposed project, as well as the qualifications of the proposer.

Section E must include the following elements in the order presented below. These elements should not be considered as independent of each other, but should build upon and reflect their relationship to one another:

a. Proposer Capabilities (40% of total points possible)

(1) Need Statement

ODFC Services, Residential Treatment Services, and ADFLC Services: Proposers must describe the specific ODFC and residential treatment and recovery service needs for the population it proposes to serve. Proposers should describe the target population of the proposed program in terms of demographic characteristics (gender, age, cultural group, primary language, etc.) and the geographic area to be served. Proposers should also identify the alcohol and drug-related problems for the targeted population that justifies the need for the proposed program services. Describe how a continuum of services including residential, ODFC, and ADFLC will be provided. Descriptions must demonstrate adherence to the specifications for specific services including: intensity, duration of services, and required staff-to-program participant ratios as developed by the CDCR (see **Section XII, Exhibit II, Parolee Services Networks Program Guidelines and Treatment Standards**, which will become a part of **Exhibit I, Sample Agreement**).

(2) Treatment/Recovery Service Site Location

Each proposer shall submit the following:

Proposers must identify the site (as described in RFP Section VI, Paragraph C, Service Areas and Parole Field Offices) for all program types (i.e., ODFC, residential, and ADFLC services), including multiple sites for any modality, if appropriate, including the complete street address and telephone number. Describe plans and timetable for obtaining any necessary licenses from the State Department of Alcohol and Drug Programs and city zoning permits. Describe the site's accessibility for parolees, and any plans for assisting participants to access the site including the utilization of public and/or private transportation.

Describe the facility's physical layout, in terms of its appropriateness and suitability for the types of treatment and recovery services that will be conducted, such as office space, private individual meeting space, group meeting space, and private areas for urinalysis testing.

Provide as an attachment pictures and maps of the facility's location, accessibility of site using public and/or private transportation, and facility's layout, demarcating office space, private and group meeting space, and private areas for urinalysis testing.

Provide as an attachment a copy of the current State certification for ODFC services and license for residential treatment services from the ADP for site(s) where services will be provided. (If Proposer does not have a certification and/or license from ADP, then they must satisfy these requirements by June 16, 2008 with proof that the application is in process and near completion.

(3). Proposer's Expertise with Alcohol and Drug Treatment and Recovery Services

Proposers must demonstrate expertise in providing a continuum of services including ODFC services, residential treatment, and ADFLC services for parolees. This expertise must include the demonstrated ability to provide the continuum of services described in this RFP.

Proposers must include references to recently published research studies and other evidence, such as results of its own program evaluation studies and other unpublished studies that demonstrate that the proposed treatment services use established "best practices" as effective approaches with parolees (See Section XII, Exhibit III). Proposers should also include a detailed description and evidence of current program effectiveness, such as recidivism data for program participants after completion of the program, and other follow-up studies of program participants or anecdotal data from program participants, their families, or agency, if such data is available.

(4). Proposer's Experience with Criminal Justice Agencies

Proposers must describe their experience in working cooperatively and collaboratively with criminal justice agencies in treating parolees with substance abuse problems, or demonstrate

similar experience based upon prior agency involvement with these types of agencies. Proposer must provide details of their capability to work cooperatively with the CDCR, State prison institutions, in-custody treatment programs, State parole field offices, courts, and other criminal justice agencies in the treatment of parolees. Proposers must include evidence of past and present relationships with these agencies, such as *Letters of Agreement* and *Letters of Support* as attachments.

(5). Proposer's Expertise with Target Populations

Proposers should demonstrate experience in working with the parolee population, in any treatment capacity. Describe how the proposed program services will be culturally and linguistically sensitive, relevant, and appropriate for the parolee's culture, gender, age, and sexual orientation. Include additional materials that support your answers, such as *Memorandum of Understanding* and *Letters of Agreement*, as attachments.

Describe the efforts of the proposer to educate local residents and community groups on the benefits of the program and on acceptance of the program into the local community. Proposer should describe the results of these efforts. Include *Letters of Support* from community groups and local residents.

b. Program Design (40% of total points possible)

The proposal must describe the proposed Program Design, including the following components.

(1) Program Objectives and Activities

List and describe proposed program objectives and curricula as they relate to the residential, ODFC services, and ADFLC services to be provided. Objectives should be specific, measurable, realistic, appropriate and time-limited. Proposers should provide a detailed description of the approach they intend to take in providing services for participants eligible under PSN criteria. Proposers should discuss levels or phases through which the participants will move in the treatment/recovery process, including information on time frames.

Proposers must cite specific, current research studies that provide evidence that the proposed program services and strategies are effective and considered "best practices" for the population consistent with the National Institute on Drug Abuse (NIDA)

principles (see **Section XII, Exhibit III, Principles of Effective Treatment**, which was taken from NIDA, *Principles of Drug Addiction Treatment: A Research Based Guide* (1999). Other publications to consider are the United States Department of Health and Human Services, Center for Substance Abuse Treatment, *Planning for Alcohol and Other Drug Abuse Treatment for Adults in the Criminal Justice System*, Treatment Improvement Protocol Series 17 (2001) (not attached); United States Department of Health and Human Services, Center for Substance Abuse Treatment, *Combining Substance Abuse Treatment with Intermediate Sanctions for Adults in the Criminal Justice System*, Treatment Improvement Protocol Series 12 (1995) (not attached); and United States Department of Health and Human Services, Center for Substance Abuse Treatment, *Screening and Assessment for Alcohol and Other Drug Abuse Among Adults in the Criminal Justice System*, Treatment Improvement Protocol Series 7 (1994) (not attached).

Proposer must describe how agency has conducted outreach for eliciting community input in planning and establishing a treatment program for parolees in the specified area.

Describe the agency's policy and procedure for maintaining a smoke-free environment. Describe how program participants will receive information on tobacco use prevention and cessation programs.

(2) Projected Total Number of Participants

Describe the projected number of parolees that can be handled by the program at any one time (static capacity) for each service type, and the projected total number of parolees per year who can receive treatment and recovery services in the proposed program. For purposes of this RFP process only, *static capacity* is defined as the total number of participants who can be provided services by the program at any given point in time. Describe the methodology used to determine these projected numbers.

(3) Appropriateness of Services Provided

Describe how the proposed program will provide program activities that are culturally and linguistically appropriate for the participant's culture, age, gender, and sexual orientation.

Providers must be prepared to make appropriate modifications or referrals to meet the needs of participants with identified

disabilities.

(4) Staffing

Describe the qualifications of all staff that will be operating the proposed program. Include the proposed staff's cultural and linguistic capabilities to provide services, position specifications, résumés, and other supportive documents as attachments for each position including administrative, supervisory, and direct service positions. Key personnel shall be indicated on the proposer's organization chart included in this section. Résumé information shall include, but not be limited to, describing the employees':

- a. Current position specifications, job duties and responsibilities, and years employed by the proposer.
- b. Academic background, covering all education at the high school level and above, including the names and addresses of the institutions, attendance dates, and dates degrees awarded.
- c. Experience background, including the number of years of experience, position titles and functions, while gaining experience in the provision of services to be delivered under this contract. Also include staff members' cultural and linguistic capabilities and training to provide services, capacity to meet the cultural, linguistic, and other needs of the target population.
- d. Current business address and business telephone number.
- e. A listing and copy of any licenses, certificates, registrations, professional affiliations, and memberships held, if applicable.

The proposer's office location site must be staffed with at least one full-time equivalent (FTE) Project Director position. Community-based programs are encouraged to employ staff who are recovering ex-felons (excluding drug trafficking offenses) who have been out of prison for at least five years, or have been discharged from parole or probation for at least three years.

Counselors must be certified according to the California Department of Alcohol and Drug Programs (ADP) requirements. The deadline to register with a certifying organization is within six (6) months of hire date. Currently-employed counselors have five years in which to become certified. Visit the ADP website for information on counselor registration and certification requirements and procedures:

<http://www.adp.cahwnet.gov/Licensing/LCBhome.shtml>

Proposer must state its plans for making tobacco use and cessation services information available to its employees.

(5) Evaluation Design

Proposers shall describe their plans for monitoring and evaluating the accomplishments of the proposed program objectives as stated in the work plan and the effectiveness of the services to be provided, as stated under Program Objectives and Activities, including but not limited to a discussion of the proposer's data collection process and reports on information collected on program services, program participant characteristics, contractual information, financial information, and program outcomes. The proposer should describe its administrative and technical ability to establish linkages with the automated ADPA Community Information System (as described below), and to collect and report admission and discharge data for ongoing program operations, monitoring and evaluation.

Proposer must demonstrate its capability to transmit and receive information electronically and to compile and report data to ADPA in compliance with HIPAA requirements. Proposers must have a computer with Internet access and meet the following minimum requirements:

Pentium IV or equivalent with 1 GB RAM preferred; Windows XP or later version; printer; Internet Explorer 6.0 or later version; Preferred Internet Broadband such as: T1 or Digital Subscriber Line (DSL) for speed enhancement.

Proposer should state commitment to work cooperatively with ADPA's Office of Research and Evaluation, the Los Angeles County Evaluation System, and any contracted program evaluator, if applicable.

Proposer must describe the appropriateness of its evaluation design as it relates to the specific target population's culture, gender, sexual orientation, and other factors.

(6) Project Work Plan

Proposers shall include in Section E a Project Work Plan (see **Section XIII, Attachment C**), for each fiscal year of the thirty-four (34) month project period. This attachment is intended to clearly identify the goals, objectives, project activities, and activity time lines necessary to support this project for each fiscal year. All program goals and objectives listed on the *Project Work Plan* should be specific, measurable, and time-limited. The *Project Work Plan* must reflect a project start up within thirty (30) days of the agreement award.

Proposer may add additional pages in order to complete its *Project Work Plan*. (see **Section XII, Exhibit IV, Instructions for Preparing the Project Work Plan**).

(7) Agency Linkages

Proposer shall include in Section E, **Agency Linkages** that describe plans for establishing and maintaining linkages with other community-based service systems, providers, and parole offices to ensure access to and delivery of multi-disciplinary services. Parolees will need to access an array of services to address their multiple needs in establishing and maintaining a productive, drug-free lifestyle. Include *Letters of Support* and *Letters of Agreement* as attachments.

c. Proposed Budget (20% of total points possible)

Proposer shall include in Section E, the **Proposed Budget** (see **Section XIII, Attachment D**) that will collectively represent all costs associated with this project. Proposer must also provide a clear, separate budget narrative justifying each expense item identified on each budget. Submit a separate set of budget forms and budget narrative for each fiscal year of the thirty-four month project period by type of service. Thus, proposer should provide three separate sets of budget forms and accompanying budget narratives for residential, ODFC, and ADFLC for each fiscal year. Budgets should clearly reflect the projected costs for each type of service (i.e., residential, ODFC, and ADFLC). **Section XII, Exhibit V, Instructions for Preparing Budget and Narrative Forms**, has been provided to assist in completing these forms.

To be deemed acceptable, the requested funding amount on the budget documents cannot exceed the available funding amount (as specified in Section VI, Paragraph D, Funding). Proposals which exceed this amount will be disqualified from further consideration.

The County reserves the right to disqualify any Proposer that fails any of the items numbered 6 through 19 below. The determination to disqualify any such proposer shall be at the sole discretion of the Director.

6. Form of Business Organization and Financial Information

Section F, “Form of Business Organization and Financial Information,” shall include relevant information regarding proposer’s form of business organization and financial strength and stability.

a. Form of Business Organization

A description of the form of proposer’s business organization (i.e., for profit or non-profit; sole proprietorship, partnership, or corporation) must be provided.

If proposer is incorporated, proposer shall attach the following documents:

1. Articles of Incorporation from the California Secretary of State and any subsequent Amendments to the Articles of Incorporation for a formal name change, and Bylaws.
2. A detailed statement indicating whether proposer is totally or substantially owned by another business organization (i.e., another legal entity or parent corporation).
3. Board minutes identifying who is authorized on behalf of the proposer to conduct business, make commitments, and enter into binding agreements with the County.

Proposer must identify and include documentation on the type of non-profit status their organization has been designated, such as “501(c)”, or tax status.

- NOTE: If applicable, please provide any factitious business or Doing Business As (DBAs) names.

b. Financial Status

Past Financial Status: Include the organization's financial statements audited by an independent Certified Public Accountant or public accountant for Fiscal Year 2006-07, which is clearly titled: "Fiscal Year 2006-07 financial statement." Proposer shall also indicate under the fiscal year title the period of time that a full fiscal year (e.g., January through December, July through June, etc.) equals.

Current Financial Status: Include the following items regarding the organization's current fiscal year (i.e. Fiscal Year 2007-08) financial condition:

1. Balance sheet.
2. Profit and Loss.
3. Statement of Cash Flows during last three (3) years.

Current and past financial information together should indicate that the provider can carry all operating costs associated with the program for a minimum period of sixty (60) days. Proposer should also certify that its current financial position can support current and planned/proposed operations for a minimum of sixty (60) days

Current Good Standing with Federal, State, County, City and other Contracts: Proposers with existing or previous Federal, State, County, City or other contracts must resolve all corrective issues before they will be eligible to receive new contracts. **Provide a signed and dated declaration that proposer does not have any current corrective action plans with Federal, State, County, City, or other contracts.**

7. Licensure/Litigation Problems

Section G, "Licensure/Litigation Problems," shall include:

- **A SIGNED AND DATED DECLARATION** that proposer, whether a sole proprietorship, partnership, or corporation has not had, within the five (5) years prior to the proposal submission deadline, any State or County or City license, or any other permit, license, or certificate required for the operation of services, revoked, suspended, or denied. If proposer is unable to provide such declaration, he/she shall set forth all facts and circumstances surrounding such revocation, suspension, or denial.

- **A SIGNED AND DATED DECLARATION** that proposer, whether a sole proprietorship, partnership, or corporation has not had, within the five (5) years prior to the proposal submission deadline, any: (1) current civil claims/prior judgments, including civil damages; and (2) current criminal complaints/prior convictions, including criminal fines, forfeitures, penalties, and pleas of *nolo contendere*. (Convictions of minor traffic offenses shall not be considered or included under this disclosure requirement.) If proposer is unable to provide such declaration, he/she shall set forth all facts and circumstances surrounding such current civil claims/prior judgments or such current criminal complaints/prior convictions.

8. Statement of Work

Section H, "Statement of Work", shall include a general explanation for each of the primary work responsibilities listed (**per Section VII, Statement of Work**), that describes how proposer will perform and provide each work responsibility. When possible, such individual work responsibilities to be provided should be related, or described, in terms of the overall services provided by proposer.

9. Facility Business Licenses

Section I, "Facility Business Licenses and Certification" shall include photocopies of proposer's current license(s) and certifications). The proposal must contain documentation that residential services will be delivered in a facility that is currently licensed by ADP. ODFC services must be delivered in a site certified by ADP. Include verification of licensure and/or certification as attachments.

10. Compliance with Applicable Law

Section J, "Compliance With Applicable Law" shall consist of a **SIGNED AND DATED STATEMENT AFFIRMING** that during the contract term, the proposer will comply with all applicable Federal, State, County, City, and other local laws, regulations, ordinances, directives, and other provisions as described in **Section X, Paragraph I**.

11. Acceptance of Terms and Conditions

Section K, "Acceptance of Terms and Conditions" shall consist of a **SIGNED AND DATED STATEMENT AFFIRMING** the proposer's acceptance of the terms and conditions specified in this RFP and any addenda.

12. Evidence of Insurance Coverage

Section L, "Evidence of Insurance Coverage" shall consist of evidence of insurance coverage (in the form of a certificate of insurance, or a letter of commitment from an insurance company), that insurance coverage for all of the insurance programs and at the minimum levels described in **Section XII, Exhibit I, Sample Agreement, Paragraph 8, Insurance Coverage Requirements**, currently exists or will be available at the time of award of the contract.

13. Federally Funded Health Care Program Affidavit

Section M, "Federally Funded Health Care Program Affidavit" shall consist of the completed, signed, and dated "Federally Funded Health Care Program Affidavit" form (see **Section XIII, Attachment E**).

14. Avoidance of Conflict of Interest Certification

Section N, "Avoidance of Conflict of Interest Certification" shall consist of the completed, signed, and dated "Avoidance of Conflict of Interest Certification" form (see **Section XIII, Attachment F**).

In accordance with Section 2.180.010 of the County Code, the proposer certifies that its submission of the attached proposal is in compliance with the provisions of the County Code and RFP Sample Agreement.

15. Proposer's Equal Employment Opportunity (EEO) Certification

Section O, "Proposer's Equal Employment Opportunity (EEO) Certification" shall consist of the completed, signed, and dated "Proposer's Equal Employment Opportunity (EEO) Certification" form (see **Section XIII, Attachment G**).

In accordance with Section 4.32.010 of the County Code, the proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will

be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

16. Business Enterprise Information Form

Section P, “Business Enterprise Information Form” shall consist of the completed, signed, and dated “Business Enterprise Information Form” (see **Section XIII, Attachment H**).

The information requested on this form is for County statistical purposes only. On final evaluation and consideration of contract award, the contractor will be selected without regard to gender, race, creed, or color.

17. Confidentiality of Patient/Client Records

Section Q, “Confidentiality of Patient/Client Records” shall consist of a signed and dated statement, asserting that proposer will implement written procedures for protecting the confidentiality of any participant’s information that conforms to *Confidentiality of Alcohol and Drug Abuse Patient Records*, Part 2 of the Code of Federal Regulations (CFR), Title 42 - Public Health (not attached). Proposer shall also include, when applicable, a signed and dated statement to protect the confidentiality of any participant records that conform to the Welfare and Institutions Code, Section 827.

18. Accessibility and Nondiscriminatory Requirements for Persons with Disabilities

Section R, “Accessibility and Nondiscriminatory Requirements for Persons with Disabilities” shall include **a signed and dated statement** asserting that proposer’s office site or location (including sites or locations from each agency providing services) is in full compliance with Section 504 of the *Federal Rehabilitation Act of 1973* (not attached), and the *Federal Americans with Disabilities Act of 1990* (not attached) as well as State, County, City and other local applicable laws.

The County reserves the right to conduct a site visit to determine whether the office site or location is in compliance with the above requirements. Sites that are found to be inaccessible or discriminatory will be disqualified from further review. The determination to disqualify a proposal shall be at the discretion of the Director.

19. Jury Service Program

Section S, "Jury Service Program," shall consist of the completed, signed, and dated "County of Los Angeles Contractor Employee Jury Service Program Application for Exemption and Certification Form (see **Section XIII, Attachment I**). The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance (Jury Service Program) (Los Angeles County Code, Chapter 2.203). The Jury Service applies to both contractors and their subcontractors, as appropriate. Proposer must complete and include the form as an attachment to the proposal.

20. Additional Data

Section T, "Additional Data" shall include any other data the proposer deems essential to the evaluation of the proposal. This has specific reference to the following types of data:

- a. Standard sales brochures, promotional, and pictorial material.
- b. Generalized narrative of a non-specific nature.
- c. Letters of references or specific endorsements.
- d. Any financial, legal, or other problem that may affect the proposer's performance of the services described in the proposal, or create any possible conflict of interest with the endeavor.

If there is no additional data, this section shall consist of the signed and dated statement, "We wish to present no additional data."

21. Proposer's Charitable Contributions Compliance

Section U (see **Section XIII, Attachment J**), related to California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act," which regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fundraising practices and documentation.

Charities with over \$2 million of revenues (excluding funds that must be accounted for to a government entity) have new audit requirements. All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the certification form attached as Attachment J. A completed Attachment J is a required part of any agreement with the County.

In Attachment J, prospective contractors certify either that:

- They have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement.

Or:

- They are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

Prospective County contractors that do not complete Attachment J as part of the solicitation process may, in the County's sole discretion, be disqualified from a contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202).

22. Identification of Person Writing Proposal

Section V, "Identification of Person Writing Proposal," shall consist of a completed and signed **Attachment K (see Section XIII)**.

23. Safely Surrendered Baby Law

Attachment L regarding the Los Angeles County Safely Surrendered Baby Law is for informational purposes. The Contractor will be responsible for notifying its employees and shall require each subcontractor, as appropriate, to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org for printing purposes.

24. Proposal Checklist and Required Forms

Section A	Cover Letter
Section B	Table of Contents
Section C	Proposal Face Sheet
Section D	Minimum Requirements to Participate
Section E	Proposer's Capabilities
Section F	Form of Business Organization and Financial Information
Section G	Licensure/Litigation Problems
Section H	Statement of Work
Section I	Facility Business Licenses and Certification
Section J	Compliance with Applicable Law
Section K	Acceptance of Terms and Conditions
Section L	Evidence of Insurance Coverage
Section M	Federally Funded Health Care Program
Section N	Avoidance of Conflict of Interest Certification
Section O	Proposer's Equal Employment Opportunity (EEO) Certification
Section P	Business Enterprise Information Form
Section Q	Confidentiality of Patient/Client Records
Section R	Accessibility and Nondiscrimination Requirements for Persons with Disabilities
Section S	Jury Service Program
Section T	Additional Data
Section U	Proposer's Charitable Contributions Compliance
Section V	Identification of Person Writing Proposal

IX. SUBMISSION OF PROPOSALS

Proposers shall submit one ORIGINAL proposal plus ten (10) copies for a total of eleven (11) proposals.

The ORIGINAL proposal shall be clearly identified as the ORIGINAL and, to the extent possible, shall contain original documents and completed forms, letters, affirmations, statements, declarations, etc., with original signatures.

Note: Documents with facsimile signatures are discouraged and will be accepted solely at the discretion of the Director, if it is in the County's best interest. In any event, DPH will require original signatures on all agreement documents filed with the County Board of Supervisors for final approval.

Each of the eleven (11) proposal three-ring binders shall be clearly labeled with the RFP title. "COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH - REQUEST FOR PROPOSALS FOR PAROLEE SERVICES NETWORKS" and the name of the proposer's organization on the front exterior cover.

All eleven (11) proposal copies in their individual three-ring binders, with the ORIGINAL proposal readily accessible, shall be placed in plain sturdy cardboard boxes with lids. Boxes must be of uniform size that can be easily stacked, handled, and lifted. All boxes shall be clearly labeled with the RFP proposal title and organization's name.

PLEASE IDENTIFY THE BOX WHICH CONTAINS THE ORIGINAL PROPOSAL. IT IS STRONGLY RECOMMENDED THAT ALL PROPOSAL BOXES BE HAND DELIVERED BY PROPOSER'S STAFF OR BY A COURIER SERVICE. ALL PROPOSAL BOXES ARE TO BE DELIVERED TO THE FOLLOWING ADDRESS:

County of Los Angeles - Department of Public Health
Alcohol and Drug Program Administration
Planning Division - Program Development Section
1000 South Fremont Avenue
Building A-9 East, 3rd Floor, South Wing Reception Area Alhambra,
California 91803

ALL PROPOSALS MUST BE RECEIVED BY THE FOLLOWING DEADLINE:

3:00 p.m. Pacific Standard Time– Tuesday, June 17, 2008

THIS IS A FIRM DEADLINE. ANY PROPOSAL RECEIVED BY THE DEPARTMENT OF PUBLIC HEALTH AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR EVALUATION, UNLESS THE DIRECTOR DETERMINES ACCEPTANCE AND CONSIDERATION OF THE PROPOSAL IS IN THE COUNTY'S BEST INTEREST.

X. PROPOSAL CONDITIONS

A. Informal Solicitation for Proposals

Notwithstanding any other provisions of this RFP, proposers are hereby advised that this RFP is an informal solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. Thus, the Director of the Department of Public Health or his authorized designee (Director), reserves the sole and unqualified right to reject any and all proposals at any time, in whole or in part, for any reason whatsoever.

B. County Responsibilities

The County is responsible only for that which is expressly stated in this RFP and any written addenda thereto. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

C. Final Contract Award by County Board of Supervisors

Notwithstanding any decision by the Director to recommend the award of a contract to any Proposer, the County Board of Supervisors retains the right to exercise its independent judgment and discretion concerning the final selection of a proposal and the terms and conditions of any resultant contract(s), and to determine which proposal best serves the interest of the County. The Board of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

D. Firm Offer

All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

E. Compliance with Request for Proposals

Responses to this RFP shall be made according to the specifications and instructions contained herein, and must comply with content, sequence, and format for proposals as outlined in **Section VIII Instructions to Proposers Submitting Proposals** and **Section IX, Submission of Proposal** of this RFP.

Failure to adhere to any RFP instructions or to comply with the format requirements of **Section VIII, Instructions to Proposers Submitting Proposals** and **Section IX, Submission of Proposal** may be cause for rejection of the proposal, at the Director's sole discretion.

F. Inquiries and Investigative Authority

The Director reserves the right to make inquiries into the operational and financial capacity and responsibility of a proposer. The failure of a proposer to promptly supply information in connection with such inquiry, including, but not limited to, information regarding current and past performance, financial stability, labor or payroll violations, professional citations, incidents or charges of malpractice, and the ability to provide emergency ambulance transportation services in a timely manner, may be grounds for rejection of the proposal at the sole discretion of Director. By submitting a proposal in response to this RFP, the proposer acknowledges that it gives the Director investigative authority to verify and confirm any and all related information, credentials, resources, and references listed in the proposal.

G. Acceptance of Terms and Conditions

Proposer understands and agrees that submission of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP and any addenda thereto, as evidenced by the proposer's **signed and dated statement** affirmation.

Proposers are encouraged to carefully review **Section XII, Exhibit I, Sample Agreement**, and its service Exhibits for alcohol and drug services for which proposer is submitting a proposal, since many of its provisions will be included in the contract(s) that may be awarded as a result of this RFP. However, please note that the draft contract language specified in the Sample Agreement is subject to change, and that not all clauses and provisions included may be used, and other contract provisions that do not currently appear may be included in the final contract.

Proposers are not required to sign the Sample Agreement at this time. This document is provided for the proposer's information only. Proposers who are recommended to provide services as a result of this RFP process will be required to sign the final version of the formal contract document upon completion of the contract negotiation process.

H. Truth and Accuracy of Representations

False, misleadingly incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be in the Director's sole judgment and his/her judgment shall be final.

I. Compliance With Applicable Law

Any contract which may be entered into between the County and proposer, and awarded by the County Board of Supervisors as a result of this RFP, shall be in compliance with all applicable Federal, State, County, City and other local laws, ordinances, regulations, rules, and directives, including Federal statutes and regulations regarding lobbying activities, non-discrimination, equal opportunity, and the employment of aliens and others, as such provisions exist now or in the future.

J. County Changes to Request for Proposals

The Director reserves the sole right to interpret or change any provision of this RFP at any time prior to the final proposal submission date. Any such interpretation or change shall be by written addenda to this RFP. For purposes of this RFP process, any written addendum, including any written question and answer handout, shall become part of this RFP and may become part of any resultant contract. Every reasonable effort shall be made to assure that any written addendum made to the RFP is provided to each provider for whom the County's records indicate: 1) a copy of the RFP was received in person or by U.S. Mail and 2) provider attended the Proposers' Conference. A proposer's failure to address the requirements of any written addendum may result in the proposal not being considered. The Director, at his/her sole discretion, may determine that if any addendum is issued, that a time extension may also be required for the submission of the proposals, in which case the written addendum

shall also indicate the new proposal submission date.

K. Proposer Changes to Proposal

Prior to the final proposal submission date, a proposer may retrieve its proposal in order to make additions or alterations. Such retrieval, however, shall not extend the final proposal submission date for proposals under this RFP process. In any event, a proposer may not change the wording or add or delete anything from its proposal after the final submission date for proposals, unless the same opportunity is offered to all proposers at the Director's sole discretion.

L. Disclosure of Contents of Proposals

All proposals submitted in response to this RFP shall become the exclusive property of the County. At such time as the Director formally, and in writing (whether by Chief Executive Office or Health Deputy Memo, Board Memo, or Board Letter), recommends rejection of any or all proposals, or recommends award of an agreement(s) to the County Board of Supervisors, all proposals shall be regarded as public records, with the exception of those parts of each proposal defined by the Proposer as business or trade secrets and plainly marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY." Such information should not appear on the same page as non-proprietary or non-confidential information.

The County shall not in any way be liable or responsible for the disclosure of any such records or any part thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law or order of a court. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of a requested exception.

M. Protest Rights

The County will consider any protest or objection regarding proposals not recommended for award of a contract under this RFP, only if such protest or objection is received in writing by ADPA, within ten (10) calendar days of a proposer's notification by facsimile/fax or postmarked mail, whichever occurs first, that the proposer's proposal was not recommended for a contract award by the Director.

Protests or objections shall clearly identify this RFP, be clear and specific in meaning, and typewritten. The response envelope must be correctly addressed and plainly read RFP FOR PAROLEE SERVICES NETWORKS - PROTEST/OBJECTION, in the lower left-hand corner. Protests or objections must be received within the ten (10) calendar days as described above, either in person or by mail to the following address:

County of Los Angeles - Department of Public Health
Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-9 East, Room 3-002
Alhambra, California 91803
Attention: Wayne Sugita, Acting Director

Written protests or objections received any time after ten (10) calendar days, as described above, will be automatically disallowed. For purposes of the protest process, facsimile/fax or Internet (i.e., electronic mail/E-mail) transmissions will not be accepted. THE COUNTY WILL TAKE NO RESPONSIBILITY FOR THE RECEIPT OR HANDLING OF WRITTEN PROTESTS OR OBJECTIONS WHICH ARE NOT RECEIVED BY THE PERSON INDICATED ABOVE BY THE STATED DEADLINE.

Proposers will be notified by the Director of the decision on any protest or objection, which is received by DPH in a timely manner. Such notification will explain the basis for the decision. The Director's decision on any protest or objection will be final.

N. Protest Process

Any actual or prospective bidder/proposer may file a protest in connection with the solicitation or award of a Board-approved service contract. It is generally accepted that the bidder/proposer challenging the decision of a County Department bears the burden of proof in its claim that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed award.

Throughout the review process, County has no obligation to delay or otherwise postpone an award of a contract based on a bidder/proposer protest. In all cases, County reserves the right to make an award when it is determined to be in the best interest of the County to do so.

Grounds for Review

Unless State or federal statutes or regulations otherwise provide, the grounds for review of any departmental determination or action should be limited to the following:

- (1) Review of Solicitation Requirements
- (2) Review of Disqualified Proposal
- (3) Review of Department's Proposed Contractor Selection Process

The following describes the procedures to be followed for each of these areas.

Solicitation Requirements Review

A person or entity may seek a Solicitation Requirements Review by submitting a written request for review to the department conducting the solicitation. A Solicitation Requirements Review shall only be granted under the following circumstances:

- The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
- The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal.
- The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and

The request for a Solicitation Requirements Review asserts either that:

- Application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the proposer; or,
- Due to unclear instructions, the process may result in the County not receiving the best possible responses from the proposers.

The Solicitation Requirements Review shall be completed and the department's determination shall be provided to the proposer, in writing, within a reasonable time prior to the proposal due date.

Disqualification Review

A proposal may be disqualified from consideration because a department determined it was a non-responsive proposal at any time during the review/evaluation process. If a department determines that a proposal is disqualified due to non-responsiveness, the department shall notify the proposer in writing.

Upon receipt of the written determination on non-responsiveness, the proposer may submit a written request for a Disqualification Review by the date specified. Requests for a Disqualification Review not timely submitted will be denied.

A Disqualification Review shall only be granted under the following circumstances:

1. The firm/person requesting a Disqualification Review is a proposer;
2. The request for a Disqualification Review is submitted timely; and,
3. The request for a Disqualification Review asserts that the department's determination of disqualification due to proposal non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the proposer, in writing, prior to the conclusion of the evaluation process.

Department's Proposed Contractor Selection Review

Departmental Debriefing Process

Upon completion of the evaluation, and prior to entering negotiations with the selected proposer, the department shall notify the remaining proposers in writing that the department is entering negotiations with another proposer. Upon receipt of the letter, the proposer may submit a written request for a Debriefing within the time specified in the letter. A Debriefing will not be provided unless the request is submitted within the timeframe specified.

The purpose of the Debriefing is to compare the proposer's response to the solicitation document with the evaluation document. The proposer shall be debriefed only on its response. Because the contract process has not been completed, responses from other proposers shall not be discussed.

If the proposer is not satisfied with the results of the debriefing, it may, within five (5) business days of the debriefing, request a review on the grounds and in the manner set forth below for review of the department's recommendation for contract award.

Proposed Contractor Selection Review

The proposer may submit a written request for a Proposed Contractor Selection Review if they assert that their bid/proposal should have been determined to be the lowest cost, responsive and responsible bid or the highest-scored proposal because of one of the following reasons:

- a. The department materially failed to follow procedures specified in its solicitation document. This includes:
 - Failure to correctly apply the standards for reviewing the proposal format requirements.
 - Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
- b. The department made identifiable mathematical or other errors in evaluating proposals, resulting in the proposer receiving an incorrect score and not being selected as the recommended contractor.
- c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
- d. Another basis for review as provided by State or federal law.

Upon completing the Proposed Contractor Selection Review, the department representative shall issue a written decision to the proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. If proposer is not satisfied with the results of the Proposed Contractor Selection Review, it may request a review on the grounds and in the manner set forth below for a County Review Panel.

County Review Panel Process

If the proposer is not in agreement with the results of the department's Proposed Contractor Selection Review, the proposer may submit a written request for a review by a County Review Panel.

Upon completion of the Panel's Review, the Panel will forward its report to the department, which will provide a copy to the proposer.

O. Contact with DPH Employees

As of the issue date of this RFP and continuing until the final date for submission of proposals, all DPH personnel (except for designated DPH ADPA personnel) are specifically directed not to hold meetings, conferences, or technical discussions regarding this RFP with prospective contractors. Any questions or comments regarding this RFP or other matters relating thereto shall be addressed to:

County of Los Angeles
Department of Public Health
Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-9 East, Room 3-002
Alhambra, California 91803
Attention: Wayne Sugita, Acting Director
Telephone: (626) 299-4571

P. Cost of Proposals and/or Modifications of Proposer's Operations

The County shall not in any way be liable or responsible to proposer or any third party, for any costs incurred in connection with: (1) the preparation or submission of any proposal; (2) the modification of any of proposer's operations in response to this RFP; (3) the contract award process; or (4) the contract negotiation process.

Q. Rejection/Cancellation of the RFP Process

The Director may, at his/her sole discretion, reject any and all proposals submitted in response to this RFP at any time for any reason whatsoever. In addition, the RFP process may be canceled at any time, when the Director determines at his/her sole discretion that a cancellation is in the best interest of the County of Los Angeles.

R. Term of Contract

The term of any contract awarded as a result of this RFP is anticipated to be for a period of thirty-four (34) consecutive months, effective on or about September 1, 2008 through June 30, 2011.

All agreements will be monitored by the County on an ongoing basis, and may be terminated for any of the reasons set forth in **Exhibit I, Sample Agreement (see Section XII)**.

S. Gratuities

It is improper for any County officer, employee, or agent to solicit consideration, in any form, from a proposer with the implication, suggestion, or statement that the proposer's provision of the consideration may secure more favorable treatment for the proposer in the selection of a proposal or in the award of the contract or that the proposer's failure to provide such consideration may negatively affect the County's consideration of the proposer's submission. A proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to a County officer, employee, or agent for the purpose of securing a favorable treatment with respect to the award of the

contract.

A proposer shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County Manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration.

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

T. County Lobbyist Ordinance

The County has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance," defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in Los Angeles County Code Chapter 2.160. In effect, each person, corporation, or other entity who seeks a County permit, license, franchise, or contract must certify compliance with the ordinance. As part of this solicitation process, it is the responsibility of each proposer to review the ordinance independently as the text of said ordinance is not contained with this RFP.

Thereafter, each person, corporation, or other entity submitting a response to this RFP, must certify that each County lobbyist, as defined by Los Angeles County Code Section 2.160.010, that is retained by the proposer, is in full compliance with Chapter 2.160 of the Los Angeles County Code.

U. Proposer's Willingness to Consider County Employees for Employment

If proposer is selected for a contract, and should proposer require additional or replacement personnel after the effective date of the contract to perform the services set forth therein, proposer shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a reemployment list during the life of the contract.

V. Consideration of Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs' Participants for Employment

As a threshold requirement for consideration for contract award, proposers shall demonstrate a proven record of hiring GAIN and GROW participants or shall attest to a willingness to consider GAIN and GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, proposers shall attest to a willingness to provide employed GAIN and GROW participants access to the proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or

promotional opportunities. Proposers who are unable to meet this requirement shall not be considered for a contract award.

W. County's Quality Assurance Plan

The County or its agent will evaluate proposer's performance under any resultant agreement on not less than an annual basis. Such evaluation will include assessing compliance with all contract terms and performance standards. Deficiencies which the County determines are severe or continuing and that may place performance of the agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the agreement or impose other penalties as specified in the agreement.

X. County's Child Support Compliance Program

CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM: Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this Agreement to comply with all applicable provisions of law. Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the federal Social Security Act [(42 USC section 653(a)] and California Unemployment Insurance Code section 1088.55, and shall implement all lawfully served Wage and Earnings Withholdings Orders or Child Support Services Department (CSSD) Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure section 706.031 and Family Code section 5246(b).

TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM: Failure of Contractor to maintain compliance with the requirements set forth in "Contractor's Warranty of Adherence to County's Child Support Compliance Program" paragraph immediately above shall constitute default by Contractor under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement failure of Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which County may terminate this contract pursuant to the "Termination for Default" paragraph of this Agreement [**or "Term and**

Termination” paragraph of this Agreement, whichever is applicable] and pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

Y. Proposer’s Exclusion from Participation in a Federally Funded Health Care Program

The proposer is required by this RFP process to complete and sign the **Federally Funded Health Care Program Affidavit** (see **Section XIII, Attachment E**), certifying that neither the proposer nor any of its staff members are currently barred from participation in a Federally funded health care program. If the proposer cannot execute this form because it or one or more of its staff members is barred from participation in a Federally funded health care program, the proposer shall submit a statement, also labeled **Attachment E**, reflecting all of the details of such debarment action. The Director will then consult with County Counsel to determine whether any such debarment is grounds for the proposer’s elimination from this RFP process.

Z. Determination of Proposer Responsibility

1. A responsible proposer is a proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is the County’s policy to conduct business only with responsible contractors.
2. Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the proposer is responsible based on a review of the proposer’s performance under any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the proposer against public entities. Labor law violations which are the fault of subcontractors and of which the proposer had no knowledge shall not be the basis of a determination that the proposer is not responsible.
3. The County may declare a proposer to be non-responsible for purposes of this selection process if the Board of Supervisors, in its discretion, finds that the proposer has done any of the following: (1) committed any act or omission which negatively reflects on the proposer’s quality, fitness, or capacity to perform a contract with the County or a contract with any other public entity, or engaged in a pattern or practice which negatively reflects on same, (2) committed an act or omission which indicates a lack of business integrity or business honesty, or (3) made or submitted a false claim against the County or any other public entity.

4. If there is evidence that the highest ranked proposer(s) may not be responsible, the Director of DPH shall notify the proposer(s) in writing of the evidence relating to the proposer's responsibility, and of his or her intention to recommend to the Board of Supervisors that the proposer(s) be found not responsible. The Director of DPH shall provide the proposer and/or the proposer's representative with an opportunity to present evidence as to why the proposer should be found to be responsible and to rebut evidence which is the basis for the Director's recommendation. If the proposer fails to avail itself of the opportunity to rebut the Director's evidence, the proposer may be deemed to have waived all rights of appeal.
5. If the proposer presents evidence in rebuttal to the DPH, the DPH shall evaluate the merits of such evidence, and based on that evaluation make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the proposer shall reside with the Board of Supervisors.
6. These terms shall also apply to proposed subcontractors / subconsultants of proposers under County contracts.

AA. Proposer Debarment

1. The proposer is further hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the proposer from bidding on other County contracts for a specified period of time, not to exceed 3 years, and the County may terminate any or all of the proposer's existing contracts with the County, if the Board of Supervisors finds, in its discretion, that the proposer has done any of the following: (1) violated any term of a contract with the County, (2) committed any act or omission which negatively reflects on the proposer's quality, fitness, or capacity to perform a contract with the County or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.
2. If there is evidence that the highest ranked proposer(s) may be subject to debarment, the Director of DPH shall notify the proposer(s) in writing of the evidence which is the basis for the proposed debarment, and shall advise the proposer(s) of the scheduled date for a debarment hearing before the County's Contractor Hearing Board.
3. The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The proposer and/or the

proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the proposer should be debarred, and if so, the appropriate length of time of the debarment. If the proposer fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, the proposer may be deemed to have waived all rights of appeal.

4. A record of the hearing, the proposed decision, and any recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the hearing Board.
5. These terms shall also apply to proposed subcontractors / subconsultants of proposers under County contracts.

BB. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

CC. Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth as Section XIII, Attachment L of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

DD. SPARTA Program

A County program, known as "SPARTA" (Service Providers, Artisan and Tradesman Activities) may be able to assist potential proposers in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Municipality Insurance Services, Inc. For additional information, a proposer may call (800) 420-0555 or contact them through their web address: www.2sparta.com.

EE. Injury and Illness Prevention Program (IIPP)

Proposer shall be required to comply with the State of California, Occupational Safety and Health Administration's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective IIPP that addresses hazards pertaining to the particular workplace covered by the program.

FF. Recycled Paper

Proposer shall be required to comply with the County's policy on recycled paper. Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited in County landfills, proposer agrees to use recycled-content paper to the maximum extent possible as specified in the Agreement.

GG. County Policy on Doing Business with Small Business

The following four provisions do not apply to non-profit organizations. These provisions are only applicable to for-profit organizations.

1. Introduction

In evaluating proposals, the County will give preference to businesses that are certified by the County as a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204 of the Los Angeles County Code. A Certified Local SBE is a business: 1) certified by the State of California as a small business enterprise; 2) having its principal office currently located in Los Angeles County for a period of at least the past 12 months; and 3) certified by Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above.

2. Certification of a Small Business

To apply for certification as a Local SBE, companies may register at the Office of Affirmative Action Compliance's website at:
<http://oaac.co.la.ca.us>

3. Request for SBE Preference

Certified Local SBEs must request the Local SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. County must verify Local SBE certification prior to applying the preference. Sanctions and financial penalties may apply to a business

that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Local SBE.

4. State of California Small Business Enterprise Certification

Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at:
<http://www.pd.dgs.ca.gov/smbus/default>.

HH. Compliance with the Health Insurance Portability and Accountability Act of 1996:

The parties acknowledge the existence of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and its implementing regulations. Proposer, if selected to serve as a Contractor understands and agrees that, as provider of medical treatment services, it is a "covered entity" under HIPAA and, as such, has obligations with respect to the confidentiality, privacy, and security of patients' medical information, and must take certain steps to preserve the confidentiality of this information, both internally and externally, including the training of its staff, the establishment of proper procedures for the release of such information, and the use of appropriate consents and authorizations specified under HIPAA.

The parties acknowledge their separate and independent obligations with respect to HIPAA, and that such obligations relate to transactions and code sets, privacy, and security. Proposer understands and agrees that, as Contractor, it is separately and independently responsible for compliance with HIPAA in all these areas that County has not undertaken any responsibility for compliance on proposed Contractor's behalf. Proposer, under this RFP has not relied, and will not in any way, later rely as a Contractor, on County for legal advice or other representations with respect to Proposer/Contractor's obligations under HIPAA, but will independently seek its own counsel and take the necessary measures to comply with the law and its implementing regulations.

The following contract language or language similar thereto, will be placed in any resultant contract form. **CONTRACTOR AND COUNTY UNDERSTAND AND AGREE THAT EACH IS INDEPENDENTLY RESPONSIBLE FOR HIPAA COMPLIANCE AND AGREE TO TAKE ALL THE NECESSARY AND REASONABLE ACTIONS TO COMPLY WITH THE REQUIREMENTS OF THE HIPAA LAW AND IMPLEMENTING REGULATIONS RELATED TO TRANSACTIONS**

AND CODE SETS, PRIVACY, AND SECURITY. EACH PARTY FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE OTHER PARTY (INCLUDING THEIR OFFICERS, EMPLOYEES, AND AGENTS), FOR ITS FAILURE TO COMPLY WITH HIPAA.

XI. SELECTION CRITERIA AND EVALUATION PROCESS

A. Selection Criteria

An Evaluation Committee selected by the Director or his authorized designee will be responsible for evaluating all proposal responses that are submitted in a timely manner.

Proposals will be scored according to the specific criteria listed in this RFP, and evaluated based upon the points assigned to each category, as identified within the INSTRUCTIONS TO PROPOSERS SUBMITTING PROPOSALS Section of this RFP. The rating point percentages assigned to each category (Proposer Capabilities - 40%, Program Design - 40%, and Proposed Budget - 20%) indicate the weight assigned to each category, in relation to the total score possible.

Final selection of any successful proposers for recommendation to the County Board of Supervisors will be made at the sole discretion of the Director after receiving the recommendations of the Evaluation Committee. Award of any resultant contract(s) will be made by, and at the sole discretion of, the Board of Supervisors. There will be no contract(s) between the County and any selected proposer(s) until execution of contract document(s) by the Board of Supervisors.

B. Evaluation Process

The proposal evaluation process shall consist of the Administrative “Pass/Fail” Evaluation and the Proposal Scored Evaluation. The Director or her/his authorized designee may determine in his/her sole discretion that an interview and/or site visit is necessary with proposers receiving the highest proposal rating scores by the Evaluation Committee.

1. Administrative Pass/Fail Evaluation

An initial administrative “pass/fail” evaluation will be made of proposals to determine compliance with the general guidelines and requirements of this RFP. Failure in any one of the “pass/fail” criteria may be cause for the automatic disqualification of the entire proposal from further review. The determination to disqualify a proposal shall be in the sole discretion of Director if it is determined to be in the County’s best interest. Proposals that successfully “pass” the Administrative Evaluation will be evaluated on their overall technical

merit by a proposal Evaluation Committee.

2. Proposal Scored Evaluation

The Evaluation Committee shall be selected by the Director or his authorized designee and shall consist of individuals who are knowledgeable about ODFC, residential treatment program services, and ADFLC. The Evaluation Committee may also include other individuals deemed capable and appropriate for the selection of potential contractors. The Evaluation Committee shall not include potential contractors or persons affiliated with potential contractors responding to this RFP. These Evaluation Committee members *are prohibited* from discussing their reviews until a proposer has been awarded an agreement by the County Board of Supervisors.

Note: To ensure that nothing in a proposer's proposal is overlooked and that a proposer's proposal gets complete review and point credit for each evaluation area, it is imperative that the proposer's responses be organized and placed in the appropriate proposal response section, with cross references to other sections, if appropriate.

3. Interview/Site Visit

Proposers may be required to participate in an interview and/or site visit by the Evaluation Committee to verify information and to further determine, upon such site visit, the proposer's ability to implement and provide services as claimed in the proposer's written proposal.

C. Contract Negotiations

After the proposals have been evaluated and ranked by the Evaluation Committee, and the results of the evaluation are accepted by the Director, Director's designated representatives will commence discussion with the highest ranked proposer(s) to negotiate a contract.

In the event negotiations with the highest ranked proposer(s) do not result in a contract for recommendation to the County's Board of Supervisors, then the Director may, at his/her discretion, reject this proposal and commence negotiations with the next highest ranked proposer(s).

XII. EXHIBITS

- Exhibit “I” Sample Agreement
- Exhibit “II” Parolee Services Networks Program Guidelines and Treatment Standards
- Exhibit “III” Principles of Effective Treatment (Best Practices)
- Exhibit “IV” Instructions for Preparing Project Work Plan
- Exhibit “V” Instructions for Preparing Budget and Narrative Forms

XIII. ATTACHMENTS

- Attachment A Letter of Intent to Apply
- Attachment B Proposal Face Sheet
- Attachment C Project Work Plan
- Attachment D Proposed Summary Budget
- Attachment E Federally Funded Health Care Program Affidavit
- Attachment F Avoidance of Conflict of Interest Certification
- Attachment G Proposer’s Equal Employment Opportunity (EEO) Certification
- Attachment H Business Enterprise Information Form
- Attachment I Jury Service Program
- Attachment J Proposer’s Charitable Contributions Compliance
- Attachment K Identification of Person Writing Proposal
- Attachment L Safely Surrendered Baby Law