



DEPARTMENT OF MENTAL HEALTH
REQUEST FOR STATEMENT OF QUALIFICATIONS
(RFSQ)
EATING DISORDERS (ED) SERVICES
RFSQ #DMH021121B1

Prepared By
County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division

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1.0 GENERAL INFORMATION

The County of Los Angeles (LAC or County), Department of Mental Health (DMH or Department) is issuing this Request for Statement of Qualifications (RFSQ) to identify qualified companies to enter into Master Agreements with the County to provide, on an as-needed basis, Acute Inpatient Care, Specialized Follow-up Residential Treatment Center, Partial Hospitalization Program, or Intensive Outpatient Program eating disorders services for children, adolescents and adults with an Eating Disorder (ED) Diagnosis.

Interested and qualified entities meeting the Minimum Mandatory Qualifications identified in Section 1.4 of this RFSQ are invited to submit a Statement of Qualifications (SOQ) as described in this RFSQ. SOQ responses will be used to qualify multiple contractors to enter into a Master Agreement (MA) with Los Angeles County Department of Mental Health (LACDMH) to provide ED services on an as-needed basis.

Upon execution of the Master Agreement, qualified entities will become LACDMH contractors, to provide as-needed services. Execution of a Master Agreement does not guarantee a contractor any minimum amount of business.

Proposers must keep their SOQ updated with all applicable and current services. Any changes to these services should be relayed to the LACDMH Master Agreement Administrator immediately as services may be requested based on the service categories identified in the Proposer's SOQ submission. The Master Agreement Administrator can provide any technical assistance required.

1.1 Scope of Work

LACDMH, as the Local Mental Health Plan (LMHP), is required to provide, or arrange and pay for, all medically necessary Covered Specialty Mental Health Services, including eating disorders, to Medi-Cal Beneficiaries. Covered Specialty Mental Health Services include psychiatric hospital services as defined in Title 9 section 1810.238 of the California Code of Regulations. The County provides services to Medi-Cal Beneficiaries requiring specialized treatment not immediately available through County hospitals or through facilities operated by or under contract to the LMHP. Such specialized treatment is provided to Medi-Cal Beneficiaries that demonstrate severe illness related to eating disorders that cannot be managed in a lower level of care, as demonstrated by a failure to improve in response to multiple psychiatric and medical hospitalizations, and intensive outpatient services in coordination with a Medi-Cal Beneficiary's mental health and medical providers.

Contractor shall treat Medi-Cal Beneficiaries that require psychiatric inpatient hospital services and meet applicable criteria set forth in Title 9 section 1820.205 as identified and referred by LACDMH only. LACDMH will authorize a Medi-Cal Beneficiary's admission to the psychiatric facility operated by Contractor as identified in the Master Agreement.

ED services shall be provided by Contractor solely on an as needed basis, and only to those referred by LACDMH. There is no guaranteed number of referrals. There is no guaranteed funding associated with these Master Agreements. Reimbursement will only be made for clients referred by LACDMH with accompanying clinical documentation of care services provided and invoices that substantiate the referral and services provided. Please see Statement of Work (SOW) Exhibit F-3 and SOW Exhibit F-4 for further detail.

Referrals from LACDMH shall reflect the needs of the Department, client acuity, and placement in the least restrictive, and most geographically advantageous environment. Self-referrals or referrals from other entities to ED contractors will not be accepted nor reimbursed.

1.1.1 ED Services

ED Services range from acute inpatient programs (in which general medical care is readily available), residential programs, partial hospitalization programs and intensive outpatient care (in which the patient receives general medical treatment, nutrition counseling, and/or individual, group, and family psychotherapy). For complete descriptions of the Admission Criteria, Intensity of Service and Continued Stay criteria for each level of service please refer to Appendix H, Sample Master Agreement, Exhibit F-1, SOW Technical Exhibits.

1.2 Overview of Solicitation Document

This RFSQ is composed of the following parts:

- **GENERAL INFORMATION:** Specifies the required minimum qualifications of a Proposer, provides information regarding some of the requirements of the Master Agreement and the solicitation process.
- **INSTRUCTIONS TO PROPOSERS:** Contains instructions to Proposers in how to prepare and submit their SOQ.
- **STATEMENT OF QUALIFICATIONS (SOQ) REVIEW/SELECTION QUALIFICATION PROCESS:** Explains how the SOQ will be reviewed, selected and qualified.
- **APPENDICES:**
 - A - Required Forms:** Forms contained in this section must be completed and included in the SOQ.

- B - Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent by Proposer requesting a Solicitation Requirements Review.
- C - County of Los Angeles Policy of Doing Business with Small Business:** County Code.
- D - Jury Service Ordinance:** County Code.
- E - Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with the County for a specific length of time.
- F - IRS Notice 1015:** Provides information on Federal Earned Income Credit.
- G - Safely Surrendered Baby Law:** County program.
- H - Sample Master Agreement:** The Master Agreement used for this solicitation. The terms and conditions shown in the Master Agreement are not negotiable.
- I - Background and Resources: California Charities Regulation:** An information sheet intended to assist Nonprofit agencies with compliance with SB 1262 – the Nonprofit Integrity Act of 2004 and identify available resources.
- J - Defaulted Property Tax Reduction Program:** County Code.
- K - Statement of Qualifications (SOQ) Checklist**

1.3 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Appendix H, Sample Master Agreement, Paragraph 2 - Definitions.

1.4 Proposer Minimum Mandatory Qualifications

Interested and qualified entities meeting the Minimum Mandatory Qualifications (MMQs) identified below are invited to submit a SOQ as described herein. SOQ responses will be used to qualify multiple contractors to enter into MAs with LACDMH to provide ED services on an as-needed basis.

- 1.4.1 Proposers must provide proof of appropriate and valid State of California Department of Public Health, and State of California Department of Health Care Services licensure, as applicable to the level of care provided. Level of Care Licensure criteria is outlined in Appendix H, Sample Master Agreement, Exhibit F1, SOW Technical Exhibits. **Proposers must provide copies of the State of California Department of Public Health and State of California Department of Health Care Services License(s) and label as “Attachment I- MMQ”.**
- 1.4.2 Proposer must have a minimum of three years’ experience within the last five years providing Acute Inpatient, Specialized Follow-up Residential Treatment Center, Partial Hospitalization, or Intensive Outpatient ED services for children, adolescents and adults with an ED Diagnosis as described in Appendix H, Sample Master Agreement, Exhibit F, Statement of Work, Section 1.0, (Scope of Work). LACDMH will use the date of SOQ submission to calculate the three years within the last five years of experience. **Proposers must submit copies of State of California Department of Public Health and State of California Department of Health Care Services License(s) that reflect the number of years required and labeled as “Attachment II – MMQ.”**
- 1.4.3 Proposers must provide ED services within the County of Los Angeles or a county that directly borders Los Angeles County, (Kern, Orange, Riverside, San Bernardino, or Ventura counties). **Proposers shall provide the Service Delivery Site address and label it as “Attachment III- MMQ”.**
- 1.4.4 Proposers must not be on the Los Angeles County’s Debarment List (<http://doingbusiness.lacounty.gov/debarmentlist.htm>) or on the Office of Inspector General (OIG) Health and Human Services (HHS) Debarment List: (www.oig.hhs.gov/fraud/exclusions.asp). **LACDMH will verify to ensure Proposers are not on either Debarment List.**
- 1.4.5 If a Proposer’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller (A-C) within the last 10 years, Proposer must not have unresolved questioned costs identified by the A-C, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. **LACDMH will verify to ensure Proposers do not have disallowed costs and/or resolved disallowed costs.**

1.5 Intentionally Omitted

1.6 Master Agreement Process

The objective of this RFSQ process is to secure one or more qualified Proposers to provide ED services on an as needed basis. Qualified Proposers must be able to provide the services referenced in Section 1.1 (Scope of Work).

1.6.1 Master Agreements with a detailed scope of work will be executed with all Proposers determined to be qualified.

1.6.2 Upon the Department's execution of these Master Agreements, the qualified Proposers will become LACDMH contractors and services provided by these contractors will be utilized on an as-needed basis. The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business.

1.7 RFSQ and Master Agreement Term

1.7.1 This RFSQ solicitation shall be open on a continuous basis for eight years, through June 30, 2029, with two optional one-year extension periods through June 30, 2031, for a maximum total term of 10 years.

- a. Each optional extension period may be exercised at the sole discretion of the County's Director of Mental Health or designee.
- b. LACDMH, at its sole discretion, may close this RFSQ at any time before the eight year term expires, depending on the needs of the Department.
- c. LACDMH will continuously accept SOQs throughout the duration of the RFSQ to qualify Proposers.

1.7.2 Master Agreements will become effective upon the date of its execution by the Director of LACDMH or designee and expire June 30, 2029, unless sooner extended or terminated as authorized by the Los Angeles County Board of Supervisors (Board).

1.8 County Rights and Responsibilities

The County has the right to amend the RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFSQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any

representations otherwise made by any individual acting or purporting to act on its behalf.

1.9 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing and must be e-mailed. **Please specify “RFSQ – Eating Disorders” in the subject title of the e-mail to:**

County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division

Attention: Solicitations Team

SolicitationsTeam@dmh.lacounty.gov

If it is discovered that a Proposer contacted and received information from any County personnel, other than through the Solicitations Team email address, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

1.10 Mandatory Requirement to Register on County’s WebVen

Prior to executing an ED Master Agreement, all potential contractors must register in the County’s WebVen. The WebVen contains the Proposer’s business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County’s home page at <http://camisvr.co.la.ca.us/webven/>

1.11 County Option to Reject SOQs

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County shall not be liable for any cost incurred by a Proposer in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

1.12 Protest Process

1.12.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.12.3 below. Additionally, any actual Proposer may request a review of a disqualification under such a solicitation, as described in the Sections below.

1.12.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In

all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

1.12.3 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:

- Review of Solicitation Requirements (see Paragraph 2.4 below.)
- Review of a Disqualified SOQ (see Paragraph 3.2 below.)

1.13 Notice to Proposers Regarding Public Records Act

1.13.1 Responses to this RFSQ shall become the exclusive property of the County. At such time as when Department recommends the qualified Proposer(s) to the Board of Supervisors (Board) and such recommendation appears on the Board agenda, all SOQ's submitted in response to this RFSQ become a matter of public record.

1.13.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law.

1.14 Indemnification and Insurance

Proposers shall be required to comply with the Indemnification provisions contained in Appendix H – Sample Master Agreement, Paragraph 8.22. Proposers shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix H – Sample Master Agreement, Paragraphs 8.23 and 8.24.

1.15 Intentionally Omitted

1.16 Injury and Illness Prevention Program (IIPP)

Proposers shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

1.17 Background and Security Investigations

Background and security investigations of Proposer's staff may be required at the discretion of the County as a condition of beginning and continuing work under any

resulting agreement. The cost of background checks is the responsibility of the Proposer.

1.18 Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision, Paragraph 7.6, and the Independent Contractor Status, Paragraph 8.21, in Appendix H – Sample Master Agreement.

1.19 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a contractor for this RFSQ, or any competing RFSQ, nor any spouse or economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix A, Required Forms, Exhibit 2, Certification of No Conflict of Interest.

1.20 Determination of Proposer Responsibility

- 1.20.1 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 Proposers.
- 1.20.2 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 on 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 the subcontractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.
- 1.20.3 The County may declare a Proposer to be non-responsible for purposes of this Master Agreement if the Board of Supervisors, in its discretion, finds that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission 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.

- 1.20.4 If there is evidence that the Proposer may not be responsible, the Department shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the Board of Supervisors that the Proposer be found not responsible. The Department 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 Department's recommendation.
- 1.20.5 If the Proposer presents evidence in rebuttal to the Department, the Department 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.
- 1.20.6 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

1.21 Proposer Debarment

- 1.21.1 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar a Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, 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.
- 1.21.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, the Department shall notify the Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the Proposer of the scheduled date for a debarment hearing

before the Contractor Hearing Board.

- 1.21.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Proposer and/or 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. The Proposer and the Department shall be provided an opportunity to object to the proposed decision prior to its presentation to the Board of Supervisors.
- 1.21.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other 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 Contractor Hearing Board.
- 1.21.5 If a Proposer has been debarred for a period longer than five years, that Proposer may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- 1.21.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where: (1) the Proposer has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and, (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

- 1.21.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation 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 Contractor Hearing Board.
- 1.21.8 These terms shall also apply to proposed subcontractors of Proposers on County contracts.
- 1.21.9 Appendix E provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

1.22 Proposer's Adherence to County Child Support Compliance Program

Contractors shall: 1) fully comply with all applicable State and federal reporting requirements relating to employment reporting for its employees; and, 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a Master Agreement or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

1.23 Gratuities

1.23.1 Attempt to Secure Favorable Treatment

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 award of a Master Agreement 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 favorable treatment with respect to the award of a Master Agreement.

1.23.2 Proposer Notification to County

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.

1.23.3 Form of Improper Consideration

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

1.24 Notice to Proposers Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles 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 County Code Chapter 2.160. In effect, each person, corporation or other entity that 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 within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix A - Required Forms Exhibit 5, as part of their SOQ.

1.25 Federal Earned Income Credit

The selected contractor(s) 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 the Internal Revenue Service Notice No. 1015. Reference Appendix F.

1.26 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration of a Master Agreement, Proposers shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to

consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's 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 Master Agreement. Proposers shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix A - Required Forms Exhibit 9, as part of their SOQ.

1.27 County's Quality Assurance Plan

After award of a Master Agreement, the County or its agent will monitor the Contractor's performance under the Master Agreement on an annual basis. Such monitoring will include assessing Contractor's compliance with all terms and conditions in the Master Agreement and performance standards identified in the contract. Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of this Master Agreement will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Agreement in whole or in part, or impose other penalties as specified in the Master Agreement.

1.28 Recycled Bond Paper

Proposers shall be required to comply with the County's policy on recycled bond paper as specified in Appendix H – Sample Master Agreement, Paragraph 8.38.

1.29 Safely Surrendered Baby Law

The selected contractor(s) shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Appendix G (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at www.babysafela.org.

1.30 County Policy on Doing Business with Small Business

1.30.1 The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.

- 1.30.2 The Local Small Business Enterprise Preference Program, requires the Company to complete a certification process. This program and how to obtain certification are further explained in Appendix A – Required Forms Exhibit 4.
- 1.30.3 The Jury Service Program provides exceptions to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. Proposers may qualify as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in Paragraph 1.31 below.
- 1.30.4 The County also has a Policy on Doing Business with Small Business that is stated in Appendix C.

1.31 Jury Service Program

The prospective Master Agreement is subject to the requirements of the County’s Contractor Employee Jury Service Ordinance (“Jury Service Program”) (Los Angeles County Code, Chapter 2.203). Prospective contractors should carefully read the Jury Service Ordinance, Appendix D, and the pertinent jury service provisions of the Appendix H – Sample Master Agreement, Paragraph 8.7, both of which are incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both contractors and their subcontractors. **SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.**

- 1.31.1 The Jury Service Program requires contractors and their subcontractors to have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employee’s regular pay the fees received for jury service. For purposes of the Jury Service Program, “employee” means any California resident who is a full-time employee of a contractor and “full-time” means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a contractor’s full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

- 1.31.2 There are two ways in which a contractor might not be subject to the Jury Service Program. The first is if the contractor does not fall within the Jury Service Program's definition of "contractor". The Jury Service Program defines "contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to contractors that have: 1) 10 or fewer employees; and 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract is less than \$500,000, and 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
- 1.31.3 If a contractor does not fall within the Jury Service Program's definition of "contractor" or if it meets any of the exceptions to the Jury Service Program, then the contractor must so indicate in the contractor Employee Jury Service Program Certification Form and Application for Exception, as set forth in Appendix A - Required Forms Exhibit 10, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the contractor's application, the County will determine, in its sole discretion, whether the contractor falls within the definition of contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

1.32 Intentionally Omitted

1.33 Intentionally Omitted

1.34 Notification to County of Pending Acquisitions/Mergers by Proposing Company

Proposers shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If a Proposer is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information

shall be provided by the Proposer on Appendix A - Required Forms Exhibit 1, Proposer's Organization Questionnaire/Affidavit and CBE Information. Failure of a Proposer to provide this information may eliminate its SOQ from any further consideration.

1.35 Intentionally Omitted

1.36 Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Contractor shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended, as contained in Appendix H, Sample Master Agreement, Exhibit H, Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

1.37 Contractor's Charitable Contributions Compliance (if applicable)

1.37.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" 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. Prospective contractors should carefully read the Background and Resources: California Charities Regulations, Appendix I. 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, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

1.37.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Exhibit 11 as set forth in Appendix A - Required Forms. A completed Exhibit 11 is a required part of any agreement with the County.

1.37.3 In Exhibit 11, 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.

1.37.4 Prospective County contractors that do not complete Exhibit 11 as part of the solicitation process may, in the County's sole discretion, be disqualified from 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)

1.38 Defaulted Property Tax Reduction Program

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective contractors should carefully read the Defaulted Tax Program Ordinance, Appendix J, and the pertinent provisions of the Sample Master Agreement, Appendix H, Paragraphs 8.50 and 8.51, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both contractors and their subcontractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Exhibit 12, Appendix A, Required Forms. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

1.39 Intentionally Omitted

1.40 Time Off for Voting

The selected contractor(s) shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days

before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Elections Code Section 14000.

1.41 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits Proposers engaged in human trafficking from receiving contract awards or performing services under a County contract.

Proposers are required to complete Exhibit 13 (Zero Tolerance Policy on Human Trafficking Certification) in Appendix A (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Section 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix H (Sample Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

1.42 Default Method of Payment: Direct Deposit or Electronic Funds Transfer

- 1.42.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the A-C.
- 1.42.2 Upon contract award or at the request of the A-C and/or LACDMH, the selected contractor(s) shall submit a direct deposit authorization request with banking and Proposer information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 1.42.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.
- 1.42.4 Upon contract award or at any time during the duration of the Master Agreement, a contractor may submit a written request for an exemption

to this requirement. The A-C, in consultation with LACDMH, shall decide whether to approve exemption requests.

1.43 Proposer's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952).

Proposers are required to complete Exhibit 14 (Compliance with Fair Chance Employment Hiring Practices Certification) in Appendix A (Required Forms), certifying that they are in full compliance with Section 12952, as indicated in Paragraph 8.54 of the Master Agreement. Further, contractors are required to comply with the requirements under Section 12952 for the term of any Master Agreement awarded pursuant to this solicitation.

1.44 Prohibition from Participation in Future Solicitation(s)

Proposers, contractors, subsidiaries, and/or subcontractors are prohibited from submitting a bid in a County solicitation if the proposer/contractor/subsidiary/subcontractor has provided advice or consultation for the solicitation. A proposer/contractor/subsidiary/subcontractor is also prohibited from submitting a bid in a County solicitation if the proposer/contractor/subsidiary/subcontractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the disqualification of the contractor/proposer/subsidiary/subcontractor from participation in the County solicitation or the termination or cancellation of any resultant County contract. This provision shall survive the expiration, or other termination of this Agreement.

2.0 INSTRUCTIONS TO PROPOSERS

This Section contains key project dates and activities as well as instructions to Proposers in how to prepare and submit their Statement of Qualifications (SOQ).

2.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the ED Master Agreement unless such understanding or representation is included in the ED Master Agreement.

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the Director of LACDMH or designee's sole judgment, which shall be final.

2.3 RFSQ Timetable

LACDMH requires Board approval to enter into MAs with qualified agencies. In order to obtain this approval, a ready list of agencies must be prepared to provide services immediately. For those agencies that have the capacity to provide service immediately upon Board approval, the Phase 1 timetable shall apply:

RFSQ Phase 1 Timetable

2.3.1	Release of RFSQ	02/11/2021
2.3.2	Proposers' Written Questions Due (optional).....	02/26/2021
2.3.3	Request for a Solicitation Requirements Review Due	02/26/2021
2.3.4	Questions and Answers Released.....	03/12/2021
2.3.5	SOQ due by 12:00 p.m. (Pacific Time)	03/26/2021

RFSQ – Eating Disorders SOQ must be mailed to:

County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division
550 South Vermont Avenue, 5th floor, Room 500
Los Angeles, CA 90020

Attention: Solicitations Team

For agencies that need more time beyond Phase 1 Timetable above, please note that this solicitation is open and continuous through 6/30/2029. Interested Proposers may submit questions, request a Solicitations Requirement Review, and submit a SOQ at any time within this timeframe. The Department will respond and process submissions at its discretion and based on the needs of the Department.

2.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix B - Transmittal Form to Request a Solicitation Requirements Review to LACDMH as described in this Section. **The request must be mailed to the address listed above.** A request for a Solicitation Requirements Review may be denied, in LACDMH's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within the

- timeframe identified in the solicitation document.
2. The request for a Solicitation Requirements Review includes documentation (e.g., letterhead, business card) which demonstrates the underlying ability of the person or entity to submit a SOQ;
 3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
 4. The request for a Solicitation Requirements Review asserts that either:
 - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or
 - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

The Solicitation Requirements Review shall be completed and LACDMH's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the SOQ due date.

2.5 Proposers' Questions

Proposers may submit written questions regarding this RFSQ by e-mail only to the SolicitationsTeam@dmh.lacounty.gov. Please specify "RFSQ – Eating Disorders" in the subject title of the e-mail.

All initial questions must be received on or before by February 26, 2021, 12:00 p.m., Pacific Time. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFSQ. The addendum will be posted to LACDMH's website and LA County's Doing Business With Us websites at:

LACDMH - <https://dmh.lacounty.gov/contract-opportunities/>.

LA County Doing Business With Us - <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpen Start.asp>

When submitting questions, please specify the RFSQ section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. LACDMH reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer. The Addendum will be posted to LACDMH's website at <https://dmh.lacounty.gov/contract-opportunities/>.

2.6 Preparation and Format of the SOQ

In preparing the SOQ, the Proposer shall submit the following:

- 1) One Original SOQ

- 2) Two Copies of the SOQ
- 3) One electronic copy on flash drive

Hard copy SOQs must be bound (e.g., 3-ring binder) and submitted with tabbed sections labeling each part of the SOQ as specified herein. Any SOQ that deviates from this prescribed format may be rejected without review at the County's sole discretion.

In preparing the written SOQ, the Proposer shall ensure the following:

- Text must be typewritten and double-spaced. The font must be an Arial and a font size of 12 points. No other font typeface or smaller point size may be used in the SOQ. Font type and font size in charts, tables, graphs, and footnotes will not be considered in determining compliance. Margins must be at least one inch each (left, right, top, bottom).
- Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the SOQ. The Cover Page should be Page 1 and the Transmittal Letter should be Page 2, etc. Appendices and Exhibits should be clearly labeled in the SOQ, and the pages should be numbered consecutively to continue the sequence.
- **Cover Page** - The cover page shall identify the document as a SOQ stating "**RFSQ – ED – SOQ**", SOQ submission date, and the Proposer's name.

The content and sequence of the SOQ must be as follows:

- **Transmittal Letter**
- **Table of Contents**
- **Minimum Mandatory Qualifications**
 - **Attachment I – MMQ – State of California Department of Public Health and State of California Department of Health Care Services License(s)**
 - **Attachment II – MMQ – State of California Department of Public Health and State of California Department of Health Care Services License(s) that reflect the number of years required**
 - **Attachment III – MMQ – Service Delivery Site Address**
- **Proposer's Qualifications (Section A)**
- **Required Forms (Section B)**
- **Proof of Insurability (Section C)**
- **Proof of Licenses (Section D)**

2.6.1 **Transmittal Letter** - The transmittal letter must be printed on the Proposer's Letterhead. The transmittal letter must include the Proposer's legal name and "Doing Business As" (DBA), headquarter address, telephone, e-mail address, and facsimile numbers of the person or persons to be used for contact and who will be authorized to represent the Proposer. The transmittal letter must bear the signature of the person authorized to sign on behalf of the Proposer and to bind the Proposer in the ED Master Agreement.

2.6.2 **Table of Contents**

The Table of Contents must be a comprehensive listing of material included in the SOQ. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

2.6.3 **Proposer's Minimum Mandatory Qualifications**

Proposers applying for the ED Master Agreement RFSQ must meet all Minimum Mandatory Qualifications as stated in the RFSQ, Section 1.4, at the time of submission. If DMH deems that the Proposer does not meet these qualifications, the SOQ shall not receive further consideration.

2.6.4 **Proposer's Qualifications (Section A)**

Demonstrate that the Proposer's organization has the experience to perform the required services. The following sections must be included:

A. Proposer's Background and Experience (Section A.1)

The Proposer shall complete, sign and date the Proposer's Organization Questionnaire/Affidavit and CBE Information – Exhibit 1 as set forth in Appendix A. **The person signing the form must be authorized to sign on behalf of the Proposer and to bind the Proposer in the ED Master Agreement.**

Proposer must provide a maximum five page summary of relevant background information to demonstrate that the Proposer meets the Minimum Mandatory Qualifications stated in Section 1.4 of this RFSQ and has the capability to perform the required services as a corporation or other entity.

Taking into account the structure of the Proposer's organization, Proposer shall determine which of the below referenced supporting documents the County requires. If the Proposer's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Proposer's business organization and authority of individuals to sign the ED Master Agreement.

If the below referenced documents are not available at the time of SOQ submission, Proposers must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Supportive Documentation:

Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the SOQ:

- 1) A copy of a “Certificate of Good Standing” with the state of incorporation/organization.
- 2) A conformed copy of the most recent “Statement of Information” as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

B. Proposer’s References (Section A.2)

It is the Proposer’s sole responsibility to ensure that the firm’s name, and point of contact’s name, title and phone number for each reference is accurate. The same references may be listed on the MMQ (Section 1.4.1) and both forms – Exhibits 6 and 7 of Appendix A. **LACDMH shall not be used as a reference.**

County may disqualify a Proposer if:

- references fail to substantiate Proposer’s description of the services provided; or
- references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
- the Department is unable to reach the point of contact with reasonable effort. It is the Proposer’s responsibility to inform the point of contact they are listed as a reference and that LACDMH will be contacting them during normal working hours.

The Proposer must complete and include Required Forms, Exhibits 6, 7 and 8 as set forth in Appendix A.

1) Prospective Contractor References, Exhibit 6

Proposer must provide three signed letters of reference where the same or similar scope of services were provided as referenced in Section 1.1 (Scope of Work). **LACDMH shall not be used a reference.**

2) Prospective Contractor List of Contracts, Exhibit 7

The listing must include all Public Entities contracts for the last three years. A photocopy of this form should be used if necessary.

3) Prospective Contractor List of Terminated Contracts, Exhibit 8

Listing must include contracts terminated within the last three years with a reason for termination.

C. Proposer's Pending Litigation and Judgments (Section A.3)

Identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five years. Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

The Department, at its sole discretion, may delay award of a Master Agreement or disqualify the SOQ in its entirety depending on the number and scope of pending litigation and judgements.

2.6.5 Required Forms (Section B)

SOQs must include completed, signed, and dated forms as provided in Appendix A – Required Forms (Exhibits 1 – 14):

- Exhibit 1 Proposer's Organization Questionnaire/Affidavit and CBE Information
- Exhibit 2 Certification of No Conflict of Interest
- Exhibit 3 Proposer's Equal Employment Opportunity (EEO) Certification
- Exhibit 4 Request for Preference Program Consideration
- Exhibit 5 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 6 Prospective Contractor References
- Exhibit 7 Prospective Contractor List of Contracts
- Exhibit 8 Prospective Contractor List of Terminated Contracts

- Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 10 Contractor Employee Jury Service Program Certification Form and Application for Exception
- Exhibit 11 Charitable Contributions Certification
- Exhibit 12 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 13 Zero Tolerance Policy on Human Trafficking Certification
- Exhibit 14 Compliance with Fair Chance Employment Hiring Practices Certification

2.6.6 Proof of Insurability (Section C)

Proposer must provide proof of insurability that meets all insurance requirements set forth in Appendix H – Sample Master Agreement, Paragraphs 8.23, General Provisions for all Insurance Coverage, and 8.24, Insurance Coverage. If Proposer does not currently maintain the required coverages, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Proposer be selected to receive a Master Agreement award may be submitted with the SOQ.

2.6.7 Proof of Licenses (Section D)

Proposer must furnish a copy of all applicable licenses.

2.7 SOQ Submission

Due to COVID-19 restrictions, only mailed (US Postal Service, UPS, FedEx, etc.) submissions will be accepted.

The original SOQ and two copies of the SOQ shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

“RFSQ – Eating Disorders – SOQ”

The SOQ must be mailed to:

County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division
550 South Vermont Avenue, 5th floor, Room 500
Los Angeles, CA 90020
Attention: Solicitations Team

Hand-delivered facsimile (fax) and electronic mail (e-mail) SOQ copies will not be accepted.

LACDMH will continuously accept SOQs throughout the duration of the ED Master Agreement term. All SOQs received by the initial due date and time stated in Section 2.3 will be reviewed. SOQs submitted after the initial due date and time shall be considered for review at the convenience of the County.

Since SOQs may be submitted on a continuous basis, it is acceptable for Proposers to resubmit or submit revised/amended SOQs at any time.

2.8 Acceptance of Terms and Conditions of Eating Disorders Master Agreement

Proposers understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, **ALL** terms and conditions of Appendix H, Sample Master Agreement. Signature by the authorized signer of the Proposer on the signature page of the ED Master Agreement constitutes acceptance by the Proposer of ALL ED Master Agreement terms and conditions.

2.9 SOQ Withdrawals

Proposers may withdraw their SOQ at any time prior to the date and time which is set forth herein as the deadline for acceptance of SOQs, upon written request to LACDMH contact as listed in Section 1.9 (Contact with County Personnel).

3.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

3.1 Review Process

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

3.1.1 Adherence to Minimum Mandatory Qualifications

The County will review the Proposer's Organization Questionnaire/ Affidavit and CBE Information - Exhibit 1 of Appendix A, Required Forms, and determine if the Proposer meets the Minimum Mandatory Qualifications as outlined in Section 1.4 of this RFSQ.

Failure of the Proposer to comply with the minimum qualifications may eliminate its SOQ from any further consideration. LACDMH may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

3.1.2 Proposer's Qualifications (Section A)

The County's review will include the following as stated in Section 2.6.4 (Proposer's Qualifications):

- Proposer's Background and Experience as provided in Section A.1 of the SOQ.
- Proposer's References as provided in Section A.2. The review will include verification of references submitted, a review of the County's Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts, and a review of terminated contracts.
- A review to determine the magnitude of any pending litigation or judgments against the Proposer as provided in Section A.3.

3.1.3 Required Forms

SOQ's must include all forms as provided in Appendix A, Required Forms (Exhibits 1-14). Proposers must complete, sign and date all forms. A list of required Forms is referenced in Section 2.6.5, **Section B** of the SOQ.

3.1.4 Proof of Insurability

Proposers shall comply with the Indemnification provisions contained in Appendix H – Sample Master Agreement, Paragraph 8.22.

Proposers shall attest in **Section C** of the SOQ that Proposer shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix H – Sample Master Agreement, Paragraphs 8.23 and 8.24 if Proposer is selected for award of a Master Agreement.

3.1.5 Proof of Licenses

Review the proof of licenses provided in **Section D** of the SOQ.

3.2 Disqualification Review

An SOQ may be disqualified from consideration if LACDMH determines it was non-responsive at any time during the review/evaluation process. If LACDMH determines that an SOQ is disqualified due to non-responsiveness, LACDMH shall notify the Proposer in writing.

Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in LACDMH's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a Proposer;
2. The request for a Disqualification Review is submitted in a timely manner (i.e., by the date and time specified in the written determination); and
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to 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 requesting Proposer, in writing, prior to the conclusion of the evaluation process. Since SOQs may be submitted on a continuous basis, it is acceptable for Proposers to resubmit or submit revised/amended SOQs at any time.

3.3 Selection/Qualification Process

LACDMH will select Proposers that have experience in providing ED services. However, in order to insure the Department has a varied pool of qualified contractors, the Department may offer Master Agreements to Proposers that offer a narrow scope of services in more highly specialized areas.

3.4 Master Agreement Award

Proposers who are notified by LACDMH that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for an ED Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been resolved to the satisfaction of LACDMH can a Proposer, which is otherwise deemed qualified, be regarded as "selected" for recommendation of an ED Master Agreement.

LACDMH will execute Board of Supervisors-authorized Master Agreements with each selected Proposer. All Proposers will be informed of the final selections.