



**DEPARTMENT OF MENTAL HEALTH
MENTAL HEALTH SERVICES ACT (MHSA)
MASTER AGREEMENT**

**INVITATION FOR BIDS (IFB)
FOR**

**PEER, FAMILY, AND COMMUNITY
APPROACHES AND SUPPORTS TOWARD
STIGMA AND DISCRIMINATION REDUCTION**

March 30, 2021

Prepared By

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
CONTRACTS DEVELOPMENT AND ADMINISTRATION DIVISION

**INVITATION FOR BIDS (IFB)
PEER, FAMILY, AND COMMUNITY APPROACHES AND SUPPORTS TOWARD
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1.0 GENERAL INFORMATION

1.1 Purpose

The Los Angeles County (LAC or County) Department of Mental Health (DMH or Department) is issuing this Invitation for Bids (IFB) to solicit bids from qualified agencies that are interested and capable of providing prevention services through building collaborations with community-based organizations and service providers throughout communities across Los Angeles County. Current contractors with an executed LAC-DMH Mental Health Services Act (MHSA) Master Agreement (MA) selected for the Prevention and Early Intervention (PEI) service category, "Prevention", "Outreach for Increasing Recognition of Early Signs of Mental Illness", and "Stigma and Discrimination Reduction" focal areas, are eligible to submit a bid.

The intent of the IFB is to award two Work Orders to two MHSA MA contractors for the provision of all services listed in Appendix B – Statement of Work (SOW).

1.2 Overview of Solicitation Document

This IFB is composed of the following parts:

- **GENERAL INFORMATION:** Specifies the Bidder's minimum requirements, provides information regarding some of the requirements of the Work Order and explains the solicitation process.
- **INSTRUCTIONS TO BIDDERS:** Contains instructions to Bidders on how to prepare and submit their Bid.
- **BID REVIEW AND SELECTION PROCESS:** Explains how the Bids will be reviewed and selected.
- **APPENDICES:**
 - **A - Sample Work Order:** Lists the terms and conditions in the Work Order.
 - **B - Statement of Work (SOW):** Explains in detail the work to be performed under the Work Order.
 - **C - SOW Exhibits:** Exhibits that accompany the Statement of Work.
 - **D - Required Forms:** Forms contained in this section must be completed and included in the Bid.
 - **E - Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent by Bidder requesting a Solicitation Requirements Review.

- **F - County of Los Angeles Policy on Doing Business with Small Business:** County policy.
- **G - Jury Service Ordinance:** County Program.
- **H - Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with the County for a specific length of time.
- **I - IRS Notice 1015:** Provides information on Federal Earned Income credit.
- **J - Safely Surrendered Baby Law:** County program.
- **K - Background and Resources: California Charities Regulation:** An information sheet intended to assist Non-profit agencies with compliance with SB 1262 – the Nonprofit Integrity Act of 2004 and identify available resources.
- **L - Defaulted Property Tax Reduction Program:** County program.

1.3 Terms and Definitions

Throughout this IFB, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Appendix B, SOW.

1.4 Bidder's Minimum Requirements

1.4.1 Bidder must have a minimum of five years within the last 10 years of demonstrated experience providing education, training, and advocacy to the community at large throughout Los Angeles County with an emphasis on mental health consumers and their family members who come from underserved cultural communities (see subparagraph 5.10 of Appendix B - SOW, for definition). Bidder must meet the following additional requirements:

a) Ability to include education, training, and advocacy in multiple LAC threshold languages.

- Note: LAC has 13 threshold languages, which include:
 - Arabic
 - Armenian
 - Cambodian
 - Cantonese
 - English
 - Farsi

- Korean
- Mandarin
- Other Chinese
- Russian
- Spanish
- Tagalog
- Vietnamese

b) Ability to include education, training, and advocacy that addresses mental health stigma reduction.

- 1.4.2 Bidder must have current business and/or legal relationships with schools and/or districts participating in the LACDMH School Based Community Access Platform (SBCAP), formerly known as Community Schools Initiative with Los Angeles County Office of Education (LACOE), Los Angeles Unified School District (LAUSD) and Department of Public Health (DPH) Wellbeing Center school sites.
- 1.4.3 Bidder shall be a Master Agreement contractor under DMH’s MHA Master Agreement list, specifically under the “PEI” service category, and indicated interest in the “Prevention”, “Outreach for Increasing Recognition of Early Signs of Mental Illness”, and “Stigma and Discrimination Reduction” focal areas no later than the IFB release date (March 30, 2021).
- 1.4.4 Bidder must not be on the Los Angeles County’s Debarment List (<https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>) or on the Office of Inspector General (OIG) Health and Human Services (HHS) Debarment List: (<https://exclusions.oig.hhs.gov/>).
- 1.4.5 If Bidder’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Bidder must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, 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.

1.5 County’s Rights and Responsibilities

The County has the right to amend the IFB 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 IFB. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Bid 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.

1.6 Work Order Term

The term of the Work Order shall be three years, unless earlier terminated or extended as set forth herein.

1.7 Work Order Rates

The Contractor's rates shall remain firm and fixed for the term of the Work Order. The Contractor shall satisfactorily perform all services set forth in the SOW, Appendix B.

1.8 Days of Operation

The Contractor shall provide services per SOW, Appendix B. The Contractor is not required to provide services on County-recognized holidays. LAC-DMH will provide a list of the County holidays to the Contractor at the time the Work Order is approved, and annually, at the beginning of the calendar year.

1.9 Contact with County Personnel

Any contact regarding this IFB or any matter relating thereto must be in writing and may be e-mailed as follows:

ATTN: Meri Ghazaryan
County of L.A. – Department of Mental Health
Contracts Development and Administration Division
E-mail: SolicitationsTeam@dmh.lacounty.gov

If it is discovered that a Bidder contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their bid from further consideration.

1.10 Final Work Order Award by the Board of Supervisors

Notwithstanding a recommendation of a department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a bid and the terms of any resultant Work Order, and to determine which bid best serves the interests of the County. The Board is the ultimate

decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a Work Order.

1.11 Mandatory Requirement to Register on County's WebVen

Prior to Work Order award, all potential Contractors must register in the County's WebVen. The WebVen contains the Bidder'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/>

1.12 County Option to Reject Bids

The County may, at its sole discretion, reject any or all Bids submitted in response to this solicitation. The County shall not be liable for any costs incurred by a Bidder in connection with the preparation and submission of any Bid. The County reserves the right to waive inconsequential disparities in a submitted Bid.

1.13 Protest Process

1.13.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Bidder may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.13.3 below. Additionally, any actual Bidder may request a review of a disqualification or of a proposed contract award under such solicitation as described respectively in the Sections below. It is the responsibility of the Bidder challenging the decision of a County department to demonstrate that the department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Work Order award.

1.13.2 Throughout the review process, the County has no obligation to delay or otherwise postpone a Work Order award based on a Bidder 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.

1.13.3 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:

- a) Review of Solicitation Requirements (Reference Sub-paragraph 2.4 in the Instructions to Bidders Section)
- b) Review of a Disqualified Bid (Reference Sub-paragraph 3.3 in the Bid Review and Selection Section)

- c) Review of Department's Proposed Contractor Selection (Reference Sub-paragraph 3.5 in the Bid Review and Selection Section)

1.14 Notice to Bidders Regarding the Public Records Act

1.14.1 Responses to this solicitation shall become the exclusive property of the County. 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.

1.15 Indemnification and Insurance

Contractor shall comply with the indemnification provisions contained in the MHSA Master Agreement Sub-paragraph 8.22 (Indemnification). The Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in the MHSA Master Agreement, Sub-paragraph 8.23 (General Provisions for all Insurance Coverage) and 8.24 (Insurance Coverage).

1.16 Intentionally Omitted

1.17 Injury and Illness Prevention Program (IIPP)

Contractor shall 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.

1.18 Intentionally Omitted

1.19 Intentionally Omitted

1.20 Intentionally Omitted

1.21 Intentionally Omitted

1.22 Bidder Debarment

1.22.1 The Bidder is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Bidder 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 (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Bidder's existing contracts with County, if the Board of

Supervisors finds, in its discretion, that the Bidder 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 Bidder'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.

- 1.22.2 If there is evidence that the apparent highest ranked Bidder may be subject to debarment, the Department shall notify the Bidder in writing of the evidence which is the basis for the proposed debarment, and shall advise the Bidder of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 1.22.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Bidder and/or Bidder's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Bidder should be debarred, and, if so, the appropriate length of time of the debarment. The Bidder and the Department shall have an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 1.22.4 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.
- 1.22.5 If a Bidder has been debarred for a period longer than five (5) years, that Bidder may, after the debarment has been in effect for at least five (5) 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 Bidder 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.
- 1.22.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Bidder has been debarred for a period longer than five (5) years; (2) the debarment has been in

effect for at least five (5) 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.

1.22.7 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.

1.22.8 These terms shall also apply to proposed subcontractors of Bidders on County contracts.

1.22.9 The following link takes you to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

<https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>

1.23 Intentionally Omitted

1.24 Gratuities

1.24.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Bidder with the implication, suggestion or statement that the Bidder's provision of the consideration may secure more favorable treatment for the Bidder in the award of a contract or that the Bidder's failure to provide such consideration may negatively affect the County's consideration of the Bidder's submission. A Bidder 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 contract.

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1.24.2 Bidder Notification to County

A Bidder 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 Bidder's submission being eliminated from consideration.

1.24.3 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.

1.25 Notice to Bidders 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 Bidder to review the ordinance independently as the text of said ordinance is not contained within this IFB. 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 Bidder is in full compliance with Chapter 2.160 of the Los Angeles County Code by completing and submitting Familiarity of the County Lobbyist Ordinance Certification, as set forth in Appendix D - Required Forms Exhibit 6, as part of their Bid.

1.26 Intentionally Omitted

1.27 Intentionally Omitted

1.28 Intentionally Omitted

1.29 Intentionally Omitted

1.30 Intentionally Omitted

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1.31 County Policy on Doing Business with Small Business

- 1.31.1 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.
- 1.31.2 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 Sub-paragraph 1.33 below.
- 1.31.3 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. You may qualify as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in Sub-paragraph 1.32 below.
- 1.31.4 The County also has a Policy on Doing Business with Small Business that is stated in Appendix F.

1.32 Intentionally Omitted

1.33 Local Small Business Enterprise (LSBE) Preference Program

- 1.33.1 The County will give LSBE preference during the solicitation process to businesses that meet the definition of a LSBE, consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. An LSBE is defined as a business: 1) certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one year; or 2) certified as a small business enterprise with other certifying agencies pursuant to the Department of Consumer and Business Affairs's (DCBA) inclusion policy that: a) has its principal place of business located in Los Angeles County, and b) has revenues and employee sizes that meet the State's Department of General Services requirements. The business must be certified by the DCBA as meeting the requirements set forth above prior to requesting the LSBE Preference in a solicitation.
- 1.33.2 To apply for certification as an LSBE, businesses should contact the DCBA at <http://dcba.lacounty.gov>
- 1.33.3 Certified LSBEs may only request the preference if the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit 7, Request for Preference Program Consideration in Appendix D – Required Forms and submit a letter of certification from the DCBA with their bid.

1.33.4 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 <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

1.34 Local Small Business Enterprise (LSBE) Prompt Payment Program

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

1.35 Notification to County of Pending Acquisitions/Mergers by Bidding Company

The Bidder shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Bidder 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 Bidder on Appendix D - Required Forms - Exhibit 1, Bidder's Organization Questionnaire/Affidavit and CBE Information. Failure of the Bidder to provide this information may eliminate its bid from any further consideration.

1.36 Social Enterprise (SE) Preference Program

1.36.1 The County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:

- 1) A business that qualifies as a SE and has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
- 2) A business certified by the DCBA as a SE.

1.36.2 The DCBA shall verify that a SE meets the criteria set forth in Section 1.36.1.

1.36.3 Certified SEs may only request the preference if the certification has been completed and certification is affirmed. Businesses must complete and submit Exhibit 7, Request for Preference Program Consideration in

Appendix D - Required Forms and submit a letter of certification from the DCBA with their bid.

- 1.36.4 Further information on SEs also available on the DCBA's website at: <http://dcba.lacounty.gov>

1.37 Inadvertent Access Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Contractor shall be required to comply with the Inadvertent Access, Exhibit 1 of Work Order.

1.38 Bidder's Charitable Contributions Compliance

1.38.1 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 Regulation, Appendix K. 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.

1.38.2 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 D - Required Forms. A completed Exhibit 11 is a required part of any agreement with the County.

1.38.3 In Exhibit 11, prospective contractors certify either that:

- a. 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**
- b. 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.

1.38.4 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)

1.39 Intentionally Omitted

1.40 Disabled Veteran Business Enterprise (DVBE) Preference Program

1.40.1 The County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code. A DVBE vendor is defined as:

- 1) A business which is certified by the State of California as a DVBE; or
- 2) A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.
- 3) A business certified as DVBE with other certifying agencies pursuant to the DCBA inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.

1.40.2 The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA inclusion policy that meets the criteria set forth by the agencies in Section 1.40.1, 1 or 2 above.

1.40.3 Certified DVBEs may only request the preference if the certification process has been completed and certification is affirmed. Businesses must complete and submit Exhibit 7, Request for Preference Program Consideration in Appendix D - Required Forms and submit a letter of certification from the DCBA with their bid.

1.40.4 Information about the State's DVBE certification regulations is found 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 Disabled Veteran Business Certification and Resources Website at <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

1.41 Time Off for Voting

The selected contractor 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 subcontractor 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 Section 14000.

1.42 Intentionally Omitted

1.43 Intentionally Omitted

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

1.44.1 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 Auditor-Controller (A-C).

1.44.2 Upon Work Order award or at the request of the A-C and/or DMH, the selected contractor shall submit a direct deposit authorization request with banking and vendor 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.

1.44.3 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.

1.44.4 Upon Work Order award or at any time during the duration of the Work Order, selected contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with DMH, shall decide whether to approve exemption requests.

1.45 Bidder'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).

Contractors are required to complete Exhibit 17 (Compliance with Fair Chance Employment Hiring Practices Certification) in Appendix D (Required Forms), certifying that they are in full compliance with Section 12952, as indicated in the Sample Contract. Further, selected contractor is required to comply with the

requirements under Section 12952 for the term of any Work Order awarded pursuant to this solicitation.

1.46 Contractor Alert Reporting Database

The County maintains the Contractor Alert Reporting Database (CARD), which is used to track/monitor poorly performing contractors. When a County department identifies a significant performance/non-compliance issue(s) with a contractor, the department will provide notice to the contractor and will give the contractor an opportunity to correct the issue(s). If the contractor does not take any appropriate steps to correct the issue(s), the County department will enter the contractor, along with any other relevant information pertaining to the contractor's performance issue(s), into CARD.

The information entered into CARD can be accessed by all County departments, and will be used, along with any other relevant information not included in CARD, in determining bidder responsibility. If a department reviews this information and determines that a finding of non-responsibility should be pursued, the department will adhere to the guidelines specified in the Los Angeles County Code Chapter 2.202, and the County's [Implementation Procedures for Determinations of Contractor Non-Responsibility and Contractor Debarment](#).

1.47 Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor 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 from participation in the County solicitation or the termination or cancellation of any resultant County contract.

2.0 INSTRUCTIONS TO BIDDERS

This Section contains key project dates and activities as well as instructions to Bidders in how to prepare and submit their Bid.

2.1 County Responsibility

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

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2.2 Truth and Accuracy of Representations

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

2.3 IFB Timetable

The timetable for this IFB is as follows:

- Release of IFB **03/30/21**
- Request for a Solicitation Requirements Review Due **04/13/21**
- Written Questions Due (by 12:00 p.m. Pacific Time) **04/15/21**
- Questions and Answers Released **04/22/21**
- **Bids due (by 12:00 p.m. Pacific Time) 05/13/21**

2.4 Solicitation Requirements Review

A person or entity may seek a Solicitation Requirements Review by submitting Appendix E - Transmittal Form to Request a Solicitation Requirements Review to DMH as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request is made within the time frame identified in the solicitation document (generally within 10 business days of the issuance of the solicitation document);
2. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a bid;
3. The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request asserts either that:
 - 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 Bidders.

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

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2.5 Bidders' Questions

Bidders may submit written questions regarding this IFB by e-mail to the Contract Analyst identified below. **All questions must be received by (April 15, 2021 by 12:00 p.m. Pacific Time).** All questions, without identifying the submitting entity, will be compiled with the appropriate answers and issued as an addendum to the IFB.

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

Questions may address concerns that the application of minimum requirements, review criteria and/or business requirements would unfairly disadvantage Bidders or, due to unclear instructions, may result in the County not receiving the best possible responses from Bidder.

Questions should be addressed to:

ATTN: Meri Ghazaryan
County of L.A. – Department of Mental Health
Contracts Development and Administration Division
Email: SolicitationsTeam@dmh.lacounty.gov

2.6 Bidders' Conference

A Bidders Conference will not be held for this IFB.

2.7 Preparation of the Bid

All Bids must be bound and submitted in the prescribed format. Any Bid that deviates from this format may be rejected without review at the County's sole discretion.

In preparing the Bid, Bidders shall ensure the following:

- 2.7.1 Font - The font must be an Arial or Univers typeface, and a font size of 12 points and in black ink. No other font or smaller point size may be used in the Proposal, unless otherwise directed.
- 2.7.2 Page Margins - Pages must be standard size (8 ½" x 11") sheets of paper. Margins are at least one inch each (left, right, top, and bottom).
- 2.7.3 Page Numbering - The Bid must be single-sided and double-spaced. Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the proposal. Do not use suffixes (e.g., 5a, 5b). Do not include unnumbered pages.

Appendices and Exhibits shall be labeled in the Bid and the pages shall be numbered consecutively to continue the sequence.

2.8 Bid Content and Sequence

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

1. Bid Cover Letter and Table of Contents
2. Pricing Sheet (Section A)
3. Bidder's Qualifications (Section B)
4. Required Forms (Section C)
5. Proof of Insurability (Section D)
6. Proof of Licenses (Section E)

2.8.1 Bid Cover Letter and Table of Contents

The Bid Cover Letter must include the following:

1. A statement that the Bid is submitted in response to the IFB for "Peer, Family, And Community Approaches And Supports Toward Stigma and Discrimination Reduction";
2. The Proposed Total Bid Price for **all three years**;
3. The name, telephone number, e-mail address, and fax number of the Bidder's representative/contact person for the Bid; and
4. The signature of the Bidder's Executive Director, Chief Executive Officer, or other authorized designee.

Do not include any additional information in the Bid Cover Letter.

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

2.8.2 Pricing Sheet(s) (Section A)

Complete and submit the following forms as provided in Appendix D – Required Forms:

- A.1 Pricing Sheet – Exhibit 12
- A.2 Certification of Independent Price Determination and Acknowledgement of IFB Restrictions – Exhibit 13

2.8.3 Bidder's Qualifications (Section B)

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

B.1 Bidder's Background and Experience

The Bidder shall complete, sign and date the Bidder's Organization Questionnaire/Affidavit and CBE Information – Exhibit 1 as set forth in Appendix D. **The person signing the form must be authorized to sign on behalf of the Bidder and to bind the applicant in a contract.**

Bidder's must provide all relevant information to demonstrate that the Bidder meets the minimum requirements stated in Sub-paragraph 1.4 of this IFB and has the capability to perform the required services as a corporation or other entity.

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

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

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Bidder must submit the following documentation with the Bid:

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.

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Limited Partnership:

The Bidder 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.2 Bidder's References

Bidder shall identify three business references. It is the Bidder'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 in Appendix D – Required Forms, Exhibit 2. LAC-DMH shall not be used as a reference.

County may disqualify a Bidder if:

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

The Bidder must complete and include Required Forms, Exhibits 2, 3 and 4 as set forth in Appendix D.

- a. Prospective Contractor References, Exhibit 2

Bidder must provide three references where the same or similar scope of services was provided.

- b. Prospective Contractor List of Contracts, Exhibit 3

The listing must include all Public Entities contracts for the last three years. Use additional sheets if necessary.

- c. Prospective Contractor List of Terminated Contracts, Exhibit 4

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

B.3 Bidder's Pending Litigation and Judgments

Identify by name, case and court jurisdiction any pending litigation in which Bidder is involved, or judgments against Bidder in the past five years. Provide a statement describing the size and scope of any pending or threatening litigation against the Bidder or principals of the Bidder. If Bidder does not have any pending litigation or judgements, please provide a statement that indicates this. Do not leave this part of the submission blank.

2.8.4 Required Forms (Section C)

Include the following forms as provided in Appendix D – Required Forms. Complete, sign and date all forms.

- Exhibit 1 Bidder's Organization Questionnaire/Affidavit and CBE Information
- Exhibit 2 Prospective Contractor References
- Exhibit 3 Prospective Contractor List of Contracts
- Exhibit 4 Prospective Contractor List of Terminated Contracts
- Exhibit 5 Certification of No Conflict of Interest
- Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7 Request for Preference Program Consideration
- Exhibit 8 Bidder's EEO Certification
- 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 (if applicable)
- Exhibit 12 Pricing Sheet
- Exhibit 13 Certification of Independent Price Determination and Acknowledged of IFB Restrictions
- Exhibit 14 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 15 Bidder's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking
- Exhibit 16 Intentionally Omitted

Exhibit 17 Compliance with Fair Chance Employment Hiring Practices Certification

2.8.5 Proof of Insurability (Section D)

Bidder must provide proof of insurability that meets all insurance requirements set forth in the MHSa Master Agreement, Sub-paragraphs 8.23 and 8.24. If a Bidder does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Bidder be awarded a Work Order may be submitted with the Bid.

If Work Order awardee is unable to obtain insurance coverage by the effective date of the Work Order, LAC-DMH may, at its sole discretion, rescind award and commence negotiations with the next ranked bidder.

2.8.6 Proof of Licenses (Section E)

If services in the SOW require specific and/or special licenses, Bidder must furnish a copy of all applicable licenses.

2.9 Bid Submission

2.9.1 One Portable Document Format (PDF) copy of the complete bid named "BID FOR PEER, FAMILY, AND COMMUNITY APPROACHES AND SUPPORTS TOWARD STIGMA AND DISCRIMINATION REDUCTION" shall be emailed to SolicitationsTeam@dmh.lacounty.gov via a **One Drive** editable and downloadable link. The complete bid must be received by: **05/13/2021 by 12 p.m. Pacific Time.**

2.9.2 All Bids shall be firm offers and may only be withdrawn from consideration with written notice to the Department. Until the bid submission deadline, errors in bids may be corrected by a request in writing to withdraw the bid and by submission of another set of bids with the mistakes corrected. Corrections will not be accepted once the deadline for submission of bids has passed.

3.0 BID REVIEW AND SELECTION PROCESS

3.1 Review Process

3.1.1 Bids will be examined to determine the lowest price. Should one or more of the Bidders request and be granted the Local Small Business Enterprise Preference, Social Enterprise Preference, or Disabled Veteran Business Enterprise Preference, the lowest bid price will be determined as follows:

The maximum number of possible points will be awarded to the lowest cost bid. All other bids will be compared to the lowest cost and points awarded accordingly.

However, should one or more of the Bidders request and be granted the preference, the cost component points will be determined as follows:

Fifteen percent (15%) of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all bidders who requested and were granted the preference.

In no case shall any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications.

- 3.1.2 The lowest price bid will be reviewed to determine whether it is responsive and responsible.

3.2 Adherence to Minimum Requirements

County will review the Bidder's Organization Questionnaire/Affidavit and CBE Information – Exhibit 1 of Appendix D, Required Forms, and determine if the Bidder meets the minimum requirements as outlined in Sub-paragraph 1.4 of this IFB.

Failure of the Bidder to comply with the minimum requirements may eliminate its Bid from any further consideration. The County may elect to waive any informality in a Bid if the sum and substance of the Bid is present.

3.3 Disqualification Review

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

Upon receipt of the written determination of non-responsiveness, the Bidder 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 the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
2. 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 Bidder, in writing, prior to the conclusion of the evaluation process.

3.4 Bid Review

3.4.1 Bidder's Qualifications (Section B)

County's review will include the following:

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

3.4.2 Required Forms

All forms listed in Section 2, Sub-paragraph 2.8.4 must be included in **Section C** of the Bid.

3.4.3 Proof of Insurability

Review the proof of insurability provided in **Section D** of the Bid.

3.4.4 Proof of Licenses

Review the proof of licenses provided in **Section E** of the bid.

3.5 Department's Proposed Contractor Selection Review

3.5.1 Proposed Contractor Selection Review

Any Bidder that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review (as described in this Section 3.5.1) may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the department.

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

1. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the department);
2. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the bid format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the bids as specified in the solicitation document.
 - iii. 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 bids, resulting in the Bidder receiving an incorrect score and not being selected as the recommended contractor.
 - c. Another basis for review as provided by State or federal law; and
3. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Bidder would have been the lowest cost, responsive and responsible bid or the highest-scored bid, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Bidder 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. The written decision shall additionally instruct the Bidder of the manner and timeframe for requesting a County Independent Review (see Section 3.5.2 below).

3.5.2 County Independent Review Process

Any Bidder that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

The request for a County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
2. The person or entity requesting the County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review as listed in Paragraph 3.5.1 (Proposed Contractor Selection Review) above.

Upon completion of the County Independent Review, ISD will forward the report to the Department, which will provide a copy to the Bidder.