

DESCHUTES COUNTY HEALTH SERVICES DEPARTMENT
SOLICITATION FOR CONSULTANT/EVALUATOR
FOR

YOUTH ENGAGEMENT PROGRAM

MAY 21, 2018

Deschutes County, a political subdivision of the State of Oregon, acting by and through the Deschutes County Health Services Department, Public Health Division (DCHS), is releasing this competitive solicitation to secure one contractor to provide Consultation/Evaluation Services for Youth Engagement Program classes.

NOTE: All proposals submitted in response to this Solicitation shall become the property of Deschutes County and may be utilized in any manner and for any purpose by Deschutes County. ***Be advised that proposals and all documents submitted in response to this Solicitation are subject to public disclosure as required by applicable state and/or federal laws.*** If you intend to submit any information with your proposal which you believe is confidential, proprietary or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be **red**, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist disclosure of properly identified portions of the proposals.

Candidate shall submit one original and one (1) copy of the proposal in a sealed envelope that is clearly marked with the name and address of the proposing candidate or agency, titled "Youth Engagement Program", and addressed to:

Kelby Christ, Youth Engagement Coordinator
Deschutes County Health Services
1130 NW Harriman Street
Bend, OR 97703

Proposals must be received no later than **4:00 p.m., on Monday, June 4, 2018** to be eligible for consideration. Submission and receipt of proposals by electronic means is not permitted. All costs associated with preparing and submitting a proposal is solely the responsibility of the proposer. This solicitation does not obligate Deschutes County to select any single proposer and Deschutes County reserves the right to cancel the procurement, reject any and all proposals, to retain all proposal materials in accordance with ORS 279B.100, and to use any material included in the proposal regardless of whether it is selected.

Questions concerning the proposal and/or the proposal process may be directed to Kelby Christ via email to kelby.christ@deschutes.org.

I. INTRODUCTION

The purpose of this Solicitation is to execute a contract with one individual or agency who is qualified to provide Consultation/Evaluation Services for Youth Engagement Program classes. Proponents shall meet education, training and experience requirements as outlined in this Solicitation.

Contingent upon approval by the Deschutes County Purchasing Agent, DCHS intends to award one (1) or more contracts to the responsible Proponent whose proposal is determined to be the most responsive to the requirements of this Solicitation for the lowest cost to DCHS. The term of the resulting contract(s) is estimated to begin on or about July 1, 2018 and terminate June 30th 2019, with DCHS retaining sole discretion to renew for additional one (1) year terms, without a competitive bid process, subject to contractor performance and continued funding.

II. QUALIFICATIONS AND SCOPE OF SERVICES

Successful Proponent shall provide professional Consultant/Evaluation Services for Youth Engagement Program classes. Selected contractor shall be expected to meet the following experience requirements:

1. **Experience Requirements.** Candidate must be able to conduct and provide evidence of experience for:

- A. Evaluation and implementation including development of a data collection methodology, conducting data collection, analyzing data and preparing summary results and recommendations.

2. **Scope of Services.**

- A. Create and implement an evaluation plan that examines the impact on individual students that participate in the class.
- B. Implement the evaluation, assess results, and compile a summary report with key findings. It is anticipated that DCHS staff will assist in the implementation, as needed.
- C. Evaluations should be tailored to each class and its designated timeframe.

III. PERIOD OF SERVICE

A contract is expected to be awarded for the period **July 1, 2018 through June 30, 2019**. The contract may be renewed for additional years. Should a new contract be awarded for subsequent years, DCHS reserves the right to award a new contract with the selected contractor for this service without the need for further competitive procurement, subject to approval by Deschutes County Purchasing Agent and the availability of sufficient funds and satisfactory performance by the contractor.

IV. PAYMENT PROVISIONS AND RATES

It is expected that the selected Proponent will submit a fee schedule and an itemized budget for all services that may be contracted by DCHS.

V. INSTRUCTIONS AND CONDITIONS

Proposals must be signed by the Proponent or an authorized representative. If applicable, Proponents shall include a copy of a Board Resolution authorizing a representative of its organization to sign the proposal and/or subsequent contract. This Solicitation does not commit DCHS to award a contract or to pay any associated cost. The proposal preparation cost is solely the responsibility of the Proponent.

Proposals are not to be marked as confidential or proprietary. Proposals submitted in response to a solicitation are subject to public disclosure as permitted by Oregon State regulations. Additionally, all proposals shall become the property of DCHS. DCHS reserves the right to make use of any information or ideas in the proposals submitted. **REGARDLESS OF IDENTIFICATION OTHERWISE, INCLUDING MARKING SOME OR ALL OF THE PAGES AS “CONFIDENTIAL” OR “PROPRIETARY”, INFORMATION IN PROPOSALS SHALL BECOME PART OF THE PUBLIC RECORD AND SUBJECT TO DISCLOSURE WITHOUT FURTHER NOTICE TO THE PROPONENT.** Proposals should not include personal identifier information in resumes or other documents such as social security numbers, dates of birth, criminal clearance documents, etc. DCHS shall not in any way be liable or responsible for the disclosure of any such records.

Any proposal may be rejected if it is conditional, incomplete, or deviates from specifications in this Solicitation. By submitting a proposal, the Proponent agrees to meet all the requirements set forth in the Solicitation, unless specific exceptions are noted in Attachment 1 (Agency Summary). DCHS reserves the right to accept any part of the proposal and not be obligated in any way to accept those parts that do not meet with the approval of DCHS. DCHS reserves the right to waive, at its discretion, any procedural irregularity, immaterial defect or other impropriety not warranting rejection of the proposal. Any waiver will not excuse a Proponent from full compliance if awarded a contract. Reasons for rejecting any proposal will be supplied to the Proponent. **DCHS, in its sole discretion, reserves the right to modify or cancel this Solicitation in whole or in part. If modification or cancellation is determined to be in DCHS’ best interest, all Proponents will be notified in writing of the specific reasons for such modification or cancellation.**

DCHS reserves the right to seek additional proposals beyond the final submission date, if, in DCHS’ sole discretion, the proposals received do not meet with the approval of DCHS.

Proposals must be valid for a minimum of one hundred twenty (120) days from the due date of this Solicitation.

VI. TENTATIVE SCHEDULE OF EVENTS

Proponents must follow the instructions and conditions detailed in this Solicitation. Proposals that do not conform may be excluded from further review.

- Solicitation is released. May 21, 2018
- Proposals are due. June 4, 2018
- Proposals are evaluated. June 5 through June 8
- Discussions are conducted with top ranking candidates, if needed. June 11 through June 15
- Contract for services is developed. June 18 through June 22
- Contract is signed and executed. June 25 to June 30
- Contracted services commence. July 1, 2018

DCCHS anticipates that it will announce the results of this Solicitation process June 8, 2018. DCCHS and the selected Proponent(s) will then negotiate terms and sign a legally-binding contract by July 1, 2018. Proposals must be submitted as described above no later than 4:00 p.m. on June 4, 2018 ("Due Date"). Proposals received after that time will be considered late and may be returned unopened.

Proposals will be opened in a manner that avoids disclosure of contents to competing proposers. Immediately following the receipt date, a list of the submitting proposers will be available by request. A register of all proposals received will be prepared and available for public inspection after a contract is awarded.

VII. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written or faxed request received from the Proponent(s) prior to the Due Date. Negligence on the part of the Proponent in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as DCCHS specifically cancels the procurement, rejects the proposal, or awards a contract(s).

VIII. ACCEPTANCE OR REJECTION PROPOSALS

In awarding a contract(s), DCCHS will accept and consider the proposal or proposals which, in the estimation of DCCHS, will best serve the interests of Deschutes County and Central Oregon. DCCHS reserves the right to award a contract to the Proponent(s) whose proposal is most advantageous to Deschutes County based upon the evaluation process and evaluation criteria contained within this Solicitation. DCCHS reserves the right to accept or reject any or all proposals. Any proposal which DCCHS judges to be incomplete or nonconforming may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

IX. SELECTION PROCESS

The Selected Proponent(s) must be able to demonstrate meeting the requirements outlined in Section II. "QUALIFICATIONS AND SCOPE OF SERVICES".

All proposals will initially be screened by DCCHS staff. All proposals submitted by the Solicitation due date will be subject to a standard review process. An initial review of each proposal will be conducted by DCCHS staff to determine if it is complete, in the required format, and in compliance with all requirements of this Solicitation. Failure to meet all of these requirements may result in a rejected proposal.

Each proposal that passes the initial review will be evaluated and scored by a review panel. The process may include a panel interview with the applicant agency. The review panel will evaluate and score each proposal on the basis of a 100-point scale, using the assigned weights listed below.

Evaluation Criteria	Point Value
Letter of Introduction	5
References	0
Qualifications and Proposed Scope of Services	70
Proposed Fee Schedule and Budget	25
Total	100 Points

Narrative responses to each section of the application, any required attachments and the completed budget forms will be reviewed to determine compliance with the requested information and the feasibility and reasonableness of proposed program design, cost, and expected outcomes. Each evaluation criterion is described in full in Section XII., "Submission Package".

X. PROTEST OF AWARD

After DCHS approves and selects the Proponent(s), DCHS will notify each Proponent of who DCHS intends to award a contract. If no written protest is filed by 4:00 p.m. on the seventh (7) day following announcement of the decision, the award(s) will be deemed final. DCHS will not entertain protests submitted after this time period. The written protest must specify the grounds and legal authority upon which the protest is based. If a timely protest is filed, the decision of DCHS will be considered final only upon issuance of a written notice deciding the merit of the protest. The award and any written decision regarding the protest will be sent to each proposer.

Protests should be submitted by e-mail to:

Kelby Christ, Youth Engagement Coordinator
Kelby.christ@deschutes.org

The protest shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. A written response will be sent to the protester within ten (10) working days after receipt of the written protest.

XI. AWARD AND COMMENCEMENT OF WORK

Recommendation for award is contingent upon successful negotiation of the contract and resolution by DCHS of any protests. The successful Proponent(s) shall be required to sign the negotiated contract, which will be in the form and content approved by DCHS.

The final authority to award a contract(s) rests solely with DCHS. The successful Proponent(s) shall not be allowed to begin work under any negotiated contract until such time as the contract has been approved and executed by DCHS. The successful Proponent(s) must agree to all terms, insurance coverage provisions, and conditions of the contract with Deschutes County.

If only one proposal is received and it is deemed that such proposal meets requirements for funding, Deschutes County reserves the option to award such entity a contract on a sole-source basis. In the event no proposals are received, or proposals received do not meet requirements for funding under this Solicitation or designate another qualified entity to operate the program on a sole-source basis.

If revisions or additional information to this Solicitation become necessary, DCHS will post the addenda or supplements on the Deschutes County website.

Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a bidder or contractor from further consideration in the procurement or contracting process. Failure to comply with contract requirements once a contract has been awarded will constitute a material breach of the contract and may result in the suspension or termination of the affected contract and debarment from future Deschutes County contracting opportunities for a period not to exceed three (3) years. Other penalties may also apply.

As applicable, the selected Proponent shall also submit to DCHS prior to contract award the following documents:

- Articles of Incorporation or business license;
- Applicable Certifications, Degree(s) and/or licenses;

XII. SUBMISSION PACKAGE

Applications submitted in response to this RQP must include the items and be in the order as listed below. All of the items combined comprise your completed proposal pursuant to this RQP.

1. Signed Proposal Response Form-**Attachment 1**
2. Narrative Section: Prepare a written response to the narrative section that fully addresses each of the evaluation criteria listed. The narrative must be typed in 12 point font, one inch margins, 8½" x 11", paginated, on white paper. Narrative section is limited to eight (8) pages. **Attachment 2**

It is the responsibility of the Proponent to ensure the proposal is submitted by the time and date and to the location as specified. Postmarks will not be accepted in lieu of this requirement. Therefore, use of the U.S. Mail is at the bidder's own risk. Proposals submitted to any other office will not be accepted.

To be considered for this Solicitation, all proposals submitted must be received no later than 4:00 p.m. on June 4, 2018 ("Due Date") with one complete application package with one original and one (1) copy, either delivered in person or mailed to:

Kelby Christ, Youth Engagement Coordinator
Deschutes County Health Services
1130 NW Harriman Street, Suite A
Bend, OR 97703

DESCHUTES COUNTY HEALTH SERVICES DEPARTMENT

**REQUEST FOR QUALIFIED POOL
FOR**

Consultant/Evaluation Services

Proposal Response Form

Submit by e-mail to: kelby.christ@deschutes.org

A signature on this form acknowledges that the proposer is hereby submitting a proposal in response to Deschutes County's Solicitation for consultant/evaluation services.

Authorized Signature: _____

Contact Name: _____

Title: _____

Phone: _____ Email: _____

Company Name: _____

Company Address: _____

Attachment 2 – NARRATIVE

Please provide a written response to each section. Your application proposal will be reviewed and scored according to the following evaluation criteria. All proposals will be reviewed for demonstrated capacity to provide the services/activities sought through this solicitation.

1. Letter of Introduction (5 Points)

Letter of introduction including a brief description of your organization and the services you provide.

2. References (0 Points)

A list of at least three (3) references from public agencies and/or professional colleagues who have direct knowledge of your work.

3. Qualifications and Proposed Scope of Services (70 Points)

A. Experience Requirements (20 Points)

B. Scope of Services (50 Points)

Briefly describe how you meet each of the requirements and the scope of services listed in Section II of this Solicitation. If you do not meet a particular requirement, provide information about any other relevant training or experience that relates to the specific requirement area.

4. Proposed Fee Schedule and Budget (25 Points)

A proposed itemized budget and fee schedule.

Total Points 100