



SAN MATEO COUNTY HEALTH
**AGING & ADULT
SERVICES**

MAILING ADDRESS
PO Box 5892
San Mateo, CA 94402

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2nd Floor
Suite 200/210
San Mateo, CA 94403

24 HOUR EMERGENCIES/REFERRALS
1-800-675-TIES (8437)
711 (California Relay Service)

smchealth.org

Date: November 7, 2022

NOTICE OF INTENT TO AWARD

This communication serves as the official Notice of Intent to Award contract(s) for the Request for Proposal (RFP) for Home Safe program for Aging and Adult Services of San Mateo County (RFP# 2022-05) issued on July 25, 2022 and due October 28, 2022.

The County received RFP proposals from the following applicants:

- Institute on Aging
- Well Done Moving, Inc.

The Review Committee met on November 3, 2022 to discuss the proposals. Based on the recommendation of the Review Committee the following contractor was selected to provide services for San Mateo County Aging & Adult Services:

- Institute on Aging





Protest and Protest Period (November 7, 2022 – November 11, 2022)

This notice serves to begin the official protest period to conclude November 11, 2022. If a proposer desires to protest the selection decision, the proposer must submit by email a written protest within five (5) business days after the delivery of the notice about the decision. The written protest should be submitted to the Director of Aging and Adult Services as outlined below. Protests received after the deadline will not be accepted. Protests must be in writing, must include the name and address of the proposer and the RFP number, and must state all the specific grounds for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest. A successful protest will include sufficient evidence and analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

The County will respond to a protest within ten (10) business days of receiving it, and the County may, at its election, set up a meeting with the proposer to discuss the concerns raised by the protest. The decision of the County will be final. The protest letter must be sent as follows:

Nina Rhee, Director, Aging and Adult Services
nrhee@smcgov.org

Next Steps

After the protest period concludes, Aging & Adult Services can begin contract negotiation with successful proposers. The process will culminate with the execution of contracts/agreements. Successful proposers will be notified by the Program Manager on specific details regarding the next steps of this process.