

REQUEST FOR QUALIFICATIONS



ORGANIZATIONAL CAPACITY BUILDING TO CONDUCT TOBACCO CONTROL ACTIVITIES

2017-006

County of San Mateo Health System
Behavioral Health and Recovery Services

Release Date: May 26, 2017

Responses must be Received
by 4:00 p.m. Pacific Standard Time
on July 7, 2017

**REQUEST FOR QUALIFICATIONS
FOR
ORGANIZATIONAL CAPACITY BUILDING TO CONDUCT
TOBACCO CONTROL ACTIVITIES**

Interested respondents must register online with the County at
<http://www.smchealth.org/bhrs/rfp>

**Responses must be received by
4:00 p.m. Pacific Time on July 7, 2017**

RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Qualifications is a public record in its entirety. Also, all information submitted in response to this Request For Qualifications is itself a public record **without exception**. Submission of any materials in response to this Request For Qualifications constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

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SECTION I – GENERAL INFORMATION

A. STATEMENT OF INTENT

As outlined in more detail in Section II – Scope of Work, This RFQ seeks responses from any and all qualified agencies or individuals for the purpose of organizational capacity building to conduct tobacco control activities.

B. THE REQUEST FOR QUALIFICATIONS PROCESS

The County of San Mateo Behavioral Health and Recovery Services (BHRS) seeks by way of this RFQ to survey qualified providers about their knowledge and expertise regarding the ability to build organizational capacity to conduct tobacco control activities, or similar services, indicated. Agencies or individuals must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the respondent's personnel and equipment resources.

The information in this RFQ is in no way final nor does it represent what may be contained in a future RFP, should that be needed. This RFQ does not constitute a commitment to issue an RFP, award a contract, or pay any costs incurred in the preparation of a response to this request.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

The California Tobacco Control Program (CTCP) has implemented a bridge year planning cycle for all Local Lead Agencies (LLA). San Mateo County's Tobacco Prevention Program (TPP) is the LLA for San Mateo County. During this one year contract period, LLAs are encouraged to take on unique tobacco control projects to strengthen efforts in their communities. The TPP seeks to engage with community-based organizations, individuals, and/or groups to increase tobacco specific technical knowledge, understand the public health framework, and develop strategies to address the impacts of tobacco use in specific vulnerable communities throughout San Mateo County. These communities include Latino, African American, Asian/Pacific Islander, LGBTQ, youth, "blue collar" workers, military personnel, and mental health communities. This work seeks to provide tools to funded agencies/individuals to increase their capacity to conduct future tobacco control work at local, state, and federal levels and expand the participation in the Tobacco Education Coalition (TEC). This funding opportunity engages contractors to participate in the following activities with the attached costs:

Activity	Amount per activity	Year total pay for activity
Attend two 2- hour education session per month for 12 months	\$200	\$4,800.00
Participate in one 1- hour Multiunit Housing (MUH) workgroup call per month for 12 months	\$50	\$600.00
Attend four 2- hour TEC meetings per year	\$100	\$400.00
Attend two 3-hour city council meeting per year	\$100	\$200.00
Conduct two 1-hour community education presentations per year	\$100	\$200.00
Prepare for community presentations (5 hrs flat)	\$300	\$300.00
Participate in one 1- hour training for MT4F	\$100	\$100.00
Participate in Make Time for Fitness (MT4F) (4 hrs flat)	\$250	\$250.00
Participate in 4 community events, such as local legislative events sponsored by state or local officials. Assumes 2 hours each	\$100 per 2 hrs	\$400.00
Shadow MUH contractors (8 hours flat)	\$100 per 2 hrs	\$400.00
Participate in Information and Education Days in Sacramento (12 hours flat)	\$1000	\$1000.00
Draft submission to mock Request for Proposal (RFP) (12 hrs flat)	50/hr	\$600.00
Participate in feedback meeting for mock RFP (2 hours flat)	100/hr	\$200.00
Negotiated activity(ies) based on contractor skill (flat amount)	\$550	\$550.00

Cost for 1 staff to participate

\$10,000

Cost for 2 staff to participate: Contact Amount

\$20,000.00

SECTION III – GENERAL TERMS AND CONDITIONS

Register at <http://www.smchealth.org/bhrs/rfp>. All potential respondents must register with the County to receive important updates about the RFQ process and view the Q&A once it is posted.

Read all Instructions. Read the entire RFQ and all enclosures (if any) before preparing your response.

Contact With County Employees. As of the issuance date of this RFQ and continuing until the final date for responses, all respondents are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFQ except as otherwise permitted by this RFQ.

Respondents may submit questions or concerns using the questions and answers process as stated above.

Miscellaneous. This RFQ is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFQ, and is under no obligation to select any response to pursue if responses received do not meet the needs of the service program. The responses shall be used to determine the respondent's ability to render the services to be provided. The failure of a respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of the County.

SECTION IV – REQUEST FOR QUALIFICATIONS PROCEDURE

This section describes the general RFQ procedure used by the County, and the remaining sections of this RFQ list the requirements.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Qualifications	May 26, 2017
Questions Submitted to County Deadline	June 15, 2017
Release Responses to Questions	June 20, 2017
RFQ Response Deadline	July 7, 2017
Review of Responses ⁽¹⁾	July 20, 2017

(1) Dates are subject to change

B. SUBMISSION OF QUESTIONS

All questions regarding this RFQ must be submitted electronically and contain a contact name and address, or e-mail for response. Questions must be received by BHRS no later than **4:00 pm on Monday, June 15, 2017**. All questions and responses will be distributed before the application due date to all applicants who have requested a copy of the RFQ. **No telephone consultation will be provided.**

Submit RFQ Questions to:

Susann Reed, Contracts Manager
sreed@smcgov.org

C. SUBMISSION OF RESPONSES

All responses to the RFQ must be received by BHRS no later than 4:00 p.m. on July 7, 2017.

The application should include a narrative portion, maximum two (2) pages, using Times New Roman 12 point font, and margins no less than .25". The narrative should provide a sufficient level of detail to illustrate the qualifications and interest of the applicant to work in tobacco control. No previous in tobacco control is required, and preference will be given to those with grassroots community activism experience in San Mateo County. Narrative should detail current strengths and weakness in competitiveness for public health related funding opportunities. There is no required format for the application; however, it should address each of the selection criteria. Each application must include as a separate attachment a list of professional references to support qualifications of applicant.

Applicants must provide one original and four (4) copies of the submission. All applicants are welcome to provide additional supporting documentation to demonstrate qualifications including, but not limited to: resumes, copies of media coverage, writing examples or letters of support. The aforementioned items will not serve as a substitute to the narrative component. The entire submission package should not exceed 10 pages.

Submit RFQ responses to:

San Mateo County Behavioral Health and Recovery Services
Attn: Susann Reed, Contracts Manager
2000 Alameda de las Pulgas, Suite 280
San Mateo, CA 94403

All responses become the property of the County of San Mateo and will not be returned. The County will not reimburse applicants for any expenses incurred during the development of the response to this RFQ.

D. RESPONSE REVIEW AND SELECTION

The selection will be based on the following criteria: (1) Demonstrated capability to work with community members; (2) Interest in working in tobacco control; (3) Commitment to apply for local tobacco control funding opportunities; (4) Transferable skills to undertake public health campaigns; (5) Existing organizational relationships in the County; (6) Relevant list of references; (7) Copy of general

comprehensive liability insurance coverage demonstrating a minimum coverage of \$1,000,000.

During the review process, the County may require a respondent's representative to answer specific questions orally and/or in writing. The County may also require a visit to the respondent's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFQ review.

Responses will be reviewed by a committee including County staff, community partners and other appropriate reviewers. Submissions from respondents with appropriate qualifications and demonstration of understanding of the work to be performed will be reviewed. The committee will make selections and recommendations for approval.