



LANE COUNTY, OREGON

**Lane County Sheriff's Office
Adult Corrections**

**REQUEST FOR QUALIFICATIONS
(FOR ELECTRONIC SUBMISSION)**

Transitional Housing

PROPOSALS DUE:

**5:00 pm, local time
February 12, 2021**

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REQUEST FOR QUALIFICATIONS

1. INVITATION TO SUBMIT QUALIFICATIONS

Lane County will receive proposals for the Request for Qualifications (RFQ) for:

Transitional Housing

Until:

5:00 pm, local time, Friday, February 12, 2021,

Submitted to:

Debby Haller, Finance Manager

debby.haller@lanecountyor.gov.

Briefly, the work of the RFQ includes providing transitional housing for individuals being released from the Lane County Jail who are enrolled in a Medication Assisted Treatment (MAT) program. The results of the RFQ will be used to contract with one or more agencies for Transitional Housing. Providers will be matched to the released individuals to provide the best opportunity for a successful transition. The contract will be for a two and a half year period from 03/01/21 through 9/30/23.

Proposals properly submitted and received will be opened immediately following the time proposals are due, and a list of the names of persons submitting proposals will be promptly sent to all such proposers, along with such other information as the public officer considers appropriate at the time.

To be considered, proposals must be submitted electronically in accordance with all the following instructions:

1. Proposals must be submitted as an attachment to an email, submitted to the email address stated above,
2. The subject line of the email must clearly identify the submission as a response to this specific RFQ,
3. Unless otherwise stated in the Proposal Requirements, proposal documents may be submitted in PDF format only, and
4. Proposals must not include .zip files, and cannot be more than 30 megabytes in size.

Interested parties may download a complete set of RFQ documents from the Lane County Procurement & Purchasing webpage at: www.lanecounty.org/bids.

The County may issue an addendum to modify or add to the terms of the RFQ, or to change the time or date for submission of proposals. Any such addendum will be posted and may be downloaded from the Procurement & Purchasing webpage in the same location as the RFQ posting. Each proposer is responsible to verify for itself if any addendum has been issued prior to submission of its proposal; the County is not responsible to notify individual prospective proposers of the issuance of an addendum. The requirements or clarifications contained in any addenda issued must be included in the proposals received and will become part of any resulting contract.

The County may reject any proposal not in compliance with all prescribed proposal procedures, requirements, rules, or laws, and may reject for good cause any and all proposals upon the County's finding that it is in the public interest to do so.

2. PREPARATION AND SUBMISSION OF PROPOSALS

2.1 Proposal Preparation. Proposers are responsible to read and understand all portion of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposals. To be responsive, proposals must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFQ. Proposals must be submitted in the required form and containing all required documents and responses, be signed by the proposer or its authorized representative, and submitted in the manner and number described in the Invitation to Submit Proposals.

2.2 Proposals Subject to Oregon Public Records Law. Proposals submitted in response to this RFQ become public records under Oregon law and, following contract award, will be subject to disclosure to any person

or organization that submits a public records request. Proposers are required to acknowledge that any proposal may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law.

Each proposer must clearly identify all information included in its proposal that is claimed to be exempt from disclosure. If the County receives a records request, including subpoena, covering information the bidder believes is covered by an applicable public records exemption, it is the proposer's responsibility to defend and indemnify the County for any costs associated with establishing such an exemption.

- 2.3 Proposal Submission.** Proposals must be received by the time and date stated for receipt in the Invitation to Submit Proposals. To be considered, proposals must be submitted in the form and manner stated in the Invitation for Proposals, complete with a Proposer's Statements & Certifications Form signed by the proposer or its authorized representative, responses to all criteria and requirements included in the RFQ, other documents required to be submitted, if any, and contain the number of copies required.

By submitting a proposal, proposer acknowledges that the proposer has read and understands the terms and conditions applicable to this RFQ, and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

- 2.4 Correction, Withdrawal, and Late Submissions.** A proposer may withdraw its proposal at any time prior to the deadline set for receipt of proposals, by email to the person identified for receipt of proposals, and may submit a new sealed proposal in the manner stated in the Invitation to Submit Proposals. The County will not consider proposals received after the time and date indicated for receipt of proposals. A proposer may not modify its proposal after it has been deposited with the public officer, other than to address minor informalities, unless the proposal is withdrawn and resubmitted as described above.

3. CLARIFICATION OR PROTESTS OF SOLICITATION DOCUMENTS

- 3.1 Clarifications.** If a proposer finds discrepancies or omissions in the RFQ documents, or is in doubt as to their meaning, the proposer must immediately notify the public officer designated for receipt of proposals or other person identified for submission of questions.

If the public officer believes a clarification is necessary, an addendum will be issued in writing not less than 48 hours prior to the deadline for receipt of proposals, and available on the County's Procurement & Purchasing webpage listed above. The addendum may postpone the date for submission of proposals. The requirements or clarifications contained in any addenda so issued must be included in the proposals received and will become part of any resulting contract.

The apparent silence of the solicitation documents regarding any detail, or the apparent omission from the RFQ of a detailed description concerning any point, means that only the best commercial or professional practice, material, or workmanship is to be used.

- 3.2 Protest of Solicitation Documents.** A prospective proposer may protest the competitive selection process or provisions in the RFQ documents if the prospective proposer believes the solicitation process is contrary to law or that a solicitation document is unnecessarily restrictive, legally flawed, or improperly specifies a brand name pursuant to the requirements of ORS 279B.405(2). Any written protest must be submitted to the public officer identified for receipt of proposals in the Invitation to Submit Proposals not less than 10 days prior to the deadline for submission of proposals.

Lane County will consider the protest if the protest is timely filed and contains all the following items:

- Sufficient information to identify the solicitation that is the subject of the protest;
- The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a brand name;
- Evidence or supporting documentation that supports the grounds on which the protest is based; and
- The protest must state the changes to the procurement process or the solicitation document that

the prospective proposer believes will remedy the conditions upon which the protest is based.

If the protest meets these requirements, the County will consider the protest and issue a decision in writing. If the protest does not meet these requirements, the County will promptly notify the prospective proposer that the protest is untimely or that the protest failed to meet these requirements and give the reasons for the failure. The County will issue its decision on the protest not less than 3 business days before proposals are due, unless a written determination is made by the County that circumstances exist that justify a shorter time limit.

4. OPENING OF PROPOSALS

- 4.1 Proposals Held Until Time for Opening.** The County will not examine any proposal prior to opening. The public officer designated for receipt of proposals may, as time allows, verify that the response document(s) attached to a submission was received intact, and may, but is not required to, notify a proposer that an emailed submission was received in a defective form.
- 4.2 Late Submissions.** Any proposal or modification received after the designated deadline will not be opened or considered.
- 4.3 Inspection of Proposals Submitted.** The proposals submitted will be open to public inspection after the issuance of notice of intent to award, with the exception of any information covered by an exemption to disclosure.

5. PROPOSAL EVALUATION AND AWARD

- 5.1 Responsiveness.** Proposals will be reviewed by the public officer for responsiveness to the minimum requirements established by the RFQ, which include at a minimum, but are not limited to:
- Submission of a completed Proposer Statements & Certifications Form in the form included as Attachment C.
 - Compliance with proposal procedures, public contracting laws, and the requirements of the Lane Manual.
 - Application of any applicable preferences for goods and services that have been manufactured, produced or performed in Oregon (ORS 279A.120), resident bidders (ORS 279A.120), recycled materials (ORS 279A.125), or printing performed within the State (ORS 282.210).
- 5.2 Proposal Evaluation.** The County will make the contract awards based on the responsiveness of the actual proposals received to the requirements established in Attachments A and B, considering price, qualifications, experience, resources, proposed services, proposers' past record of performance for the County, and other factors identified in the RFQ, as well as responses received from references, interviews, and follow-up questions, if any.

Each proposal will be evaluated by the evaluation committee on the basis of the process and scoring established in Attachment D. Based upon evaluation of the submitted proposals, the evaluation committee may choose to conduct interviews with two or more proposers with the highest-scored proposals. Interviews may include a presentation by the proposer and questions regarding the proposal and services to be provided. Specific criteria for selection interviews, if any, will be distributed at the time interviews are scheduled.

In evaluating the proposals and selecting contractors, Lane County reserves the rights to:

- Reject any and all proposals,
- Issue subsequent Requests for Proposals for the same or similar goods or services,
- Not award a contract for the requested services,
- Waive any irregularities or informalities,
- Accept the proposal which the County deems to be the most beneficial to the public and Lane County,
- Negotiate with any proposer to further amend, modify, redefine or delineate its proposal,

- Negotiate and accept, without re-advertising, the proposal of the next-highest scored proposer, in the event that a contract cannot be successfully negotiated with the selected proposer, which may occur prior to the time a final recommendation for award is made for executive approval, and
- Further question any proposer to substantiate claims of experience, background knowledge, and ability.

5.3 Mistakes in Proposals. Minor informalities may be waived. Mistakes discovered after opening where the intended correct statement or amount is clearly evident or properly substantiated may be corrected. Where the intended correct statement or amount is not clearly evident or cannot be substantiated by accompanying documents, and where the statement or amount is material to determining compliance with the minimum requirements of the RFQ, the proposal may not be accepted. The County reserves the right to waive technical defects, discrepancies and minor irregularities, and to not award a contract when it finds such action to be in the public interest.

5.4 Notice of Award. The County will provide written notice of its intent to award to a given proposer or proposers at least 7 days before the award, unless the County determines that a shorter notice period is more practicable. Unless otherwise stated in the RFQ documents, the Notice of Intent to Award will be given by posting the notice on the Procurement & Purchasing webpage in the same location as the RFP posting.

5.5 Protest of Intent to Award. Any proposer that submitted a proposal for the RFQ and is not recommended for award may protest the County's recommendation for award. To be considered, the protesting proposer must be eligible to be awarded the contract in the event that the protest is successful. Determination on protests will be made by the decision maker, either the Board or the County Administrator, depending upon which has authority to execute the contract under County rules. To be considered, a protest must be submitted in writing and received within 7 calendar days after the Notice of Intent to Award is posted, and must contain the grounds for the protest in accordance with Lane Manual Chapter 20.730.

5.6 Rejection of Proposals. If all proposals are rejected, new proposals may be called for in a new solicitation, or the proposals received may be considered with an opportunity for supplemental submission from those proposers that submitted proposals, if the County finds that it is unlikely that re-advertising would lead to greater competition. The public officer is delegated the authority to reject all proposals, prepare findings of best interests, and provide written notice of rejection of all proposals.

ATTACHMENT A – SCOPE OF SERVICES REQUIRED

Background

Lane County Sheriff's Office was awarded a grant to initiate The Lane County Jail Substance Use Intervention and Transition Program. The Lane County Jail Substance Use Intervention and Transition Program (Program) implements and expands the capacity of Lane County jail to provide a comprehensive Medication Assisted Treatment (MAT) program with recovery support services-specifically peer support and transitional housing. The program will support those across the criminal justice system, whether they are a pre-trial detainee, a sentenced adult in custody or an individual serving a parole violation sanction. The Program will also have an entry point for anyone along the spectrum of addiction regardless of their term of stay in the jail. Activities will range from promoting education on MAT, counseling on MAT options, to initiating and sustaining participants in their MAT program (medication and behavioral therapy). The Program will focus on those with two (2) or more jail bookings in one year whose crime/charge was the result of substance use disorder (property crime, for example). A variety of housing options is necessary to best meet the needs of individual participants. For example, some providers require a participant to be sober and maintain sobriety, others focus specifically on veterans' needs, and others are best suited to serve those with co-occurring disorders.

The Project Goals are:

1. Improve treatment options for adults in custody who have substance use disorders.
2. Establish and expand linkages to community-based services for adults in custody who have substance use disorders.
3. Reduce recidivism rates for adults in custody who have substance use disorders.

Description of Services Requested and Service Conditions

The intent of this RFQ is to solicit qualification statements and information from organizations with experience in providing transitional housing in the local community. It is vital that selected organizations be willing to communicate and work with the Lane County Jail and their medical provider WellPath.

Lane County intends to compile a list of qualified providers and multiple contracts may be awarded. Each individual will be evaluated at release and the contractor best suited to meet the individual's need will be selected for that individual.

ATTACHMENT B – REQUIRED ELEMENTS OF PROPOSALS

1. PROPOSAL DOCUMENTS AND FORMAT.

1.1 Documents to be Submitted. The proposal submitted must include all the following:

- Responses to each of the required items stated under 2 below,
- A completed and executed Proposer Statements and Certifications form, and
- A statement of any exceptions taken to the requirements of this RFQ.

1.2 Format Requirements. The proposal submitted must be in compliance with the following rules:

- Be in the order and numbering requested,
- Be submitted in the form and within the limitations stated in the Invitation to Submit Proposals,
- Contain primary text and headings in not less than 10 point type (with smaller text acceptable in notes, graphs, requested tables, and images), and
- Be limited to 10 pages, nominal 8.5" x 11" size. Pages used for a cover letter (which may not exceed two pages), section dividers, resumes, and exceptions are not included in the page limit.

2. REQUIRED RESPONSE CRITERIA. The proposal must address each of the following:

- 2.1** Describe your organization's background and experience in providing transitional housing.
- 2.2** Describe the criteria/eligibility requirements for placement in your program.
- 2.3** Describe any specific barriers related to criminal history that would prevent placement in your program.
- 2.4** Describe any preference to a specific demographic group (IE. Veteran).
- 2.5** Provide policy regarding maximum stay limits.
- 2.6** Describe any conditions for program participation or case management.
- 2.7** Describe the living situation as it relates to occupancy (single occupancy, roommates etc.).
- 2.8** Provide the cost associated with participation.

ATTACHMENT C – PROPOSER’S STATEMENTS AND CERTIFICATIONS

Proposer's Name: _____

RF Title: _____

PROPOSER STATEMENTS

Proposer's Offer. Proposer offers to provide the required services in accordance with the requirements of the Request for Qualifications (RFQ) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named Request for Proposals, and that, if this proposal is accepted, Proposer will execute a contract with the County to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Proposer accepts all terms and conditions of this Request for Proposals except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of 60 days from the date proposals are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend and indemnify the County for any costs associated with establishing a claimed exemption.

ADDENDA

Proposer has received and considered, in the accompanying proposal, the terms of the following addenda, if any: _

CERTIFICATIONS

By signing this Proposer's Certification form, Proposer certifies that:

1. Certification of Resident Bidder Status. Proposer is _____ is not _____ (check one) a resident bidder, as defined in ORS 279A.120.
2. Certification of Non-Discrimination. Proposer has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.
3. Certification of Non-Collusion. This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other proposer.
4. Certification of Compliance with Tax Laws. Proposer has, to the best of Proposer's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including:
 - (a) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
 - (b) Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed, and
 - (c) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

The undersigned, by signature here, acknowledges, accepts, and certifies to the statements and certifications as stated above.

PROPOSER

Authorized signature

Proposer's legal business name

Printed name of authorized signer

Address

Title

Date

Federal Tax ID number

OPTIONAL CONTACT INFORMATION REGARDING THIS PROPOSAL

Contact name

Telephone number

Email address

ATTACHMENT D – SELECTION PROCEDURE AND SCORING

1. SELECTION COMMITTEE. The Selection Committee will be comprised of:

Sheriff's Office Corrections Division Lieutenant
 Sheriff's Office Corrections Division Sergeant
 WellPath Health Services Administrator
 WellPath Mental Health Coordinator

2. EVALUATION PROCESS. The selection process for this RFP will include the procedures checked here:

- Will include evaluation and scoring of initial proposal
- May Will Not (check one) include interviews of top-scored proposers
- May Will Not (check one) include a requirement for additional questions and responses from top-scored proposers
- May Will Not (check one) include competitive negotiations with top-scored proposers

Notwithstanding the selection procedures identified above, the County reserves the right to terminate the evaluation process after completion of any procedural stage when, in the County's sole opinion, further evaluation procedures are not required for the County to identify the proposer whose offer will best suit the interests of the County.

3. PROPOSAL SCORING. The County will score proposals according to the following criteria:

	Criterion	Points
1.	Description of background and experience in providing transitional housing	25
2.	Criteria/eligibility requirements for placement in your program	20
3.	Description of specific barriers related to criminal history that would prevent placement in your program	15
4.	Preference to a specific demographic group (IE. Veteran)	10
5.	Policy regarding maximum stay limits	5
6.	Conditions for program participation or case management	5
7.	Living situation as it relates to occupancy (single occupancy, roommates etc.)	5
8.	Cost associated with participation.	15
	Total Possible Points	100

ATTACHMENT E – SAMPLE CONTRACT AND INSURANCE REQUIRED

1. **CONTRACT FORM.** The contract resulting from this RFQ will be prepared using the standard Lane County contract form checked here. The County's standard contract forms may be downloaded from the Lane County Procurement & Purchasing webpage at: www.lanecounty.org/bids.

- A-1 Goods and/or Services Contract form
- A-3 Professional (non-design) Services Contract form
- Other contract form included with this RFP

2. **INSURANCE REQUIREMENTS.** The insurance requirements for the contract resulting from this RFP will be as stated on the following page, "INSURANCE COVERAGES REQUIRED".

3. **PROPOSER COMMENTS ON CONTRACT FORM AND INSURANCE REQUIREMENTS.**

Any proposer may take exception to conditions in the County's contract form and insurance requirements by including such exceptions and any proposed changes with the proposal submitted.

The County will consider any proposed changes, inclusions, or exclusions in determining proposal responsiveness or in scoring the proposal.

See Page 2 for new INSURANCE COVERAGES REQUIRED form

NEW as of 8/21/18: Language for additional insured endorsements has changed. It should now read: Lane County, its officers, agents, employees, and volunteers are named as additional insureds.

A newly revised Insurances Coverages Required fillable form follows this message. Just for a quick reference, most contracts will require:

Commercial General Liability (GL) - \$2 million occurrence, \$4 million aggregate

Auto Liability - \$2 million

Both GL and Auto require an **Additional Insured Endorsement**. Most of the time, a blanket endorsement or policy language is acceptable, on the condition that the written contract requires it. Please attach a copy of the endorsement (likely will read something like: When required by written contract or agreement) if provided, or a copy of the policy showing that coverage. Some contracts will still require a scheduled (or named) Additional Insured Endorsement – typically these are high dollar amount contracts or high loss exposure contracts. If you aren't sure, please send me an email and I'll be glad to look at your documents before you send them out.

Workers' Compensation Coverage – is required in the statutory amount (currently \$500,000 in Oregon).

Professional Liability Coverage – is required when the contractor is a professional whose industry has a certain set of standards. A person is expected to provide a certain level of accuracy and professionalism during the performance of their service. This includes physicians, lawyers, counselors, and consultants, among others. **NEW**: Do **NOT** request an Additional Insured Endorsement for Professional Liability coverage! An AI endorsement or coverage could prevent the County from filing legal action to recover losses incurred as a result of the contractor's actions.

Pollution Coverage – is required when there is a possibility of polluting the environment. Pollution Coverage also requires an **Additional Insured Endorsement**.

IF YOU ARE REQUESTING A REDUCTION IN THE STANDARD COVERAGES REQUIRED, please let me know how much work will be performed under the contract (i.e., it's a one-time operation or they will be doing the work every day for a year, etc.), and what the worst-case scenario is (in the event everything that can go wrong does go wrong, will people be injured or killed, what kind of financial loss is the County looking at if we have to "undo" the damage, etc.). Insurance coverage amounts are not based on the monetary value of the contract, but on the amount of loss the County may face if the contractor does something wrong or hurts someone and we are held liable for their actions.

Lisa Lacey, Risk Manager
lisa.lacey@co.lane.or.us
541-682-3971

8/21/18

