# RFQ # 4609
# PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

## Request for Quotation for:

## *Coordinator for ACE's - Battle Ground*

**QUOTATION DUE:** ***January 20, 2016 3:00 p.m.***

**E-mail or Mail Proposal to:**

Contracts and Grants
Clark County Public Health
P.O. Box 9825
1601 E Fourth Plain Blvd.
Vancouver, Washington 98661
(360) 397-8226
CntyHealthGrantContract@clark.wa.gov

**Refer Technical Questions to:**

Project Manager:
Cyndie Meyer
Program Manager, Chronic Disease Prevention
Cyndie.Meyer@clark.wa.gov

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL quotations submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the quotation submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the quotation. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFQ.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFLICT OF INTEREST - All quotations submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a quotation must certify that each company or agency of the consortium can meet the requirements set forth in the RFQ.

COST OF QUOTATION & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the quotation submitted. Therefore, the quotation should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFQ. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at http://www.clark.wa.gov/hr/documents.html. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this quotation, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored quotations.

INTERLOCAL AGREEMENT - Clark County has made this RFQ subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFQ. Each public agency wishing to utilize this RFQ will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFQ does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, or to procure or contract for services or supplies.

LATE QUOTATIONS - A quotation received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose quotations are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The quotation shall warrant that the costs quoted for services in response to the RFQ are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF QUOTATIONS - Clark County reserves the right to accept or reject any or all quotations received as a result of this RFQ, to negotiate with any or all prospective contractors on modifications to quotations, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFQ if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this quotation may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the quotation. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL QUOTATIONS: Verbal quotations will not be considered in making the award of any contract as a result of this RFQ.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of $500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
**Clark County ADA Office; V (360) 397-2025;**
**TTY (360) 397-2445; ADA@Clark.wa.gov**

# Request for Quotations
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# Request for Quotation # 4609
# Coordinator for ACEs – Battle Ground

## Part I Quotation Requirements

### Section IA General Information

**1. Introduction**

Clark County Public Health is seeking a coordinator to raise awareness and understanding of ACEs and the impact on long-term health of individuals and communities in Battle Ground, WA. The ideal consultant will have an established contact and partnership network in Battle Ground that includes community leaders from schools, faith communities, health, business, government organizations, prevention agencies, law enforcement, mentoring partners and others. The candidate will also possess knowledge of adverse childhood experiences, childhood trauma and brain development, and will have experience in public speaking, event coordination, coalition building, and coaching.

**2. Background**

The mission of Public Health is to work with others to protect and improve the health of all people. Public Health affirms that we must work together to address the physical, environmental, social, and emotional factors that contribute to chronic disease.

The landmark Adverse Childhood Experiences (ACE) Study links early life experiences to chronic disease outcomes across multiple health systems; e.g., diabetes, depression and heart disease. Public Health is increasing our understanding of implications for our own work, and are working with community partners to prevent and reduce ACEs while increasing resilience and mitigating the impacts related to ACEs.

The Community Foundation for Southwest Washington has provided funding to support a coordinator in Battle Ground to work under the direction of Public Health to facilitate ACEs education and awareness, cross-sector networking and resilience building to reduce the incidence of ACEs and to mitigate the impact of ACEs.

**3. Scope of Project**

Clark County Public Health intends to procure a professional consultant to assist in coordinating efforts to foster trusting relationships and communication channels between community partners who interact with kids and families, creating community-wide awareness, shared language, and understanding of ACEs, and to assist partners to adopt trauma-informed approaches and policies.

**4. Project Funding**

The anticipated cost for services described herein is up to $5,000 through May 29, 2016, and an option to extend the contract resulting from this RFQ upon mutual written consent for (2) two consecutive (12) twelve month periods ending May 29, 2017 and May 29, 2018 with an additional $5000 each term respectively, with the same terms and conditions, contingent on funding. The proposal shall include the true estimated cost to perform the work irrespective of the budgeted funds for this work. Hourly rate not to exceed $65 per hour.

**5. Timeline for Selection**

The following dates are the **intended** timeline:

| | |
|---|---|
| Final amended RFQ | 1/18/16 |
| Quotations due | 1/20/16 |
| Initial Screening | 1/20/16 |
| Quotation review and evaluation period | 1/21/16 – 1/22/16 |
| Selection committee recommendation | 1/22/16 |
| Apparent award notification | 1/25/16 |
| Contract negotiation/execution | 1/25/16 |

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## Section IB Work Requirements

1. Required Services

The awarded contractor must be knowledgeable about the concepts of Adverse Childhood Experiences (ACEs) and childhood trauma, brain development, community resilience. Shall also be knowledgeable regarding current interventions underway to improve community resilience and address mental and behavioral health in Battle Ground. Shall also be familiar with organizations that serve children and families in Battle Ground, WA. The awarded contractor will complete the following tasks:

- Perform outreach within the Battle Ground community on behalf of CCPH and the Community Foundation of Southwest Washington to develop opportunities to promote ACEs training, awareness, and cross-sector collaboration with particular emphasis on connection with the Battle Ground School District, Battle Ground Police Department, Connect Battle Ground, Battle Ground business community and Battle Ground faith communities.
- Represent Battle Ground at regular meetings of the ACES Action Alliance.
- Collaborate with CCPH and members of the ACEs Action Alliance Education Team to develop a 1-hour (maximum) power point presentation on ACEs and childhood brain development and with other needs as requested by CCPH.
- Coordinate with CCPH program manager to meet training needs in Battle Ground by presenting content or coordinating presenters to meet specific audience needs. Assist with training event logistics and promotion.
- Collaborate with CCPH program manager to coordinate regular meetings of key stakeholders to discuss needs, progress, challenges, and opportunities.
- Collaborate with ACEs Action Alliance Trauma-informed Organizations Team to conduct pre-training TIO Evaluations with BG Community partners. Collect data and return to CCPH and TIO Team lead for evaluation purposes.
- Assist PH to plan/provide outreach via local media.
- Utilize CCPH Office Assistant for administrative needs related to this work (including typing, copying, routine outreach, minutes, etc.)
- Disseminate handouts, messaging and materials to Battle Ground stakeholders as requested.
- Apprise CCPH of challenges, barriers, opportunities, successes and key contacts related to this work.
- Contribute to bi-annual grant reports.

2. County Performed Work

Clark County Public Health will:

- Convene and and/or join stakeholder and community groups (with the goal of introducing ACEs to existing collaborative's)
- Evolve as a trusted partner
- Foster conversation around ACEs
- Share data and science
- Facilitate community-wide education
- Provide ongoing education and updated information
- Provide media outreach
- Provide agency-appropriate ACEs education

•Foster sustainable train-the-trainer approach
•Assist partners to evaluate policies, practices

3. Deliverables & Schedule

A – Week of February 1, 2016 – Kick Off Meeting
B – Additional tasks listed in #1 above and due dates to be determined at kick off meeting and through ongoing direction from CCPH program manager.

4. Place of Performance

Contract performance may take place in the County's facility, the Applicant's facility, a third party location or any combination thereof. Workshops and trainings will take place at the related venue.

5. Period of Performance

The terms of an agreement awarded as a result of this RFQ will commence approximately February 1, 2016 and terminate on May 29, 2016. Clark County reserves the right to extend the contract resulting from this RFQ upon mutual written consent for (2) two consecutive (12) twelve month periods ending May 29, 2017 and May 29, 2018 respectively, with the same terms and conditions.

6. Insurance/Bond

A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of $1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than $1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than $50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

B. Professional Liability (aka Errors and Omissions)
The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of $1,000,000 per occurrence, with a maximum deductible of $25,000. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

C. Proof of Insurance
Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

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# Part II Quotation Preparation and Submittal

## Section IIA Pre-Submittal Information

1. Quotation Clarification

Questions and Requests for Clarification regarding this Request for Quotation must be directed in writing, via email, mail to the person listed on the cover page. The deadline for submitting such questions/clarifications is January 18, 2016. An addendum will be issued no later than January 18, 2016 to all recorded contractors of the RFQ if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their quotation.

RFQ 4609 Battle Ground ACE Coordinator Consultant Questions and Responses PDF can be found under Procurement Solicitations at the following link:
**https://www.clark.wa.gov/public-health/procurement-solicitations**

## Section IIB Quotation Submission

1. Quotations Due

Quotations may be emailed or mailed and must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:
1. RFQ Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered a responsive quotation.

2. Quotation

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers' providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures and company information should be included with the submission.

## Section IIC Quotation Content

1. Cover Sheet

**Attachment A, *MUST* be used as the Cover Sheet for the quotation.**

2. Respondent's Capabilities

Describe relevant work history, education and experience for the individual who will provide coordinator services. A resume should be included. Work relevant to this request should be highlighted.

3. Project Approach and Understanding

Provide a brief summary (*need be no more than* 500 words) of applicant's understanding of ACEs, knowledge of Battle Ground community partners key to this work, and anticipated challenges and opportunities. Include a prioritized list of recommended activities for the next 18 months to link ACEs awareness and education into ongoing initiatives and/or to introduce this topic to community partners in Battle Ground.

4. Proposed Cost

Confirm hourly rate.
Please note that capital equipment, rental car expenses, and telephone charges are excluded from allowable expenses unless prior approval is requested and provided. With appropriate documentation using CCPH-provided travel forms, Mileage will be reimbursed at the established government rate for travel in one direction to meetings and training events specific to the work of this contract.

5. References

List three references, include name, title, organization, relationship to applicant contact information (telephone and email address)

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# Part III Quotation Evaluation & Contract Award

## Section IIIA Quotation Review and Selection

1. Evaluation and Selection:

Quotations received in response to this RFQ will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to Clark County Manager.

2. Evaluation Criteria Scoring

Clark County reserves the right to modify this schedule at the County's discretion. Proper notification of changes to the due date will be made to all contractors listed on the plan holder's list.

Initial Screening will be completed by at least one member of the Grants and Contracts team and include:

1) Was the application received on time?
2) A screening for eligibility, which includes a search for debarment at the System for Award Management.
3) Program Manager completes initial screening to determine if the proposal is complete, obtains the correct format (if specified in RFQ), and whether or not it meets all other specifications laid out in the RFQ.

You will be notified by e-mail if your application does not pass this initial screening process, prior to the review committee receiving applications.

Each quotation received in response to the RFQ will be objectively evaluated and rated according to a specified point system.

**A one hundred (100) point system will be used, weighted against the following criteria:**

| | |
|---|---|
| Quotation approach/quality and thoroughness | 10 |
| Respondent's qualifications and experience | 20 |
| Demonstrated understanding of ACEs and challenges in Battle Ground community | 20 |
| Established relationships in BG community relevant to this work | 20 |
| Creativity and rationale for suggested activities | 10 |
| Cost | 10 |
| References | 10 |
| Total Points | 100 |

## Section IIIB Contract Award

1. Consultant Selection

Responsive quotes that meet all of the requirements specified will be evaluated by a committee and scored according to the criteria in Section IIIA.

Contract negotiations shall commence with the highest scoring Quotation. Should the County not reach a favorable agreement with the highest scoring Quotation, the County shall terminate negotiations and may commence negotiations with the second highest scoring Quotation and so on until a favorable agreement is reached.

2. Contract Development

The quotation and all supporting documentation provided by the successful Vendor shall be incorporated as an Exhibit in any contract resulting from this RFQ.

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**Attachment A** **COVER SHEET**

General Information:

Legal Name of Applicant/Company/Agency_____

Street Address_____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____ Email address _____

Tax Identification Number _____

**ADDENDUM:**

Proposer shall insert number of each Addendum received. If no addendum received, please mark **"NONE".**

No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____.

***NOTE: Failure to acknowledge receipt of Addendum may render the quotation non-responsive.***

→ Does the quotation comply with the requirements contained within the RFQ?
A "No" response may disqualify the quotation from further consideration.

☐ Yes ☐ No

→ Did outside individuals or agencies assist with preparation of this quotation?

☐ Yes ☐ No *(if yes, describe.)***

**Total Funds Requested Under this Quotation $ _____**

I certify that to the best of my knowledge the information contained in this quotation is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Commissioners.

_____ _____
Signature Date