



County Of Siskiyou
Request for Proposals (RFP)
RFP # 23-02 – Public Health
For
Health Equity Consulting

Proposals may be emailed to:

Shelly Davis
Director
Public Health
sdavis@co.siskiyou.ca.us

Proposals Due by:
May 15, 2023
5:00 PM PST

County of Siskiyou Request for Proposals for Health Equity Consulting

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
May 1, 2023	Release of Request for Proposals (RFP)
May 8, 2023	Deadline to Submit Questions
May 15, 2023	Submission of Proposals due by 5:00 PM
May 15-May 19, 2023	Review of Proposals
May 19, 2023	Notification of Final Selection
July 1, 2023 Estimated	Contract for Services Start Date

1.0 Preface

Siskiyou County HHSA- Public Health Division (SCPHD) is seeking a contract with a consultant to provide ongoing support, guidance, and trainings related to health equity objectives. The SCPHD is committed to advancing the health of our community through ensuring equitable practices, both in our internal administration and our health program activities. The purpose of the consultant will be to help the department embed these equitable practices within various processes, as well as create a learning environment in which the department may continue to critically evaluate and address equity in our organization and community.

2.0 Scope of Work

Services the successful Proposer will be expected to provide, include but are not limited to:

The Scope of Work (SOW) as detailed in Attachment A, SOW template attached to this RFP.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide an analysis of the methodology developed to perform all required services and your response to Attachment A, SOW as referenced above. Approach will be detailed on Attachment A, SOW template.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services. Price proposal will be detailed for each activity on Attachment A, SOW template.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract (see Attachment B – Contract for Services template) will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of electronic means, as described below:

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Shelly Davis, Director at sdavis@co.siskiyou.ca.us and must be received by **May 15, 2023, 5 PM PST**. Please include "RFP # 23-02" in the subject line.

Proposers are asked to direct all inquiries related to the project(s) to Michelle Line, Project Coordinator, by email, mline@co.siskiyou.ca.us.

The County will provide the following to assist the selected entity(s):

1. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
2. Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
3. Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
4. Advice on the project scope of work.
5. Review and validation of project deliverables.

Contract term will be from **July 1, 2023 - June 30th, 2024**, or until the SOW is projected to be completed, whichever date is first.

Include any required licenses, certificates, or insurance that the Proposer will need to have.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

1. Attachment A - Scope of Work Template
2. Attachment B - Contract for Services Template