



PRE-PROPOSAL CONFERENCE
FOR RFP NO. 7340
HIV-RELATED SERVICES:
HOME AND COMMUNITY-BASED
HEALTH SERVICES
HEALTH AND HUMAN SERVICES AGENCY



***Hank Ramírez, Procurement Contracting Officer
Department of Purchasing and Contracting***





- ▶ RFP #7340 ONLY
- ▶ Restrooms
- ▶ Electronic devices: Please turn off or put on vibrate
- ▶ Sign-in Sheets
- ▶ Focus on main points of RFP only
- ▶ Valid responses to questions are those in writing issued in addenda through BuyNet



The Process

- ▶ **Structured Best Value Process**
 - ▶ Best Value to the County – All factors, including fiscal, will be considered
 - ▶ RFP to result in a cost reimbursement contract

Deadline for Questions

3:00 P.M., Tuesday, May 31, 2016

- ▶ Questions must be submitted in writing by email.
- ▶ Refer to the Cover Letter in the RFP for additional information.



3

The Process

- ▶ Addendum/addenda will be issued with clarifications and/or changes
- ▶ Proposals will be evaluated per the RFP Evaluation and Submittal Requirements as stated within the RFP.
- ▶ All proposals are due **PRIOR TO AND NO LATER THAN 3:00 P.M. ON:**
MONDAY, JUNE 27, 2016



Review of the RFP

- ▶ Cover Letter
- ▶ P&C 600 Form
- ▶ Representations and Certifications (slide 6)
- ▶ Nondisclosure Indemnification Agreement (slide 7)
- ▶ Contract Conflict Certification (slide 8)
- ▶ RFP Terms and Conditions
- ▶ RFP Evaluation and Submittal Requirements
- ▶ Draft Contract Exhibits



Representations & Certifications



- ▶ Double-click on the form to complete the fillable sections. Print and submit with proposal.
- ▶ Please note the following changes:
 - ▶ Section 1
 - ▶ Section 3
- ▶ The changes provide additional information required by the County
- ▶ Make certain to complete the form as instructed and submit information as directed.



Nondisclosure Indemnification Agreement



- ▶ Informs the County of proposal materials that are to remain confidential/proprietary
- ▶ **Pricing is excluded per California Public Records Act (applies to LLCs and for-profit companies)**
 - The completed Indemnification Agreement form is to be submitted as Page 3 of the proposal
 - Make certain to complete the form as instructed and submit information as directed.



Contract Conflict Certification

- ▶ The completed Contract Conflict Certification Form is to be submitted as Page 4 of the proposal
- ▶ **Attach any disclosures to the form or declare “None”.**
- ▶ Make certain to complete the form as instructed.



RFP Evaluation & Submittal Requirements



- ▶ **4 Areas Requiring Responses**
 - ▶ **Experience, Proposed Organization, Management and Staffing**
 - ▶ **Program Description**
 - Fiscal**
 - Contract Template/Insurance Acceptance Clause/ Exceptions(s) Statement**



***MUST BE RESPONSIVE
IN ALL AREAS!!!***



Statement of Work

Lauren Brookshire
Health and Human Services Agency
HIV, STD, and Hepatitis Branch (HSHB)



The Bottom Line...

- ▶ The RFP Evaluation and Submittal Requirements:
 - ▶ Used by the County to evaluate and rank the proposals based on the responses.
- ▶ The Statement of Work: What the Offeror must do as the Contractor if awarded.
 - ▶ You provide the information requested and describe how you will perform the Statement of Work as requested.



Contract Exhibits

- ▶ Agreement and Exhibit B – Insurance Requirements
 - ▶ **Remember:** If you have any changes to recommend to either document, submit them in response to Submittal Requirement Section 4, or submit a statement of acceptance.
- ▶ Exhibit C – Proposed Budget



Tips



- ▶ Read the RFP several times
- ▶ Use the prescribed format
- ▶ Respond to **ALL** the RFP Evaluation and Submittal Requirements as directed
- ▶ Do **NOT** assume the evaluator(s) know you
- ▶ **AGAIN** - Do **NOT** assume the evaluator(s) know you!
- ▶ Register on BuyNet and add the following commodity codes to the profile – 85111501 – or check the website daily!!!



Remember...



READ...

RFP INSTRUCTIONS...



THOROUGHLY!!!



Questions after Today

(until Tuesday, May 31, 2016)



- ▶ **Please submit questions in writing**
 - ▶ Send by email to PCO, **NOT** to any other County staff
 - ▶ Questions will be answered in writing in the subsequent addendum/addenda and issued through BuyNet
- ▶ **PLEASE** do not send questions after the stated due date as responses may not be provided



Email questions to...



Hank Ramírez

Procurement Contracting Officer

Email: Hank.Ramirez@sdcounty.ca.gov



Submission of Proposals

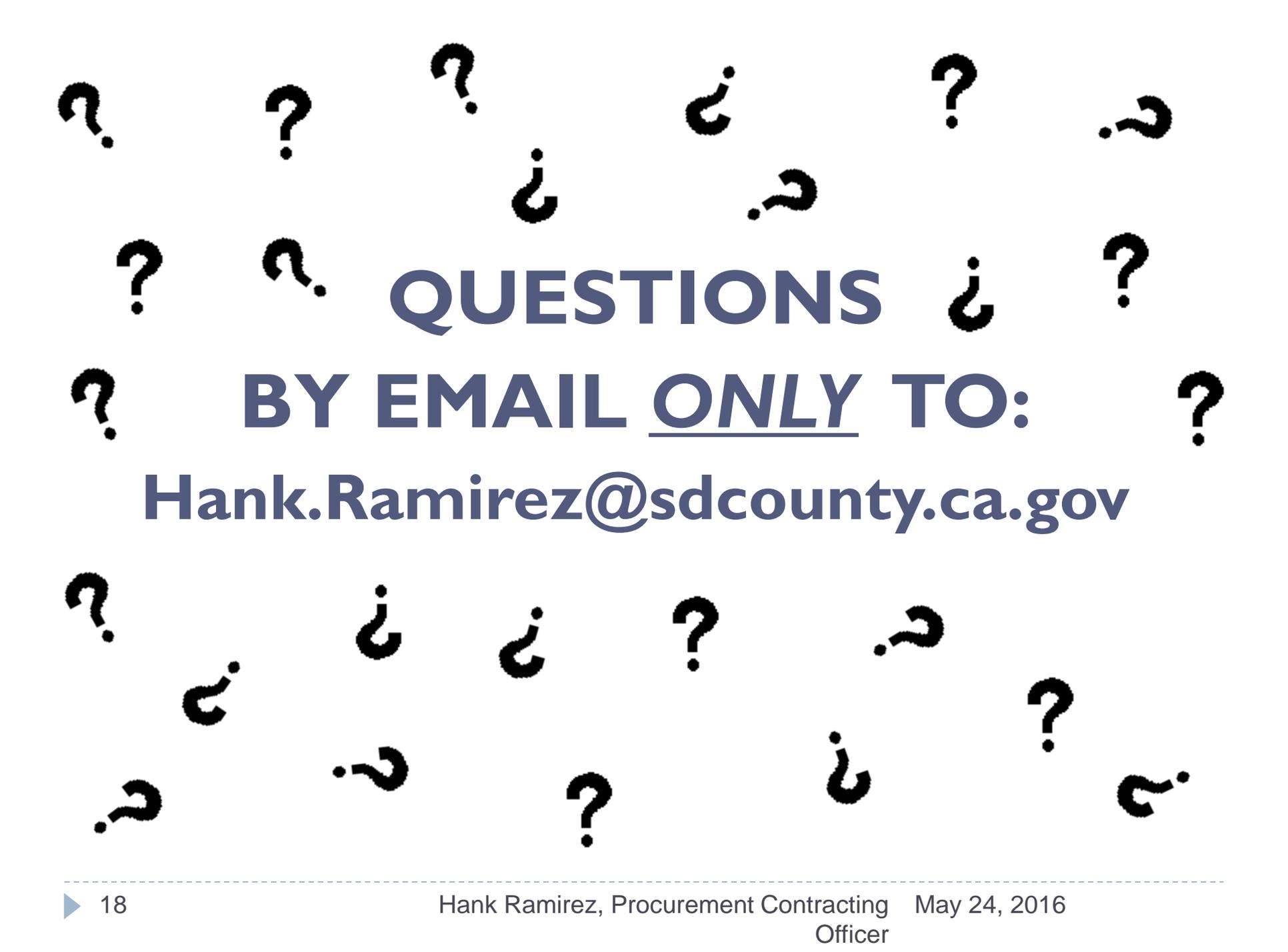
- ▶ Follow the directions in the RFP and refer to the RFP Terms & Conditions and RFP Evaluation and Submittal Requirements
- ▶ Deadline is absolute: **Prior to 3:00 PM on MONDAY, JUNE 27, 2016**

Important
DATE!

Important
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Important
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QUESTIONS
BY EMAIL ONLY TO:

Hank.Ramirez@sdcounty.ca.gov