

REQUEST FOR QUOTATIONS



**COVID-19 Community Action Team
Coordinator RFQ
RFQ #OCA1002**

County of San Mateo, Office of Community Affairs

Release Date: October 8, 2020

Responses must be received
by 5:00 p.m., PST
on October 15, 2020

**REQUEST FOR QUOTATIONS
FOR
COVID-19 Community Action Team Coordinator Services**

Responses must be submitted via email to:
CMO_COVID_RFP1@smcgov.org

By 5:00 p.m., PST on October 15, 2020

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 requestor has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that may result from this Request for Quotations shall be a public record in its entirety. Also, all information submitted in response to this Request for Quotations is itself a public record **without exception**. Submission of any materials in response to this Request for Quotations 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

San Mateo County Health, working in tandem with other County agencies, is actively responding to the COVID-19 pandemic to protect the public and keep the community informed. To assist in the effort to protect vulnerable populations and the community at large, the County seeks **COVID-19 Community Action Team Coordinator** services to coordinate the County's partners and their respective COVID-19 community action teams.

Through this RFQ, the County of San Mateo seeks to obtain quotes from all qualified providers who have knowledge and expertise with providing **COVID-19 Community Action Team Coordinator** services, or similar coordinator services. Agencies must demonstrate the ability to perform the services requested. Such evidence may include, 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 tentative start date and term for the proposed services is **October 2020 through June 2021**, subject to negotiation of a final agreement. Respondents must demonstrate the ability to provide services beginning in **October 2020**, or within reasonable time thereafter, given start-up needs that are justified in their quote.

B. MINIMUM QUALIFICATIONS REQUIRED TO SUBMIT QUOTATION

- Legally authorized to do business in the State of California.
- Located in San Mateo County and/or serve San Mateo County residents.
- Has been actively engaged in community outreach and/or service provision in San Mateo County for the past three years.

C. ELIGIBLE PROVIDERS

- **Organizations:** Must be a tax-exempt organization, such as organizations that are tax exempt under Sections 501(c)3, 501(c)4, or 501(c)6 of the Internal Revenue Code (IRC), or an organization that files a Form 990, Form 990 EZ, or Form 990-N with the Internal Revenue Service (IRS), and that serves San Mateo County residents.
- **School Groups/Districts:** Must provide educational services to residents and students in San Mateo County.
- **Government Agencies:** San Mateo County cities, San Mateo County districts/agencies, and libraries in San Mateo County.
- **Coalitions:** Groups comprised of two or more qualifying organizations or government agencies.

D. SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Quotations	October 8, 2020 12:00 PM PST
Deadline to Submit Questions to the County re: RFQ	October 13, 2020 10:00 AM PST
RFQ Response Deadline	October 15, 2020 5:00 PM PST

SECTION II – SCOPE OF WORK

A. DESCRIPTION

COVID-19 Community Action Team (CAT) Coordinator

The COVID-19 CAT Coordinator will be responsible for overseeing and coordinating outreach teams in all six regions of the County, as set forth in Attachment C to this RFQ, and serving as a liaison with the County COVID-19 Outreach Team. These services will include the following:

- Supporting CATs in planning, implementing, monitoring and evaluating COVID-19 community outreach, using the tools, materials, and training provided by the County COVID-19 Outreach Team.
- Facilitating the sharing of best practices, information, ideas and concerns amongst CATs.
- Facilitating and coordinating regular meetings among CATs, including kick-off meeting, regional meetings, final debrief, and micro-targeted approach, as needed.
- Elevating concerns or misinformation to the County COVID-19 Outreach Team.
- Sharing updates and resources from the County COVID-19 Outreach Team with CATs.
- Coordinate and track CATs' efforts and events county-wide via a shared platform.
- Facilitate a minimum of three (3) special events highlighting the COVID-19 partnership, structure and outreach efforts.
- Regular tracking and reporting of CAT deliverables, as outlined in the contract.
- Regular dissemination of COVID-19 information via a newsletter and/or social media.
- Regular tracking and reporting of CAT efforts and outcomes to the County COVID-19 Outreach Team, as outlined in the contract.

All providers submitting a quotation for COVID-19 CAT Coordination role should detail their approach, activities, and timeline for achieving the above throughout the phases of the contract.

SECTION III – RESPONSE SUBMISSION REQUIREMENTS

The response should be submitted in the following format:

A. GENERAL INSTRUCTIONS

Submit one (1) complete electronic (PDF, Microsoft Word document, etc.) version of your response/quotation and all required attachments to the County to **CMO_COVID_RFP1@smcgov.org**. All responses should adhere to the specified content and sequence of information described by this RFQ.

B. COVER LETTER

Provide a one page cover letter (following template in Section V, Attachment A) that includes the address, phone and fax numbers, and e-mail address of the contact person or persons.

C. RESPONSE CONTENT AND FORMAT

1) Signature Authority

The original quote must be submitted by an individual with authority to submit quotes on behalf of the agency.

2) Content

Items below contain brief descriptions of material that must be included in this response/quotation. This portion should **not exceed 3 pages**.

- **Summary of Qualifications**

Describe the agency's history, mission, programs, and services it provides; administrative structure; and experience in providing similar services. With the history include length of time in business, and any experience working with public agencies. Describe how this program will fit into your overall organization.

- **Cultural Competency**

Describe how your agency/program will ensure cultural competence and address health equity. This may include culturally relevant service features and staffing objectives that reflect cultural and linguistic diversity and that value the cultural diversity of San Mateo County. Provide a description of the hard-to-reach/vulnerable populations that will be served.

- **Service Methodology**

Describe your service model and approach to addressing the service needs of the target population, your approach to working collaboratively with multi-agency partners, and the geographic area of the County, if applicable.

- **Staffing – Organizational Capacity**

Describe proposed staff and their duties, including disciplines and degrees, as appropriate. Describe current and ongoing training and experience of staff to ensure client needs will be addressed. Identify the person who will be overseeing the County account. Provide the level of education, background and experience that this person has.

- **Implementation Timeline**

Describe your proposed implementation work plan, including timeline for the implementation of services. Demonstrate the capacity to implement the program by **October 2020**.

- **Milestones and Deliverables**

Describe how you will guarantee quality services over time. Describe measurements/metrics/deliverables/assessments you will provide on at least a monthly basis to allow the County to assess the services you will provide.

- **Insurance**

The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.

- **Cost Quotation/Analysis and Budget for Primary Services**

Provide a quotation for provision of these services, as well as a detailed explanation for all costs associated with provision of the requested services. Please use the cost quotation/budget template provided in Section V, Attachment B.

SECTION IV – GENERAL TERMS AND CONDITIONS

Questions and Responses Process. Submit all questions relating to this RFQ to hquo@smcgov.org.

All questions must be received no later than **10:00 a.m. on October 13, 2020**.

All questions and responses will be posted to <https://cmo.smcgov.org/covid-19-cat-coordinator-rfq-oca1002>.

If changes to the RFQ are warranted, they will be posted to <https://cmo.smcgov.org/covid-19-cat-coordinator-rfq-oca1002>. It is the responsibility of each respondent to check the website for changes and/or clarifications to the RFQ prior to submitting a 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. Any respondent found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFQ.

Respondents will 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. The responses will 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 V – ENCLOSURES

A. COVER LETTER TEMPLATE

Date: _____

Applicant: _____ **Phone:** _____

Address: _____ **Fax:** _____

_____ **Email:** _____

_____ **Web:** _____

Project

Contact: _____ **Title:** _____

Amount Being Requested: \$ _____ (maximum amount \$70,000)

Minimum Qualifications Required to Submit Proposal:

- Are you legally authorized to do business in the State of California?
 - Are you a not for profit or tax-exempt organization? Provide documentation to this verify status.
 - Are you a governmental agency?
 - Are you a school district or educational institution?
- Are you located in San Mateo County and/or serve San Mateo County residents?
- Have you actively and normally been engaged in community outreach and/or service provision in San Mateo County for the past 3 years?

B. COST QUOTATION/BUDGET TEMPLATE

Expenses	Proposed Use of SMC Funds	Description of Expenses
PERSONNEL		
Director wages		
Administrative staff wages		
PROFESSIONAL FEES		
Professional fees		
PROGRAM AND OPERATING		
Supplies		
Media/Advertising		
Postage and shipping		
Printing and publications		
Other expenses not covered above (itemize)		
Total Expenses	\$0	

C. REGIONAL MAP

