

LAKE COUNTY BEHAVIORAL HEALTH SERVICES

REQUEST FOR PROPOSALS No. 24-07

# Opioid Settlement Funds – Facilitation for Expenditure Plan



COUNTY OF LAKE, BEHAVIORAL HEALTH SERVICES

RFP No.

Issued: September 19, 2023

Submission Deadline: October 16, 2023

By:

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**1. INTRODUCTION.** In 2021, opioid manufacturer Janssen Pharmaceuticals along with three opioid distributors, McKesson, Amerisource Bergen, and Cardinal Health (collectively known as The Distributors) reached settlements for their roles in the opioid epidemic that amount to \$26 billion. These settlements will be distributed to states that participated in the joint lawsuits and it is estimated that [California will receive approximately \\$2.05 billion](#) over the course of 18 years to focus on opioid abatement activities within the state. California will be allocating the funds in the following manner:

- 15% allocated to the California State Fund for future state-wide opioid remediation activities.
- 70% allocated to the California Abatement Fund for Participating Subdivisions (cities and counties) for local opioid remediation activities.
- 15% to the California Subdivision Fund to go to Participating Subdivisions that served as initial plaintiff in the lawsuit against Janssen Pharmaceuticals and The Distributors to reimburse for past opioid remediation activities. Lake County was not an initial plaintiff, and thus will not be receiving any portion of this fund.

As one of the Participating Subdivisions Lake County will receive allocations from the California Abatement Fund and began receiving payments on November 15, 2022. As of the release of this request for proposals, Lake County has received \$1,416,449.40 in settlement funds, accounting for the first two years of payments. As stated above, payments will continue for the next 16 years.

While funds may be utilized in a [variety of ways](#), at least half of all funds received must be utilized for High Impact Abatement Activities (HIAA) as defined by the California Department of Healthcare Services. HIAA will focus on six goals:

1. Use as matching funds or operational costs for substance use disorder (SUD) facilities with an approved project within the [Behavioral Health Continuum Infrastructure Program \(BHCIP\)](#).
2. Creating or expanding SUD treatment infrastructure within the community.
3. Addressing needs of communities of color and vulnerable populations (such as the unhoused) that are disproportionately impacted by SUD.
4. Diversion of people with SUD from the justice system into treatment options.
5. Interventions that target vulnerable youth.
6. The purchase and distribution of naloxone, with a focus on expanding access to combat acute opioid overdose.

The County of Lake understands that effective use of these funds relies on community engagement and feedback. Lake County Behavioral Health Services is seeking proposals for a facilitator to gather stakeholder feedback and incorporate it into an expenditure plan for the Opioid Settlement Funds received by the county.

## **2. SCOPE OF SERVICE.**

2.1 Facilitate community stakeholder meetings. Plan and lead meetings with various stakeholders, including but not limited to community representatives, law enforcement and first responder officials, healthcare professionals, and local community organizations that work with individuals

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with substance use disorder. Ensure that all relevant stakeholders have an opportunity to provide input and feedback on the expenditure plan.

2.2 Facilitator must be able to gather relevant data, research, and information to ensure that stakeholder engagement sessions are informed with current data.

2.3 Facilitator must be able to align community and stakeholder feedback with the HIAA to write a recommendation for an expenditure plan for the Opioid Settlement Funds.

## 3. COMPENSATION.

To be negotiated. Please present your rate/service cost proposal.

## 4. PROPOSAL CONTENT.

4.1 Proposal Compliance: In order to enable direct comparison of competing responses, you must submit your Proposal in conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Proposal being disqualified as non-responsive.

4.2 Proposal. Please assemble your Proposal in the following order.

A. Cover Letter. A standard business letter must be included which represents your agreement to supply the requested goods and/or services detailed in the RFP.

B. Company Profile. Provide a brief history of your company, a general description of your services and qualifications, and an executive summary of your response. Content should be no more than two pages.

C. Work Plan. Provide your specific proposal to address the Scope of Work outlined in Section 2 above. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks. Include also, a proposed time-line for completing the installation of new vending machines.

E. Cost Proposal.

All prices submitted are non-binding at this stage of the procurement process and are subject to negotiation.

**5. PROPOSAL SUBMITTAL.** Proposals submitted must meet the following criteria to be acceptable for consideration regarding this project:

5.1 In order to be considered, submit the proposal electronically in Microsoft Word no later than **October 16, 2023** by 5:00pm, and addressed to:

[elise.jones@lakecountyca.gov](mailto:elise.jones@lakecountyca.gov)

Subject: RFP No. 24-07

Normal business hours are Monday through Friday 8:00 am to 5:00 pm. Staff can be reached at (707) 274-9101.

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5.2 Proposers are cautioned to read the scope of services and proposal contents herein and be sure to respond to all items listed in these sections. In order to receive addenda and information regarding this RFP, proposer must register online at: [Bid Postings • Lake County, CA • CivicEngage \(lakecountycalifornia.gov\)](#). Proposers are cautioned to read the scope of services and proposal contents herein and be sure to respond to all items listed in these sections.

5.3 Proposals received incomplete or late, for any reason, shall not be accepted.

5.4 All Questions regarding this Request for Proposals may be submitted in writing at any time prior to **September 30, 2023** to Elise Jones at: [elise.jones@lakecountycalifornia.gov](mailto:elise.jones@lakecountycalifornia.gov). Only written questions will be accepted. Questions will be answered by **October 6, 2023** and uploaded as an addendum to the website listed in 5.2 above.

Proposers may contact only the individual identified above and are specifically directed not to contact other County personnel for meetings, conferences, or other technical discussions related to this RFP. No questions will be answered by other County staff.

5.5 All proposals submitted in response to this RFP will become the property of the County and will not be returned. The County reserves the right to make use of any information or ideas contained in the proposals. The proposal itself shall not constitute a contract, but will, if accepted, be incorporated into the contract between the County and the selected proposer.

**Please note:** The successful Proposer shall be expected to fully meet all representations made in its proposal, including demonstration of project understanding, work plan, project schedule, project team, and cost proposal.

**6. PROPOSAL EVALUATION AND AWARD.** The County is using the competitive proposal process, wherein the experience and responsiveness of each submitted proposal is evaluated as it relates to the Scope of Services. Administrative staff will evaluate the proposals as described below.

6.1 Proposals shall go through an initial review to ensure that each complies with the requirements of the RFP. The absence of required information may render the proposal non-responsive and may be cause for rejection.

6.2 All proposals will be evaluated to determine whether they meet all the requirements of the RFP.

6.3 A Consultant Selection Board maybe convened to review, discuss and rank the proposals, using the following criteria:

A. Criteria

- a. Ability to meet the requirements of the Scope of Services
- b. Goodness of fit with LCBHS needs and population
- c. Cost

6.4 Prior to final selection, a short list of qualified and responsive bidders may be requested to participate in an interview. The purpose of the interview will be to provide an opportunity for each bidder to present their qualifications and proposals in person and/or to answer any questions that County staff may have regarding the bidder's submittals. If interviews are to be

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held, the time and place of the interview will be arranged after the short list is completed. Typically a minimum of three (3) proposals will be selected for the Short List; however, the County may, at its option, choose to interview more or less than three (3) qualified bidders or select consultants based solely on evaluating written proposals.

6.5 If an agreement cannot be reached with the top ranked bidder(s), the County will then contact the next highest ranked firm and attempt to negotiate a contract scope of work and fee. This process will be continued until a contract scope of work and fee is successfully negotiated, or until the County determines to cease negotiations with any firm.

6.6 County reserves the right to select multiple contractors.

6.7 The County of Lake is an Equal Opportunity/Affirmative Action Employer and the successful Consultant(s) will be required to comply with the provisions of Federal Executive Order 11246 and applicable state and federal laws. Consultants should be familiar with the Employers' Practical Guide to Reasonable Accommodations under the Americans with Disabilities Act as published by the Job Accommodation Network, a service of the U.S. Department of Labor's Office of Disability Employment Policy.

**7. PROTEST PROCEDURE.** The County of Lake will follow the Appeal Procedure in their Consultant Selection Policy as follows:

### 7.1 Appeal Procedure:

Any party with a direct financial interest who is aggrieved by any alleged material irregularity in connection with the intended RFP award, may file a protest with the Purchasing Agent or Assistant Purchasing Agent, where such protest is based on alleged violations of Federal, State, or local law or ordinance, or alleged material irregularity in either the County's RFP invitation or in the proposal to which an award is intended. Generally, non-material irregularities in a RFP response are those that substantially conform to the RFP requirements and do not affect the RFP price, time or conditions in such a way as to affect the amount of the RFP or provide a competitive advantage or benefit not allowed to other bidders. Material irregularities in a RFP invitation provide a competitive advantage or benefit to one (1) bidder that is not enjoyed by other bidders. The Purchasing Agent or Assistant Purchasing Agent may determine whether an alleged irregularity exists and whether it is material or non-material and shall have the authority to waive non-material irregularities. A RFP protest must:

(a) Be written,

(b) State the specific alleged violation of law or alleged material irregularity,

(c) Request a determination of the appeal,

(d) Provide a telephone number and email address at which the appellant can be contacted,

(e) Be filed no later than seven (7) days after the date of the Notice of Intent to Award Letter and/or formal Bid Opening (holidays excepted). Any protest filed after this time will not be considered.

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7.2 The party filing the appeal ("appellant") must concurrently transmit a copy of all appeal documents and any attachments to all other parties with a direct financial interest which may be adversely affected by the determination of the appeal.

7.3 Within seventy-two (72) hours of receipt of appeal, the Purchasing Agent or Assistant Purchasing Agent shall provide written notification to the appellant of the determination. A determination under this procedure shall be final except that the Purchasing Agent's decision may be appealed to the County Administrative Officer in writing within forty-eight (48) hours from the Purchasing Agent's or Assistant Purchasing Agent's notification to appellant.

**8. GENERAL TERMS AND CONDITIONS.** By your submission of a proposal, you agree to be bound by the following conditions:

8.1 To the fullest extent allowed by law, RFP's will not be public record until discussion and negotiations with Respondent have been completed, as such premature disclosure would jeopardized the County's and the Respondents negotiating interests. If any proposal contains trade secrets or other information that is confidential or proprietary by law, Respondent shall label all such pages with a stamped annotation such as: "**CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE**", and further, provide written notification to the County of its request to keep said information confidential. A Respondent's request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

8.2 The County reserves the right to cancel this RFP at any time, even after opening of proposals.

8.3 County is not liable for any costs incurred by Proposer in the preparation, presentation or in any other aspect of the Proposal.

8.4 Disposition of Proposal(s) and Contract Award:

A. All proposals shall become the property of Lake County.

B. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.

C. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County, best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.

D. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work and/or specifications contained herein. County shall have no contractual or other obligation to a Respondent under any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.

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E. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.

F. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, and financial resources to provide the services specified in a satisfactory manner.

8.5 Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or uncopied composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.

8.6 Default by Respondent: In case of default by the successful Respondent, Lake County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtain substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time such purchase is made.

8.7 Lake County reserves the rights to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, an addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.

8.8 It is the County's intent that this Request for Proposal (RFP) permits competition. It shall be the Respondent's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.

8.9 Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and request modification or clarification. Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.

8.10 Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to come in contact with confidential County information in order to respond to this RFP and/or to perform the services solicited, may be required to sign and submit a Confidentiality Statement. Successful Respondent's personnel and/or subcontractors, who may require periodic access to secured areas within the County, may be required to wear security identification badges. Badges will be issued to individuals only after satisfactory completion of a background check. Any such confidentiality and/or security measures will be part of the contract.



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8.11 Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions.

8.12 Governing Laws: The laws of the State of California will govern any purchase order entered into between the County and the selected Respondent.

8.13 Each Respondent shall inform himself of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances and generally accepted industry standards relative to the execution of the material supplied or work performed. This requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects.

8.14 This RFP supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter.