

REQUEST FOR PROPOSALS



O R E G O N

**Marion County
Issues the Following
REQUEST FOR PROPOSALS
Health Department: Organization and Management Review**

RFP# C25102-BOC04-16

**Release Date: September 23, 2016
Proposals Due Date: October 14, 2016, 4:00 PM**

REQUEST FOR PROPOSALS

Marion County Health Department: Organization and Management Review

SECTIONS:

- I. Scope of Services and Background**
- II. Submission Requirements**
- III. Selection/Evaluation Process**
- IV. General RFP Conditions**
- V. RFP Mandatory Submission Forms**
- VI. Exhibits**

SCHEDULE OF EVENTS:

Advertisement/Release of RFP:	Friday, September 23, 2016
Deadline to submit questions:	Tuesday, October 4, 2016
Close date/time for RFP:	Friday, October 14, 2016 - 4:00 PM (PST)
Review by Evaluation Committee Complete:	October 17 - 24, 2016
On-Site Presentations (if necessary):	October 24 - November 4, 2016
Notice of Award:	November 10, 2016
Contract Fully Executed:	Friday, December 2, 2016
Anticipated Project Start Date:	Wednesday, January 4, 2017
Project Completion:	Friday, June 2, 2017

The County reserves the right to adjust the above listed dates as necessary.

I. SCOPE OF SERVICES

INTRODUCTION

Marion County is currently seeking qualified firms with knowledge of the health industry to perform a management and organization review of the Marion County Health Department. The purpose of this RFP is to solicit proposals from organization consultants with expertise in healthcare auditing and organizational management design. All firms submitting proposals are referred to as Proposers in this document; after negotiations, the awarded Proposer will be designated as Contractor. The contract may be amended to add or delete services, time and consideration for additional work including but not limited to Scope of Work. Additional work is contingent upon County's need and successful negotiation for work and consideration under a written amendment to the original contract.

A. GENERAL INFORMATION

Located in the heart of the Mid-Willamette Valley, Marion County stretches from the Willamette River to the Cascade Mountains encompassing nearly 1,200 square miles. Most of its population of 329,770 can reach the Pacific beaches in less than two hours.

Marion County has 20 cities, including the Oregon's capital, Salem. It is the largest producer of agriculture among Oregon's 36 counties. Marion County's economy is also based on government and education and includes 38 of the largest state agencies, along with Willamette University, Chemeketa Community College, and Corban University.

The Marion County government organization is headed by an elected Board of Commissioners and has 15 departments. Seven departments are headed by elected officials: Assessor, Board of Commissioners, Clerk, District Attorney, Justice Court, Sheriff, and Treasurer. The remaining eight departments are headed by appointed officials who report to the Chief Administrative Officer: Health, Community Services, Finance, Business Services, Information Technology, Juvenile, Legal Counsel and Public Works.

B. BACKGROUND INFORMATION

B.1 Overview

The County seeks to examine the organizational structure, management and operations of the Marion County Health Department and to identify opportunities to increase the department's efficiency, effectiveness and economy.

The Marion County Health Department provides behavioral and public health programs and services for residents of Marion County. Behavioral health programs and services assist county residents with mental health issues, addictions and intellectual and development disabilities. Public health programs and services include disease monitoring, food and consumer safety, healthy lifestyle education, and emergency preparedness. Populations served include Oregon Health Plan members and the uninsured.

The Marion County Health Department functions as both the local mental health and local public health authority. The department, with a FY 2016-17 budget of approximately \$71 million and a FTE of 423.95, consists of the following four divisions: Administration, Behavioral Health, Community and Provider Services, and Public Health. Willamette Valley Community Health contracts with Mid-Valley Behavioral Care Network which contracts with the Marion County Health Department for services to Oregon Health Plan clients.

Behavioral Health is also the Community Mental Health Program which oversees mental health and addictions services for individuals who are uninsured. The division provides treatment and care management for at-risk, high-utilizing, and high-cost children and adults.

Public Health has been designated as an Accredited Health Department by the Public Health Accreditation Board, provides programs that include communicable disease investigation and control, environmental health inspections and licensing, health prevention programs, limited clinic services, emergency preparedness and services to children and families such as WIC and nurse home visiting. Populations served include Oregon Health Plan members and the uninsured.

The department continues to adjust to healthcare reform and Medicaid expansion: Between FY 2013-14 and FY 2016-17, the department saw a staffing increase of 18% or 65.01 FTE. Prior to January 1, 2015, the Marion County Health Department contracted with a panel of community providers. These subcontractors are now managed by the Mid-Valley Behavioral Care Network. The number of behavioral health clients has increased significantly from 2013 to 2014. Much of the department's staffing growth has been in Behavioral Health.

Services are provided in-house and also subcontracted with community partners. A majority of the department's programs are highly dependent on funding other than Marion County General Fund. Outside funding includes grants and other State and Federal revenue.

B.2 Contract Term.

The work is anticipated to start in January, 2017. The initial Contract term shall be for six months, with an expiration of June 2, 2017. The parties may agree to extend the term of the Contract up to a maximum of three months.

C. SCOPE OF WORK

C.1 Work Description, Deliverables, and Timeline

The Marion County Board of Commissioners seek a qualified consultant with knowledge of the health industry to perform a management and organization review of the Marion County Health Department. The review will provide the Board of Commissioners and Health Department an independent assessment of the department's current organizational structure, its strengths and weaknesses and recommend the most effective and efficient organizational structure to meet current and future demand for services. Scope of work elements:

- Conduct a comprehensive management and organization analysis of the Marion County Health Department's existing structure, operations, divisions, programs, controls and staffing levels:
 - Assess the department's organization structure and identify its strengths and weaknesses based on service requirements and funding levels. Identify the department's current efficiencies and inefficiencies. Determine if the Health Department is "right-sized" and appropriately structured to meet workloads.
 - Identify the most likely trends the Marion County Health Department will face as the health delivery system in Oregon continues to transform and focus on more integrated, efficient and effective approaches to prevention and primary care.
- Assess organizational and program areas of the Administration Division which provides support to the Behavioral Health, Public Health, and Community and Provider Services programs:
 - How should the division be organized to ensure compliance as well as support the divisions within the department?
 - What is the appropriate level of efficiency versus responsiveness to program needs for support functions?
 - Recommend an alternative organizational structure describing strengths and weaknesses.
- Assess organizational and program areas of the Behavioral Health, Public Health and Community and Provider Services divisions:
 - How should the functions be organized to ensure appropriate levels of service and staffing now and into the future?
 - Are there services that are best outsourced? What services are best retained in-house?
 - Are the programs properly aligned, or is there a better structure to be recommended?
 - Assess the ongoing and future delivery structure for public health services as Oregon transitions away from providing clinical services to focusing more on community and population health issues:
 - Examine the impacts of this transition on staffing levels for reduced clinical services vis a vis hiring adequate staff to focus on community and population health issues.
 - Assess the division's emergency response capability.
- Assess the management structure and reporting hierarchy including: health administrator; county mental health director; division managers and supervisors. Is the level of management and staffing optimal (or not) to support the department's current level of service delivery? Are services delivered by the department and management/staffing ratios comparable to other organizations in Oregon providing similar services? What is the role of the Local Mental Health and the Local Public Health Authorities?
- Identify and describe management and organization review findings.

- Recommend alternative organizational structure aligning organizational capacity to current and future service delivery. Describe strengths and weaknesses of the alternative model.

Required Deliverables: Findings

- A formal written report with clear, detailed findings and recommendations including descriptions and organization charts, to assist executive management in decision making.
- The format of the report will be formal and include standard government reporting components.
- The contents of the report will include but not be limited to an executive summary, background and scope, overall conclusions, findings and recommendations, and any relevant appendices.
- Report will include a high level action plan for implementation of recommended changes.
- A draft report shall be provided to the Deputy County Administrative Officer for review and approval no later than April 14, 2017.
- The report will be a stand-alone document and will be presented to the County Commissioners and Marion County Health Department Executive Management Team.
- Twenty bound copies of the final report shall be provided ten days prior to the scheduled presentation to the Board of Commissioners.

C.2 Special Considerations.

Contractor shall be solely responsible for and shall have control over the means, methods, techniques, sequences and procedures of performing the work, subject to the specifications under this Contract and shall be solely responsible for the errors and omissions of its employees, subcontractors and agents.

Contractor has the skill and knowledge possessed by well-informed members of its industry, trade or profession and Contractor will apply that skill and knowledge with care and diligence and perform Services in a timely, professional and workmanlike manner in accordance with standards applicable to Contractor's industry, trade or profession.

All activities in must be completed by May 25, 2017.

The county anticipates work to be performed both on site and remotely. On site work to be performed during normal business hours, Monday through Friday, 8 am to 5 pm Pacific Time.

II. PROPOSAL SUBMISSION REQUIREMENTS

A. REQUIRED RESPONSE / QUALIFICATIONS

Each responsible Proposer shall respond to the Proposal Submission Requirements as presented below. Proposals received without the required information may be rejected as non-responsive.

A.1 Minimum Qualifications

The Proposer shall have minimum of five years' experience performing management and organizational audits or reviews. The Proposer shall also have a minimum of three years of experience and documented knowledge of the health industry (behavioral and public health). Proposer shall submit at least one sample of a similar health audit or review Proposer conducted between 2010 and 2016. The County reserves the right to request additional information on similar past projects.

A.2 Submission Requirements

A.2.1 The following describes the required response format necessary to be considered responsive to this Request for Proposal. The purpose of this section is to ensure uniformity in the submission of the proposal information essential to the understanding and evaluation of proposals.

A.2.2 There is a maximum 10 page limitation (12-point font size) for the proposal submission documents. Resumes, mandatory submission forms, and supplemental information will not be counted in the maximum 10 page limitation. Any additional information that a Proposer deems appropriate may be included and submitted as an additional section after the required responses.

A.2.3 The firm shall demonstrate to the County's satisfaction that the firm has the expertise and the ability to provide the services. The County will make such investigation as it deems necessary to determine the ability of the firm to provide the desired services. The County reserves the right to reject any proposal if the evidence submitted by the firm or discovered by the County upon investigation of the firm, fails to satisfy the County that the firm is properly qualified to carry out the obligations of the project.

A.3 Proposers must include a response to the following sections in their proposal.

- A.3.1 Firm History
- A.3.2 Personnel
- A.3.3 Experience
- A.3.4 Project Staffing
- A.3.5 Services
- A.3.6 Costs – Billable Rates

B. PROPOSAL SUBMISSION REQUIREMENTS

B.1 Method of Submission

B.1.1 Responses to the RFP shall be prepared by word-processor or computer, and shall be signed in ink by an authorized representative of the Company. Any alternations or erasures shall be initialed in ink by the person signing the RFP.

B.1.2 One copy (1) copy marked as original, signed in ink by a representative of the Proposer who is authorized to bind the Proposer in contractual matters, five (5) copies of the proposal, and one digital copy of the proposal (flash drive or CD) shall be submitted in a sealed envelope/package. The outside of the envelope/package must be clearly marked with the following information: “**RFP for Health Department Organization and Management Review**” and include the company name and address of the Proposer.

B.1.3 The firm’s fee schedule requested in Section III B.2.3. must be submitted as part of the cost proposal.

B.2 Closing Date, Time and Procedures

B.2.1 Sealed proposals will be received by the County up until, but no later than 4:00 PM (Pacific Time) on Friday, October 14, 2016. Deliveries must be made between the County’s normal business hours of 8:00 AM and 5:00 PM. Proposal submitted by hand delivery or courier is to be delivered to:

Marion County Finance Department
Attn: Camber Schlag
555 Court Street NE Suite 4247
Salem, Oregon 97301

Or by mail to:

Marion County Finance Department
Attn: Camber Schlag
PO Box 14500
Salem, Oregon 97309

B.2.2 Proposals that are received after the closing time will not be accepted for any reason. Delivery to an office other than the office identified above is not acceptable. If mailing a proposal, Proposer will ensure to allow enough time for the response to be received prior to the date and time of closing. Facsimiles will not be accepted. It is the Proposer’s responsibility to ensure its Proposal is received by the County in sufficient time.

B.2.3 Submissions for the project must clearly respond to the elements listed above. The County reserves the right to request additional information from Proposers, in writing and/or in a meeting, pertaining to statements made within Proposer’s proposal that Marion County feels is necessary for clarification purposes. Marion County shall have the right to disqualify any Proposer’s proposal as a result of the information gathered in its research.

B.2.4 The County reserves the right to accept one or more proposals, accept only portions of proposals, or reject all proposals at its option.

III. SELECTION/EVALUATION PROCESS

A. GENERAL

It is anticipated that the County will select a firm and award a contract for service. The selection will be made on the proposals submitted and the evaluation criteria listed below. However, the County reserves the right to contact Proposers to obtain information for clarification purposes during the evaluation phase.

An evaluation panel will be appointed to evaluate the proposals received. Each of the criteria listed below will be reviewed by the panel for the purpose of ranking proposals, based on how fully each proposal meets the requirements of the RFP. The evaluation panel has sole judgment during the evaluation process in determining the ranking of proposals.

The County also reserves the right to include additional steps deemed necessary in the evaluation process to select the highest ranked Proposer. The County may utilize a two phase evaluation process as described below.

The County will evaluate and score each proposal on the criteria listed above for the purpose of ranking the proposals. After scoring is completed for Phase I, the County may identify a competitive range of up to the three highest ranking Proposers to move into the competitive range Phase II. The County may increase the number of Proposers in the competitive range if the County's evaluation of proposals establishes a natural break in the proposal scores indicating that more than three Proposers are closely competitive or have a reasonable chance of being determined the most advantageous Proposer. The County may decrease the number of Proposers in the initial competitive range if the excluded Proposers have no reasonable chance of being selected as the most advantageous Proposer. The County shall provide written notice to all Proposers identifying Proposers in the competitive range.

If a competitive range is utilized, the Proposers in the competitive range will be invited to participate in the oral presentation and interview process. Proposers not making the competitive range will have a seven (7) calendar day period to protest the selection of the competitive range. Protest procedures are further defined in Section IV General RFP Conditions. The final oral presentation, interview agenda, format and selection process will be provided to each Proposer selected for the competitive range at the time the interview is scheduled. The scores from Phase I and Phase II will be combined to determine the highest ranking Proposer and if deemed to be the most advantageous, will be named as the apparent successful Proposer.

All firms participating in the process will be notified of the results as set forth in the Schedule of Events on page 2 of this RFP.

B. EVALUATION CRITERIA AND SCORING

The County reserves the right to include additional steps deemed necessary in the evaluation process to select the highest ranked Proposer or award if it is in the public's interest to do so.

B.1 Proposal Submission Requirements

Scoring will be based on firm's response to the requirements/questions described below. The Proposer must describe how Proposer meets the requirements that are specified in this RFP. For each item, restate each question and use the same numbering sequence below and then provide your response. Proposers must use the format prescribed in this RFP when responding to Proposal Questions. Be clear and concise.

B.1.1 Compliance Review of Requirements and Documentation

In order to be considered as responsive, each proposal will be reviewed for compliance, ensuring that all requirements, documentation, signatures, mandatory submission forms, and project references are submitted.

- RFP Mandatory Submission Forms
- One (1) original signed Proposal in ink
- Five (5) copies of the Proposal
- One (1) digital copy (flash drive or CD)
- Proposal deadline met
- Meets minimum qualifications
- Accepts all Terms and Conditions and does not include conditional language
- Cost proposal
- Minimum three (3) References

B.1.2 Evaluation Criteria and Points Awarded

Each submission will be evaluated on how well each proposal meets the qualification requirements as set forth in the criteria listed in Section B.2 below. The importance of each item is expressed as points awarded and will be combined to make up the total qualifications score.

B.1.3 Interviews/Presentations (optional)

The Proposers may be invited to participate in an interview and/or presentation process. If interviews/presentation process is utilized, the final interview/presentation agenda, format, scoring, and selection process will be provided to each Proposer selected for the Competitive Range at the time the interview is scheduled.

B.1.4 Evaluation Scoring

The highest ranking Proposer will be determined by using a combination of the Firm's total scores for qualifications/technical approach response, cost proposal, references, plus the scoring criteria used to evaluate the interview/presentation step if utilized.

However, the County reserves the right to award a contract at the end of B.1.2 above, without moving into the interview/presentation process, if it is in the public's best interest to do so. In the event interview/presentations are not necessary, the scoring for cost and timeline proposals will

be factored into the qualifications/technical scores to determine the apparent highest ranking Proposer.

The County also reserves the right to include additional steps deemed necessary in the evaluation process to select the highest ranked Proposer.

<u>Evaluation Scores</u>	<u>Maximum Points</u>
Understanding of Engagement, Approach and Work Plan	35
Experience and Qualifications	30
Cost Proposal	25
References (top Proposers)	<u>10</u>
Score	100
Interviews (<i>optional</i>)	<u>30</u>
Final Score	130

B.2 Evaluation Criteria

Scoring will be based on the Proposer’s response to the requirements/questions described in this document. Proposals must include:

- A letter of introduction that provides the name, address, telephone number, email address, and signature of the contact person responsible for providing clarification and who would be responsible for signing a contract.
 - The letter of introduction shall also include a description of the structure of the Proposer’s firm and identify the key participating consultants or personnel.
- The Proposer must describe how Proposer meets the requirements that are specified in this RFP. For each item, restate each question and use the same numbering sequence below and then provide your response. Proposers must use the format prescribed in this RFP when responding to proposal questions. Be clear and concise.

B.2.1 Understanding of Engagement, Approach and Work Plan *35 points maximum*

Describe your firm’s approach to the scope of work and submission requirements set forth in the Request for Proposal. Describe how the Services and Deliverables shall be provided.

- Include project organizational chart
- Include project timeline

B.2.2 Experience and Qualifications *30 points maximum*

Describe your firm’s background and history, including number of years providing services to clients. Describe your role and experience working with public agencies on similar projects. The Proposer should provide:

- 1) A brief profile of the company.

- 2) Company's experience in performing work of a similar nature to that solicited in this RFP.
- 3) Resumes and personnel assigned to the project that demonstrates experience in similar projects including special certifications.

B.2.3 Cost Proposal

25 points maximum

The Cost Proposal must be inclusive of all services, expenses and fees including payroll expenses, administrative overhead and travel related costs. The contract for services will be written on a time and materials basis with a not to exceed amount. The cost proposal should reflect estimated number of hours and cost by activity and deliverable. Proposal must also include the firms' fee schedule.

Cost Proposals will be evaluated for reasonableness and competitiveness.

B.2.4 Reference Checks

10 points maximum

Proposer shall provide three references that can rate Proposers performance in these categories:

- 1) Timeline and budget (up to 5 points)
- 2) Experience of firm (up to 5 points)
- 3) Communication throughout project (up to 5 points)
- 4) Quality of end product (up to 5 points)

The County will perform reference checks on the top ranked Proposer(s).

County reserves the right to request references in addition to those provided by the Proposer, to investigate any references whether or not furnished by the Proposer, and to investigate the past performance of the Proposer on previous projects. County may investigate the qualifications of any individual assigned to the project, including but not limited to: successful performance of similar services; compliance with specifications and contractual obligations; its completion or delivery of services on schedule; and its lawful payment of suppliers, subcontractors, and workers. County may postpone the award or execution of the Contract after the announcement of the apparent successful Proposer in order to complete its investigation.

Proposer shall provide a current phone number and email address for each reference.

The committee may make up to three (3) attempts to contact each of the reference sources. These attempts shall be made during normal business hours. If the three (3) attempts are unsuccessful, the Proposer shall receive zero points for that Reference source.

Each reference that is contacted and questioned shall be asked questions from the categories above.

B.2.5. Sample

Attach a sample of a similar health audit or review Proposer conducted between 2010 and 2016.

B.2.6. Interviews (Optional)

30 points maximum

County may elect to conduct interviews with the top Proposers. Interviews are optional and will be scheduled only if additional information may be required as outlined in section B.1.3.

IV. GENERAL RFP CONDITIONS

A. REQUEST FOR CHANGE/CLARIFICATION

All requests for changes, clarification, questions, and/or comments regarding this Request for Proposal must be submitted **in writing** by Tuesday, October 4, 2016. All written requests are to be sent to:

Camber Schlag, Contracts & Procurement Manager
Finance Department
cschlag@co.marion.or.us

B. EXECUTION OF THE PROPOSAL

B.1 If the proposal is made by a partnership, it shall be executed in the name of the partnership followed by the signature of an authorized partner.

B.2 If the proposal is made by a corporation, it shall be executed in the name of the corporation followed by the signature of the officer authorized to sign for the corporation and the printed or typewritten designation of the office that the officer holds in the corporation.

B.3 If the proposal is made by a joint venture, it shall be executed by each participant of the joint venture.

B.4 The address of the Proposer shall be typed or printed on the proposal.

C. FORMAL PROPOSALS

Proposals, which are incomplete, conditioned in any way, or which contain erasures, alterations or irregularities of any kind may be rejected if in the best interest of Marion County.

D. FORM OF CONTRACT

A sample contract for services is attached to this RFP document as Exhibit A. If a contract is awarded, it is anticipated that contract will closely resemble this document including “supporting documents.” The ‘supporting documents’ will include, but are not limited to the RFP document, the Proposer’s written proposal, any required certificates, and all other documents incorporated by reference therein.

E. WITHDRAWAL OF PROPOSAL

At any time prior to the date and hour set for the receipt of proposals, a Proposer may withdraw its proposal. Withdrawal will not preclude the submission of another proposal prior to the hour and date set for the opening of the proposal.

F. INCURRING COSTS

Neither the county, nor its agents, are liable for any cost incurred by Proposers prior to issuance of an agreement, contract, or purchase order.

G. ADDENDA

G.1 In the event that it becomes necessary to revise any part of this RFP, it will only be done by written addendum. Addenda will be posted on the ORPIN web site: under RFP# **C25102-BOC04-16**. It is the Proposer's responsibility to monitor the website weekly for posted addenda to the RFP. Proposers shall check the website daily the week prior to the closing deadline. The County will not issue addenda less than 72 hours prior to closing unless the addendum also extends the closing date.

G.2 The RFP, including all Addenda and Attachments, shall be posted on the Oregon Procurement Information Network System (ORPIN). County is not required to mail the RFP, its Addenda or Attachments. Notification of any substantive clarifications provided in response to any question will be provided and published at the ORPIN web site below. For complete RFP documentation please go to the ORPIN web site: <http://orpin.oregon.gov/open.dll/welcome> and view **Marion County Opportunity RFP# C25102-BOC04-16**.

Addenda are incorporated within the RFP and may be viewed and downloaded on ORPIN by registered suppliers. Proposers should consult ORPIN regularly until Closing to ensure that they have not missed any Addenda announcements.

Any oral communications shall be considered unofficial and non-binding. Proposers shall rely only on written statements issued by the County.

H. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful Proposer will become contractual obligations if acceptance action ensues. Failure of the successful Proposer to accept these obligations may result in cancellation of the award. Only those Proposers, who submit complete information, as required by this RFP, will have their proposals considered for evaluation.

I. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of the content.

J. PUBLIC RECORDS

All Proposals are public record and are subject to public inspection after County issues the Notice of the Intent to Award. If a Proposer believes that any portion of its Proposal contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law ORS Chapter 192, Proposer shall complete and submit the Trade Secret Form (Attachment B) and a fully redacted version of its Proposal.

Proposer is cautioned that cost information generally is not considered a trade secret under Oregon Public Records Law ORS Chapter 192 and identifying the Proposal, in whole, as exempt from disclosure is not acceptable. County advises each Proposer to consult with its own legal counsel regarding disclosure issues.

If Proposer fails to identify the portions of the Proposal that Proposer claims are exempt from disclosure, Proposer has waived any future claim of non-disclosure of that information.

K. FORFEITURE OF THE CONTRACT

The resulting contract may be canceled at the election of Marion County for any willful failure or refusal to faithfully perform the contract according to its terms as herein provided.

L. INSURANCE REQUIREMENTS

The apparent successful Proposer shall provide all required proofs of insurance to County within seven (7) calendar days of the Intent to Award Notice. Failure to present the required documents within the seven (7) calendar-day period may result in proposal rejection. Proposers are encouraged to consult their insurance agent(s) about the insurance requirements contained in the RFP prior to proposal submission.

M. EQUAL OPPORTUNITY ACTION POLICY

The Proposer agrees to comply with the Civil Rights Act of 1964, and 1991, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, and Title VI as implemented by 45 CFR 80 and 84 which states in part, No qualified person shall on the basis of disability, race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which received or benefits from federal financial assistance.

N. PROTESTS

N.1 Protest of Solicitation

N.1.1 A prospective Proposer may protest the procurement process or the solicitation document for a contract solicited under ORS 279B.055, 279B.060 and 279B.085 as set forth in ORS 279B.405(2). Before seeking judicial review, a prospective Proposer must file a written protest with the County and exhaust all administrative remedies.

N.1.2 In addition to the information required in ORS 279B.405(4), a prospective Proposer's written protest shall include a statement of the desired changes that the Proposer believes will

remedy the conditions upon which the Proposer has based its protest. All protests must be delivered in writing to the County not less than ten (10) days prior to the set closing date for the solicitation.

N.1.3 The County shall not consider any protest submitted after the timeline identified above. The County shall issue a written disposition of the protest in accordance with the timeline set forth in ORS 279B.405(6). If the County upholds the protest, in whole or in part, the county may in its sole discretion either issue an addendum reflecting its disposition or cancel the procurement or solicitation.

N.2 Protest of Competitive Range

N.2.1 A prospective Proposer may protest the exclusion from the competitive range or from subsequent tiers or steps of the solicitation for a contract solicited under ORS 279B.055, 279B.060 and 279b.085 as set forth in ORS 279B.405(2). Before seeking judicial review a prospective Proposer must file a written protest with the County and exhaust all administrative remedies.

N.2.2 In addition to the information required in ORS 279B.405(4), a prospective Proposer's written protest shall include a statement of the desired changes that the Proposer believes will remedy the conditions upon which the Proposer has based its protest. All protests must be delivered in writing to the County not less than seven (7) days after the notice of competitive range.

N.2.3 The County shall not consider any protest submitted after the timeline identified above. The County shall issue a written disposition of the protest in accordance with the timeline set forth in ORS 279B.405(6). If the County upholds the protest, in whole or in part, the County may in its sole discretion either issue an addendum reflecting its disposition or cancel the procurement or solicitation.

N.3 Protest of Contract Award

N.3.1 A Proposer may protest the award of a contract or the intent to award a contract, whichever comes first, if the conditions set forth in ORS 279B.410(1) are satisfied. A Proposer must file a written protest with the County and exhaust all administrative remedies before seeking judicial review of the County's contract award decision.

N.3.2 A Proposer must deliver a written protest to the County within seven (7) days after issuance of notice of intent to award the contract. A Proposer's written protest shall specify the grounds for the protest to be considered by the County pursuant to ORS279B.410 (2).

N.3.3 The County shall not consider any protest submitted after the timeline identified above. The County shall issue a written disposition of the protest in a timely manner as set forth in ORS 279B.410(4). If the County upholds the protest, in whole or in part, the County may in its sole discretion either award the contract to the successful protestor or cancel the procurement or solicitation.

O. COOPERATIVE PURCHASING

O.1 Pursuant to the intent of Oregon Revised Statutes, Chapter 279A.200, any publicly funded city, county, district, agency or similar entity shall have the authority to purchase specified goods/services directly from contractor under the terms and conditions of this contract.

O.2 The Proposer agrees to extend identical pricing and services to other public agencies for the same terms.

O.3 Each contracting agency will execute a separate contract with the successful Proposer for its requirements. Any ordering and billing shall take place directly between the Proposer and such entity.

O.4 Any Proposer, by written notification at the time of the proposal due date and time, may decline to extend the prices, services and terms of this proposal to any, and/or all other public agencies.

P. MARION COUNTY RESERVES THE RIGHT TO:

- Reject any and all proposals
- Reserve the right to amend the RFP
- Waive any irregularities or informalities in any proposals
- Extend the deadline for submission of proposals
- Not award a contract for the requested services
- Accept the proposal deemed to be the most beneficial to the public and Marion County

SECTION V. ATTACHMENTS AND EXHIBITS

A. RFP MANDATORY SUBMISSION FORMS

Proposer shall complete, sign and return Attachment A and Attachment B with the Proposer's submission package. Failure to do so may result in the Proposal being deemed to be non-responsive and not considered for award.

Attachment A – Proposal Form

Attachment B – Trade Secret Form

Attachments A and B are attached hereto and incorporated herein by reference.

B. EXHIBIT

By submitting a proposal to this RFP, Proposer shall accept all terms and conditions of the Contract as shown in Exhibit A (Sample Contract for Services). Exhibit A is attached hereto and incorporated herein by reference.

C. APPENDICES

See Appendix 1 and 2 for information on Marion County Health Department organization and budget:

- APPENDIX 1: Marion County Health Department Organizational Charts
- APPENDIX 2: Marion County Health Department FY 2016-17 Adopted Budget

Appendix 1 and 2 are attached hereto and incorporated herein by reference.