



**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQP)  
HEALTH-RELATED SUPPORT SERVICES AGENCY SERVICE  
CONTRACT**

Issue Date: August 9, 2018

Proposal Due Date: August 24, 2018

Proposals Directed To: Beach Cities Health District

Proposal Contact: Melissa Andrizzi-Sobel, e-mail address:

Melissa.andrizzi-sobel @bchd.org

Number of Proposal Copies: Electronic copy

In compliance with this Request for Qualifications & Proposal (RFQP) and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed response or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name and Address of Agency:

Name:

Signature:

Title:

Date:

Phone #:

Federal Emp. ID#

Fax #:

**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQP)**

**REDONDO BEACH, CA 90277**

**TABLE OF CONTENTS**

**SECTION 1: GENERAL INFORMATION**

- 1.1 Purpose
- 1.2 Beach Cities Health District Overview
- 1.3 Contact Point and Issuing Office

**SECTION 2: SCOPE OF SERVICES**

- 2.1 Scope of Work

**SECTION 3: PROPOSAL FORMAT AND CONTENTS**

- 3.1 Letter of Transmittal
- 3.2 Qualifications and Experience of Company
- 3.3 Required Disclosures
- 3.4 Insurance Requirements

**SECTION 4: SUMMARY OF KEY DATES**

- 4.1 Key Dates

**SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS**

- 5.1 Evaluation Criteria and Award Notice

## SECTION 1: GENERAL INFORMATION

### 1.1 Purpose

The intent of this Request for Qualifications & Proposal ("RFQP") is to identify companies who can provide services consistent with the scope of work described in this document, to Beach Cities Health District, a public agency that serves the cities of Hermosa Beach, Manhattan Beach and Redondo Beach.

Companies must adhere to rigid performance standards that are mission critical to our success. This document will provide companies with the information necessary to prepare and submit responses for consideration of this service. Companies responding to this RFQP are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with information and evidence which will enable the evaluation of the information in expectation of awarding a contract in a manner which best serves BCHD. BCHD has the right to use any and all ideas presented in any response to this RFQP. BCHD reserves the right to award a contract based solely on what it considers to provide the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

### 1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving the 120,000 residents of Hermosa Beach, Manhattan Beach and Redondo Beach through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization strives to develop programs and services that meet our mission:

*To enhance individual and community well being in the cities of Hermosa Beach, Manhattan Beach, and Redondo Beach through a broad array of innovative health services, collaborative partnerships, and community programs.*

A tax-free public agency, BCHD spends over \$10 million annually in service provisions to the residents.

### 1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Melissa Andrizzi-Sobel  
Beach Cities Health District  
514 North Prospect Avenue  
First Floor  
Redondo Beach, CA 90277  
Melissa.andrizzi-sobel@bchd.org

All responses to this RFQP must be delivered to the point of contact shown above. All questions and requests for additional information must be in writing and received through the point of contact shown above (email is acceptable).

## **SECTION 2: SCOPE OF SERVICES**

### **2.1 Scope of Work**

Through the BCHD Community Services Department, senior and disabled residents of Hermosa Beach, Manhattan Beach, and Redondo Beach are eligible to receive care management services. Care Managers conduct comprehensive in-home assessments and assist residents and their families to develop care plans consisting of cost effective community-based care.

BCHD is seeking the services of a health-related support service company to provide services in the following areas for care management clients:

- Adult Day Care services
- Emergency Response services
- In-Home services
- Transportation services
- Medical services
- Lab services
- Dental services
- Counseling services
- Medical supplies

Respondents may submit a proposal in one, a few, or all service areas. In addition, respondents may submit a proposal for only one component in each area, for more than one, or for all. Proposals may be for unit costs (e.g., \$10.00/Case, \$20.00/Personal Care--Bath, etc.) or hourly rates (e.g., \$10.00/Hour of Housekeeping, \$10.00/Hour of Personal Care) or may include a percentage discount or basis for a rate (e.g., wholesale average).

Following are several examples:

JKL Agency:

1. In-Home Services
  - Homemaker--\$10.00 per hour

XYZ Agency:

1. In-Home Services
  - Homemaker--\$40.00 per 4 hour visit
  - Personal Care--\$20.00 per bath
  - Companion/Respite--\$10.00 per hour
2. Medical Supplies
  - Incontinence Supplies--\$25.00 per case of adult briefs

MNO Agency:

1. In-Home Services
  - Homemaker and Personal Care--\$40.00 per 4 hour visit

### **SECTION 3: PROPOSAL FORMAT AND CONTENTS**

To be considered, the company shall submit a complete response to this Request for Qualifications & Proposal (RFQP) using the format outlined below.

#### **3.1 Letter of Transmittal**

The prospective company proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Company contractually.

#### **3.2 Qualifications and Experience of Company**

The company shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. The company shall have been in business and in good standing for at least 5 years and provide proof of insurance. The company shall provide qualifications for staff supervision and staff providing the services and initial and ongoing training for staff. Company shall describe billing and accounting procedures and list two or more references who can comment on the company's experience and quality of service provision. If applicable, the company shall describe the physical plant that will be used for services and the extent to which it is accessible to persons with physical limitations. If applicable, describe your policy for discontinuing services to

recipients. The company will meet with the Director of Community Services to discuss the Community Services Care Management program and quality of fit between the company's services and the needs of the clients.

### 3.3 Required Disclosures

In addition to all other requests listed in Section 3 of this RFQP, Companies responding to this RFQP will provide the following disclosure:

A disclosure of the Company name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the Company and the names of key officers and directors of the Company. A disclosure providing information regarding any major contract that has been terminated for any reason within the last 5 years by Company responding to this RFQP.

### 3.4 Insurance Requirements

Please attach copies of all proof of insurance as described below that qualifies respondent to provide the service requested.

The company shall provide and maintain insurance coverage of adequate levels in compliance with the following as applicable:

- Comprehensive Public/General Liability \$1,000,000 per occurrence And \$2,000,000 aggregate. Such coverage shall include a cross liability severability of interest provision.
- Worker's Compensation per California Requirements
- Comprehensive Automobile Liability \$1,000,000 per occurrence
- Professional Liability Insurance \$1,000,000 per occurrence
- Beach Cities Health District to be named as additional insured on all insurance except Worker's Compensation.

## SECTION 4: SUMMARY OF KEY DATES

### 4.1 Key Dates

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates.

Public Notice – RFQP issued	August 9 <sup>th</sup> , 2018
RFQP responses due by 3:00 P.M. on	August 24 <sup>th</sup> , 2018
Responses reviewed	August-September 2018
Interviews conducted	August-September 2018

## **SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS**

### **5.1 Evaluation Criteria & Award Notice**

BCHD staff will review the responses. Responses will be received and evaluated on the understanding that the Company accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed Company and its representatives to meet the specified scope of service requirements contained in this RFQP.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFQP. Additional significant consideration will be given to the quality and comprehensiveness of each Company's response to this RFQP and to the fee schedule submitted.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Company in any manner necessary to serve the best interests of BCHD. Companies may be strictly held to the terms submitted in their responses as maximums, but may be required to reduce costs depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Company, and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of this RFQP and the Company will be expected to sign a contract with BCHD, consistent with the RFQP, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFQP at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of the Company to provide services that BCHD has a right to expect from a Company with a good reputation. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFQP will solely be conducted through the Company's point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1.