



**Expansion of Warm Hand-Off
and Recovery Services
Request for Proposal (RFP)
Event# 0001239**

Distributed by:

**Oakland County Procurement Division
2100 Pontiac Lake Road, Bldg. 41W
Waterford, MI 48328**

Table of Contents

Table of Contents

Section 1.0: Scope of Work and Bidder Proposals	3
1.1 Introduction	3
1.2 Solicitation Timeline	4
1.3 Scope of Services	4
1.4 Qualifications	4
Section 2.0: Bidder Information and Acceptance	13
2.1 Bidder Profile	14
2.2 References	15
2.3 Certificate of Compliance with Public Act of 517 of 2012	16
2.4 Technical Proposal	16
Section 3.0: Bidding, Evaluation, Selection, & Award Process	18
3.1 Oakland County Responsibility	18
3.2 Truth and Accuracy of Representations	18
3.3 Bidders Questions	18
3.4 Preparation of the Proposal	18
3.5 Adherence to Mandatory Requirements (Pass/Fail)	18
3.6 Evaluation Process	18
3.7 Evaluation Criteria and Award	20
3.8 Optional Tools to Enhance Evaluation Process	20
3.9 Oakland County Option to Reject Proposals	20
3.10 Freedom of Information Act	21
3.11 Contacts with Oakland County Personnel	21
3.12 Final Agreement Award Determination	21
3.13 Changes and Addenda to Proposal Documents	21
3.14 Reservation of Rights	21
3.15 Withdrawal of Proposal	21
3.16 Cancellation	22
Section 4.0: General Terms & Conditions	23
4.1 Gifts/Gratuities	23
4.2 Interests of Bidder and County	23
4.3 Indemnification and Hold Harmless	23
4.4 Taxes & Payment Terms	23
4.5 Equal Employment Opportunity	23
4.6 Nondiscrimination	24
4.7 Governing Law and Venue	24
4.8 Compliance with Laws and Regulations	24
4.9 Advertising	24

Attachment A – Professional Services Terms and Conditions Template

Section 1.0: Scope of Work and Bidder Proposals

1.1 Introduction

The Oakland County Procurement Division, on behalf of the Department of Economic Development, is requesting proposals to develop and implement a Customer Relationship Management (CRM) system that will serve as the central hub for Oakland County Economic Development's efforts. The Oakland County Economic Development team focuses on supporting and growing businesses within the county. The current CRM system is the Salesforce platform.

The selected vendor will be responsible for data migration, system integration, customization, training, and ongoing support. The County is open to both Commercial Off-The-Shelf (COTS) solutions, such as Salesforce, as well as custom-built solutions tailored to the County's specific needs. The new CRM must seamlessly integrate with both the Advanced Manufacturing Index (AMI) tool, the "Intelligence" for prioritizing businesses, and the Business Resource Matching Tool, the "Assistant" for finding the best programs, to enhance data-driven decision-making and targeted business outreach.

Resource Matcher Summary: The Oakland County Resource Matcher is an AI-powered tool that identifies and connects businesses to funding programs, workforce solutions, and site selection opportunities based on their specific needs. It acts as a dynamic inventory of economic development resources, allowing businesses and consultants to quickly find and apply for support programs. Integration with the CRM will allow automatic tracking of which businesses were matched to which resources and outcomes over time.

Advanced Manufacturing Index (AMI) Summary: The Advanced Manufacturing Index (AMI) is a specialized assessment tool that scores businesses based on their readiness to adopt advanced manufacturing technologies. AMI provides insights into a company's technological capabilities and highlights opportunities for targeted support, training, or resource matching. CRM integration with AMI will ensure business profiles include readiness scores and allow for proactive, data-driven outreach.

The purpose of this competitive Request for Proposal (RFP) is to promote and ensure the fairest, most efficient means to obtain the best value to Oakland County shall be assessed in accordance with the established evaluation criteria outlined in this RFP.

Oakland County, Michigan is in southeast Michigan, immediately north of the City of Detroit. The County covers 910 square miles and encompasses 62 cities, villages and townships (CVTs). Located astride the Interstate 75 corridor and at the heart of "Automation Alley", Oakland County is a world technology center. Oakland County's population is approximately 1.2 million, encompasses 545,000 parcels of property, and features one of the lowest operating tax rates in the state of Michigan. Oakland County is one of the few counties in the nation with a AAA bond rating. Additional information can be found on Oakland County's [website](#).

Oakland County Economic Development drives business growth, job creation, and community prosperity by connecting companies with critical resources, incentives, and support services. The department works closely with businesses of all sizes, local governments, and regional partners to strengthen Oakland County's economy. Our team provides targeted assistance to help businesses expand, innovate, and succeed in a highly competitive environment. Through proactive outreach, strategic initiatives, and tailored support programs, we work to make Oakland County a leader in

economic opportunity and resilience.

This RFP is not a contractual offer or commitment to purchase services. Proposals must conform to the procedures, format, and content requirements outlined in this document. Significant deviations or failure to submit required information may be grounds for disqualification. Oakland County reserves the right to waive, at its discretion, any irregularity or informality that Oakland County deems correctable or otherwise not warranting rejection of the RFP.

1.2 Solicitation Timeline

Activity	Date
Request for Proposal Released	07/30/2026 3:00 p.m. EST
Requests for Clarification Due	08/27/2026 3:00 p.m. EST
Bidder Q&A Provided	Throughout RFP posting
Proposals Due	09/11/2026 10:00 a.m. EST

All documentation for this event is available on the Michigan Inter-governmental Trade Network ([MITN](#)). Bidders are to register as a Supplier on the MITN [website](#). If help is needed, call the MITN help line 800-835-4603.

The primary contact for this RFP is Joan Daniels. Specific requests for clarification must be submitted before 09/11/2026 10:00 a.m. EST

. All questions should be submitted in MITN and will be answered in the form of an addendum to the RFP.

1.3 Scope of Services

Expansion of Warm Hand-off and Recovery Services

Overview: Oakland County invites proposals from stakeholders and organizations to develop, implement, expand, or enhance warm hand-off and recovery programs and services that reduce the immediate and long-term impacts of substance use in the community.

This funding opportunity is supported through Oakland County's share of the National Opioid Settlements and represents one of four strategic priority areas identified by the Oakland County Opioid Settlement Steering Committee: staffing and infrastructure, expansion of harm reduction, expansion of warm hand-off and recovery services, and opioid misuse prevention. This RFP focuses specifically on the expansion of warm hand-off and recovery services.

Background: In 2021, a \$26 billion national settlement was reached to resolve litigation against pharmaceutical companies and distributors for their role in the opioid epidemic. These settlements provide ongoing payments to state and local governments to support opioid abatement and prevention efforts.

Oakland County is one of many jurisdictions receiving settlement funds to address the impacts of the opioid crisis. Guided by the Oakland County Opioid Settlement Steering Committee, the County is investing these resources in evidence-based strategies that reduce overdose deaths, strengthen community capacity, and promote long-term recovery.

Qualifications

Purpose: The purpose of this Request for Proposals (RFP) is to support the development and expansion of evidence-based recovery services and strategies for those impacted by substance use disorders, enhancing access to care and facilitating direct, supported linkages between services to promote sustained recovery within Oakland County.

This RFP builds on insights gathered through response to the prior Request for Information (RFI), which highlighted expansion of warm hand-off and recovery services as a key area for investment, particularly the need for development of a recovery community center, adolescent addiction recovery support, and expanded support for recovery housing.

Funding awarded through this RFP will advance the Oakland County Opioid Settlement Steering Committee's strategic plan for use of opioid settlement funds, ensuring resources are directed toward equitable, community-driven, and sustainable solutions that reduce overdose deaths and promote long-term recovery.

Eligibility:

Eligible applicants include organizations or groups that provide, or seek to expand, recovery services and programs aimed at supporting sustained recovery and improving access to care for those impacted by substance use disorders. This may include, but is not limited to, organizations addressing opioid use disorder (OUD), polysubstance use, and co-occurring mental health and substance use conditions provided the proposed activities demonstrate a clear connection to reducing opioid-related harm.

Applicants must:

- Serve individuals who live or work in Oakland County.
- Demonstrate the capacity to implement warm hand-off and/or recovery activities aligned with evidence-based or promising practices
- Propose a project that advances warm hand-off and/or recovery efforts, with particular emphasis on development of a recovery community center, enhancement of adolescent addiction recovery support, or expansion of recovery housing support

Availability of Funds: Based on review of existing programs, community needs, and available evidence, the Oakland County Opioid Settlement Steering Committee has designated approximately 28% of the County's initial opioid settlement allocation to support the expansion of warm hand-off and recovery services.

Because settlement payments are distributed to the County over multiple years and disbursement amounts may vary, funding available through this RFP is contingent upon receipt of settlement payments. As a result, the number and size of awards will depend on the level of funding available at the time of award. Oakland County anticipates an initial allocation of up to \$3.36 million under this RFP. Requested amounts should be proportional to the scope of work proposed.

Projects may include, but are not limited to:

- **Direct Recovery Support Service Delivery and Access:** Includes peer recovery coaching, recovery navigation, recovery support groups, family recovery supports, employment and vocational supports, transportation assistance, recovery support programming for adolescents and young adults, and other activities that promote engagement in and sustained recovery.
- **Recovery Housing and Housing Stability Supports:** Includes recovery housing development or expansion, recovery housing scholarships, supportive housing services, housing navigation, case management, recovery residences, and other activities that improve housing stability and recovery outcomes.
- **Recovery Infrastructure:** Includes facility renovation or improvement, Recovery Community Center development, major equipment, technology, data systems, transportation resources, and other infrastructure necessary to expand recovery-oriented systems of care.

- **Recovery Workforce and Organizational Capacity Expansion:** Includes peer recovery coach positions, recovery navigators, supervision, workforce development, staff training, organizational capacity building, and other investments necessary to strengthen recovery support services.
- **Integrated Recovery Pathways and Warm Hand-Off Services:** Includes initiatives that strengthen coordination and transitions between hospitals, emergency departments, treatment providers, courts, jails, schools, housing providers, and community organizations through warm hand-offs, reentry supports, and other recovery-oriented linkage services.

The Steering Committee retains full discretion to determine final award amounts, which may be higher or lower than proposed depending on available resources and strength and feasibility of the proposal. Applicants may propose multi-year projects, but funding commitments can only be made one year at a time. Continued funding in subsequent years will be contingent upon the availability of settlement funds, project performance, and Steering Committee approval. For multi-year projects, applicants are encouraged to describe how the project may be sustained or adapted beyond the initial funding period, recognizing that future funding levels and settlement allocations may vary. Funding is intended to support projects during a defined performance period established at the time of award and contract execution. Specific project start and end dates will be reflected in the final contract agreement.

Requirements:

Projects funded under this RFP must:

- Serve individuals who live or work in Oakland County
- Advance recovery services and strategies that strengthen connections to care and/or support sustained recovery for those impacted by substance use disorders, provided the proposed activities demonstrate a clear connection to reducing opioid-related harm
- Address barriers to service access, such as stigma, transportation, language, and trust
- Demonstrate use of evidence-based or promising practices in warm hand-offs and recovery services

Organizations awarded funded are required to:

- Ensure utilization of funds supplements, rather replaces, existing funding
- Ensure all funds are used in alignment with Exhibit E and the definition of opioid remediation
- Provide key performance metrics and data on program outputs and outcomes, following metrics agreed upon with Oakland County
- Complete required quarterly and annual reports
- Submit quarterly progress reports, including agreed upon key performance metrics, workplan updates, staffing updates, partner engagement, challenges, successes, and next steps
- Submit an annual report summarizing overall accomplishments, outputs, outcomes, impact, and effectiveness

Allowable Uses of Funds:

Specific to the J&J, Distributor, CVS, Teva, Allergan and Walmart settlements, funds must be spent on opioid remediation. Opioid Remediation is defined as,¹

Care, treatment, and other programs and expenditures (including reimbursement for past such programs or expenditures except where this Agreement restricts the use of funds solely to future Opioid Remediation) designed to (1) address the misuse and abuse of opioid products,

¹ <https://nationalopioidsettlement.com/>

(2) treat or mitigate opioid use or related disorders, or (3) mitigate other alleged effects of, including on those injured as a result of, the opioid epidemic.

Activities must meet the definition of opioid remediation, be evidence-based strategies²³ or promising practices and align with allowable uses outlined by Exhibit E.⁴

Selection and Award Process: All proposals submitted should include the completed Request for Proposals document, resume or biography of the project director, completed budget template, and any optional documents. Proposals will be reviewed and scored by the Oakland County Opioid Settlement RFP Subcommittee convened for this purpose. The subcommittee will evaluate proposals based on the criteria outlined in this RFP and make award recommendations. Final funding decisions will be made following the subcommittee's review and in accordance with Oakland County's established processes.

To Be Completed by Organization Submitting Proposal:

1. Organization Information	
Organization Name	
Street Address	
Email Address	
Phone Number	
Name of Project Director	
Title of Project Director	
Name of Authorized Representative	
Title of Authorized Representative	
Signature of Authorized Representative	
Date	
2. Organization Description: Brief overview of your organization, including its mission, history, and areas of expertise related to substance misuse prevention, harm reduction, treatment, or recovery.	

² <https://www.lac.org/assets/files/TheOpioidEbateament-v3.pdf>

³ <https://www.cdc.gov/drugoverdose/pdf/pubs/2018-evidence-based-strategies.pdf>

⁴ <https://www.attorneygeneral.gov/wp-content/uploads/2021/12/Exhibit-E-Final-Distributor-Settlement-Agreement-8-11-21.pdf>

3. Project Description and Project Objectives: Describe the warm hand-off and/or recovery services and related activities your project will implement or expand, how the project aligns with one or more RFP focus areas (development of a recovery community center, expansion of adolescent recovery support, or recovery housing support), the primary objectives, how the project will support sustained recovery, improve outcomes, and reduce the risk of overdose or related harms, and how it will incorporate evidence-based or promising practices in recovery services, care coordination, or peer support.

4. Populations Served/Target Population and Geographic Area Served: Include the specific population(s) the project will serve, the geographic area(s) that will be targeted (including specific communities or ZIP codes in Oakland County), and how the project will reach individuals disproportionately impacted by overdose or substance use.

5. Data to Support Need for Project: Provide data or evidence demonstrating the need for your proposed warm hand-off and/or recovery services project. This may include overdose trends, service gaps, barriers to accessing warm hand-offs and recovery services, and findings from community assessments, local data, or organizational data

6. Project Logic Model and Scope of Work: Provide a completed logic model using the attached template to describe your proposed project. The logic model should illustrate the relationship between project resources, activities, outputs, and intended outcomes, including how services will be delivered, by whom, and how the project will reduce overdoses or related harms. The logic model will serve as the primary framework for outlining the project's activities, milestones, and expected outcomes.

Applicants may complete the Project Logic Model by referring to the [Michigan Department of Labor and Economic Opportunity "Developing a Logic Model Guide"](#) as a framework for preparing their logic model. Applicants may submit any standard logic model format, provided it clearly communicates the relationship between project resources, activities, outputs, and intended outcomes.

7. Success: How will success be measured? Please include information about measurable indicators that will be collected, as well as plans for data collection, tracking, and reporting.	
8. Sustainability: Describe how the project will be maintained beyond the funding period, including plans for continued activities if funding is reduced or shorter than requested, leveraging existing or anticipated resources and partnerships, and applying lessons learned to inform future programming.	
9. Partnerships and Collaboration: Identify any key partners and their roles. Describe how these collaborations will strengthen reach and effectiveness of the proposed initiative and activities.	
10. Budget – Total amount requested	\$
11. Budget Narrative: How will funds be used to meet project goals? Please include a line-item budget, narrative justification for all costs, and any applicable indirect costs. Applicants may use the provided <u>budget template</u> as a guide for completion of budget materials.	
12. New or Existing Project – Check one	☐ - Existing ☐ - New
12.a. If existing, how many unique individuals are served annually by the current project?	
12.b. If new, is the project evidence-based or based on promising practices? (Check one and provide link to information on evidence base)	

**Request for Proposals (RFP):
Scoring Template for Warm Hand-off and Recovery Services Opioid Settlement Funds**

Evaluation Criteria	Score (1-5)	Comments
Adherence to RFP Instructions		
Organization description		
Project description and project objectives		
Populations Served/Target Population and Geographic Area Served		
Data to support need for project		
Project scope of work		
Measuring success and outcomes		
Project Sustainability		
Partnerships and collaboration		
Budget and budget narrative		

Evaluation Criteria Descriptions

The following descriptions outline the elements that will be considered when evaluating proposals. Applicants should use this section to understand how proposals will be assessed.

1. Adherence to RFP Instructions

- **Completeness:** All required documents are included, and all sections of the application are complete
- **Professionalism and quality:** Clarity, organization, and overall professionalism of the submission
- **Alignment with requirements:** All requested information is addressed and follows formatting and submission instructions

2. Organization Description

- **Experience and expertise:** Demonstrated expertise in warm hand-offs and/or recovery services, SUD, OUD, polysubstance use, or related services

- Organizational capacity: Adequate staffing, systems, and readiness to implement the proposed project
- Experience serving Oakland County: Demonstrated experience providing services to county residents and communities disproportionately impacted by overdose

3. Project Description & Objectives

- Clarity of project objectives: Clear, detailed description of proposed services or expansion
- Strength of warm hand-off or recovery approach: Use of evidence-based or promising practices in recovery services, warm hand-offs, care coordination, or peer support
- Alignment with RFP priorities: Development of a recovery community center, enhancement support for addiction recovery, or expansion of recovery housing supports
- Feasibility: Likelihood the project can achieve intended outcomes within the proposed timeframe
- Equity impact: Capacity to reduce barriers to recovery service access and/or warm hand-off supports, especially for disproportionately impacted communities
- Alignment with Exhibit E: Adherence to allowable uses outlined in Exhibit E

4. Populations Served & Geographic Area

- Identification of target population(s): Clarity and specificity of populations served by the proposed project
- Geographic specificity: Targeted zip codes or communities within Oakland County clearly identified
- Reach to disproportionately impacted communities: Strong rationale for prioritizing communities with highest need
- Engagement strategy: Clear approach to reaching and maintaining engagement with target population(s)

5. Data Supporting Need for Project

- Clear demonstration of need: Evidence of unmet community needs or barriers to access
- Identification of service gaps: Compelling demonstration of unmet needs or barriers relevant to the proposed project
- Alignment of need with proposed intervention: Logical fit between data presented and proposed services

6. Project Scope of Work

- Clarity and feasibility of scope and delivery plan: Clear identification of who will deliver services, where, and how
- Link between activities and outcomes: Clear and logical connection between project activities and outcomes that support sustained recovery, improved outcomes, and reduced risk of overdose or related harms

7. Measuring Success & Outcomes

- Evaluation appropriateness and feasibility: Demonstrated ability to meet quarterly and annual reporting requirements

8. Project Sustainability

- Leveraging of partnerships and resources: Identification of partnerships or internal resources that support sustainability
- Adaptability to reduced funding: Clear and feasible plan to continue essential components if awarded less than requested

9. Partnerships & Collaboration

- Identification of key partners: Partners clearly identified with defined project roles
- Strength of partnerships: Demonstrated meaningful collaboration, including faith-based partners where applicable

10. Budget & Budget Narrative

- Appropriateness of estimated cost: Alignment of costs with project scope and scale
- Alignment with project activities: Costs clearly tied to proposed work
- Clarity of budget narrative: Justifications are clear, reasonable, and complete
- Compliance: Funds requested align with county requirements

Section 2.0: Bidder Information and Acceptance

1. The undersigned declares that the Bid Documents, including, without limitation, any RFP Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid and that each Bidder who is awarded a contract shall be, in fact, a Prime Contractor, not a subcontractor, and agrees that its Proposal, if accepted by Oakland County, will be the basis for the Bidder to enter into a contract with the County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the terms, conditions, certifications, and requirements listed in Section 2.
6. The undersigned acknowledges that Bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
7. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions of this RFP and, if applicable, the site condition. By the submission of a Proposal, the Bidder certifies that if awarded a contract they will make no claim against Oakland County based upon ignorance of conditions or misunderstanding of the specifications.
8. Insurance certificates are not required at the time of the proposal submission. However, if awarded, the Bidder acknowledges and agrees to provide the minimum insurance requirements identified in the terms and conditions of the attached sample Professional Services Contract (Attachment B).
9. This is an electronic solicitation. Only responses uploaded into MITN/Bidnet will be considered. Emailed documents will not be accepted or reviewed.
10. Your response must include all requirements listed in sections 2.1-2.4 listed below, and the pricing attachment. Failure to include any of these documents may result in your response being deemed unresponsive. Upload one single combined document that must be labeled as "000XX Respondent Name" for sections 2.1-2.4. For pricing upload the document labeled as "000XXX ATT A Respondents Name".

1.1 Bidder Profile

Official Name of Bidder:		Type of Entity/Organization (check one): ☐ Corporation ☐ Joint Venture ☐ Limited Liability Partnership ☐ Partnership ☐ Limited Liability Corporation ☐ Non-Profit / Church ☐ Other: _____
Street Address:		
City:		
State:	Zip Code:	
Website:		
Primary Contact Name:		
Primary Contact Phone Number		
Primary Contact Email Address:		
Federal Tax ID Number:		Dun & Bradstreet (D&B) Number (if applicable):
Has your company ever been debarred by the Federal Government? ☐ Yes ☐ No <i>If yes, when? Has it been lifted and if so, when?</i>		
Has your company ever been debarred by any State or local Governments? ☐ Yes ☐ No <i>If yes, has it been lifted and if so, when?</i>		
Is your company a minority owned, woman owned, LGBTQ owned or veteran owned business? Is your company a certified diverse business?		
The individual below is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for a period of at least 90 days.		
Signature:		
Name and Title of Signer:		
Date:		

***Please include a current W-9**

1.2 References

1. Provide the names and telephone numbers and e-mail addresses of at least three (3) persons representing Bidder for whom the Bidder has performed work similar to that proposed, and who may be contacted as references. Preferably, these references should include Municipalities or Utilities similar to the County and should include the types of recent projects cited above.
2. Provide a List of any contracts which have been terminated, including the circumstances surrounding the termination. Provide the name and telephone number of your client's representatives of any such contracts.
3. List all legal proceedings, lawsuits, or claims which have been filed against any of Bidder's past or present employees within the last five (5) years. Indicate circumstance where you paid all or part of the claim.

Please submit references in the following format:

Organization Name
Organization Contact Name
Contact City, State
Contact Email
Contact Phone #

1.3 Certificate of Compliance with Public Act of 517 of 2012

I certify that neither _____(Bidder), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded Contract as a result of this Invitation to Proposal, Bidder will not become an “Iran linked business” during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Name of Company:
By:
Title:
Date:

1.4 Technical Proposal

On Firm’s letterhead submit a response in the following in numbered/lettered order.

1. The proposals must include on the firm’s letterhead their Equal Employment Opportunity (EEO) Affirmative Action policy, a description of their Diversity, Equity, and Inclusion efforts, and the organization’s pro bono activities.
2. Bidder must submit a Certificate of Good Standing from the State in which its business is domiciled or certify that it is not required to obtain such a certificate or otherwise register with that State. If the Bidder is domiciled outside of Michigan, Bidder will also be required to submit a Certificate of Good Standing from the State of Michigan or certify on its Business Information Questionnaire that it is not required to obtain such a certificate or otherwise register with the State of Michigan. Information regarding how to obtain a Certificate of Good Standing from the State of Michigan may be found [here](#).
3. The proposal must include a description of the Bidder’s demonstrated efforts in sustainability, including but not limited to greenhouse gas reduction goals, decarbonization, environmental social and governance (ESG) goals, corporate social responsibility (CSR) goals, or similar sustainable accounting frameworks, and other sustainable purchasing and procurement practices and attach as an Appendix if a formal policy is in effect.
4. On Firm’s Letterhead bidders shall submit a technical proposal specific to the Scope of Work listed in section 1.3. Your submission should be numbered to match the headings and numbering in section 1.3, Scope of Services. Your responses to each of the numbered items should be included after each item.

5. On Firm's Letterhead bidders shall submit the following additional information relevant to this the Scope of Work listed in section 1.3:
 - a. Cover letter with an executive summary of the company
6. On Firm's letterhead bidders shall submit confirmation and explanation on how they meet **each** of the minimum qualifications listed in section 1.4, Minimum Qualifications section. Your submission should be numbered to match the headings and numbering in section 1.4, Minimum Qualifications section. Your responses to each of the numbered items should be included after each item.

Section 3.0: Bidding, Evaluation, Selection, & Award Process

3.1 Oakland County Responsibility

Oakland County is not responsible for representations made by any of its officers or employees prior to the execution of the Professional Services Agreement unless such understanding or representation is included in the Professional Services Agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Oakland County Chief Procurement Officer's sole judgment and their judgment shall be final.

3.3 Bidders Questions

Bidders may submit written questions regarding this RFP in MITN. All questions must be received by the date and time specified in the timeline above in 1.2. All questions, without identifying the bidder, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. The County reserves the right to group similar questions when providing answers.

Oakland County may modify the RFP at any time during the bid process. All changes to the RFP will be posted as an addendum under the Bid number, each posting officially revises the RFP.

3.4 Preparation of the Proposal

Each Bidder must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 120 days from the closing date for responses to this RFP.

3.5 Adherence to Mandatory Requirements (Pass/Fail)

Oakland County Chief Procurement Officer or their designee shall review the Proposal and determine if the Bidder meets the minimum requirements as outlined in this RFP.

Failure of the Bidder to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Oakland County may elect to waive any informality in a proposal if the sum and substance of the proposal are present.

3.6 Evaluation Process

All proposals will be reviewed for compliance with the mandatory requirements stated within this RFP. Proposals not meeting the mandatory requirements will be deemed non-responsive and

eliminated from further consideration. Oakland County reserves the right to withdraw the RFP to award one respondent, or to any combination of Respondents, by item, group of items, or total response. Oakland County may elect to waive any informality in a proposal if the sum and substance of the proposal are present. Oakland County may contact the Bidder for clarification of the Bidder's Proposal. Oakland County may use other sources of information to perform the evaluation. Oakland County may require the Bidder to submit additional and/or supporting materials.

Responsive proposals will be evaluated on the factors identified in this RFP. The Bidder(s) whose proposal is most advantageous to the Oakland County, taking into consideration the evaluation factors, will be recommended for award approval.

After prospective Bidder(s) have been selected, Oakland County and the prospective Bidder(s) will negotiate an Agreement. If a satisfactory Agreement cannot be negotiated, Oakland County may, at its sole discretion, begin negotiations with the next qualified bidder who submitted a proposal.

3.7 Evaluation Criteria and Award

An evaluation committee at the County will evaluate each Bidder's proposal to determine if the Bidder meets the qualification criteria and if the technical specifications in the proposal are acceptable. The evaluation committee, at its discretion, will recommend Bidder(s) for award of an Agreement. The agreement(s) will be awarded to the qualified Bidder(s) whose proposal is most advantageous to the County, based upon the following evaluation criteria:

Evaluation Criteria	Weight	Weighted Score
Adherence to RFP Instructions	0.02	.2%
Organization Description	0.10	10%
Project Description and Objectives	0.15	15%
Target Population and Geographic Area	0.10	10%
Data to Support Need	0.10	10%
Logic Model and Scope of Work	0.03	.3%
Measuring Success	0.10	10%
Sustainability	0.15	15%
Partnerships and Collaboration	0.15	15%
Budget	0.10	10%
TOTAL SCORE	1.00	100%

The final award, when made, will be awarded to the Bidder determined by Oakland County, at its discretion, to have submitted the best proposal, taking into consideration the Bidder's qualifications, proposed program of services and the cost thereof.

The successful Bidder shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Oakland County. Failure of the successful Bidder to accept these obligations may result in cancellation of the award.

3.8 Optional Tools to Enhance Evaluation Process

Oakland County during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Oakland County:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

3.9 Oakland County Option to Reject Proposals

Oakland County may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFP. The County shall not be liable for any costs incurred by the Bidder in connection with the preparation and submission of any proposal. Oakland County reserves the right to waive inconsequential disparities in a submitted proposal.

3.10 Freedom of Information Act

All information submitted to Oakland County by the Bidder is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

3.11 Contacts with Oakland County Personnel

All contact with Oakland County regarding this RFP or any matter relating thereto must be in e-mail to the primary Procurement contact listed above in 1.2. If it is discovered that a Bidder contacted and received information regarding this RFP from any Oakland County personnel other than the Procurement Contact, Oakland County, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Oakland County Procurement in writing will be binding with respect to this RFP.

3.12 Final Agreement Award Determination

Oakland County reserves the right to make one total award, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement, and the determination of which, if any, proposal best serves the interests of Oakland County.

3.13 Changes and Addenda to Proposal Documents

Each change or addendum issued in relation to this RFP will be online and on file in the Procurement Office. It is the Bidder's responsibility to acquire knowledge of any changes, modifications or additions to the authorized version of the RFP. No award will be made to any Bidder who fails to submit the Addendum Signature Page(s), if applicable.

3.14 Reservation of Rights

Oakland County reserves the right to reject any and all proposals, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general to make award in the manner as determined to be in the County's best interest and its sole discretion.

Oakland County reserves the right to modify this RFP at any time prior to the due date, or to extend the due date, or to cancel this RFP at any time. Oakland County further reserves the right to reject any and all proposals in whole or in part for good cause when in the best interests of the County. Oakland County shall not be liable for any costs incurred by the Bidder in connection with the preparation and submission of any proposal.

3.15 Withdrawal of Proposal

Proposals may be withdrawn in person by a Bidder, or authorized representative, provided their identity is made known and a receipt is signed for the RFP but only if the withdrawal is made prior to the stated Proposal deadline. No proposal may be withdrawn for at least 90 days after the submission deadline except the successful Bidder whose prices shall remain firm for the entire contract period. In case of error by the Bidder in making up a proposal, the Chief Procurement Officer may, in their sole discretion, reject such a proposal upon presentation of a

letter by the Bidder which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

3.16 Cancellation

The RFP may be cancelled or any or all proposals may be rejected in whole or in part as may be specified in the RFP, when it is in the best interest of the County.

Section 4.0: General Terms & Conditions

4.1 Gifts/Gratuities

Consistent with State law and the County adopted Standards of Conduct, Elected Officials, Department Heads, and/or County Employees will not be offered or entitled to earn or receive personal gifts, gratuities, credits or other benefits of economic value by reason of their official business.

4.2 Interests of Bidder and County

The bidder assures that they have no interests which would conflict with the performance of services required by the Contract, if awarded. The Bidder also assures that, in the performance of a Contract, no officer, agents, employee of the County, or member of its governing bodies, may participate in any decision relating to the Contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply where specifically exempt under Michigan Law.

4.3 Indemnification and Hold Harmless

The bidder shall, at its own expense, protect, defend, indemnify and hold harmless Oakland County, its elected and appointed officers, employees and agents from all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The bidder's indemnification responsibilities shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to Oakland County or its elected and appointed officers, employees, or agents by the insurance coverage obtained and/or maintained by the selected firm pursuant to the requirements of this RFQ and the contract entered into.

4.4 Taxes & Payment Terms

Oakland County is exempt from Federal Excise and State Sales Tax. Bidder is required to pay all applicable taxes lawfully assessed in connection with its performance of the awarded Contract.

4.5 Equal Employment Opportunity

The bidder and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relates to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the awarded Contract.

The Bidder agrees to post notices containing this policy against discrimination in conspicuous places

available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of a Contract, if awarded, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status and religion.

4.6 Nondiscrimination

The Bidder, its contractors and subcontractors, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this Section shall be regarded as a material breach of the contract.

4.7 Governing Law and Venue

The Bidder shall be governed by the laws of the State of Michigan. In the event any actions arising under a Contract, resulting from this solicitation, are brought by or against the County of Oakland, the venue for such actions shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under the Contract in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

4.8 Compliance with Laws and Regulations

The Bidder shall render the services required by this RFP in complete compliance with all applicable Federal, State and local laws, ordinances, rules and regulations.

4.9 Advertising

The Bidder shall not advertise, issue a press release or otherwise publish information concerning this solicitation or contract without prior written consent of the County. The County shall not unreasonably withhold permission.