

MARION COUNTY



RURAL HEALTH TRANSFORMATION PROGRAM

Request for Proposals (RFP)

HE1816-26

Date of Issue: **September 2, 2026**

Closing: **October 7, 2026; 2:00 PM PT**

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Submit questions and responses via the Marion County Procurement Collaboration Portal

<https://contracts-marioncountygcc.msapproxy.net/gateway/>

Instructions are listed in Section 4.2

Electronic copies of this RFP and attachments, if any, can be obtained from the Marion County Procurement Collaboration Portal at the URL listed above.

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SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

Marion County (County) is issuing this Request for Proposals for a Rural Health Transformation Program for use by County to provide funding to community-based organizations, healthcare providers, and other eligible entities for the Rural Health Transformation Program (RHTP) to support innovative, community-based Traditional Health Worker (THW) initiatives that increase access to healthcare, improve care navigation, connect residents to social supports, and address health disparities in rural communities throughout Marion County.

Additional details on the Scope of the goods or services or both are included in the Scope of Work section.

The County anticipates awarding multiple Contracts under this Request for Proposals (RFP). The initial Contract term shall be aligned with the Intergovernmental Agreement (IGA) between County and Oregon Health Authority (OHA) and is anticipated to expire on June 30, 2027. Subject to approval by OHA, the Contracts may be extended beyond the IGA term through September 30, 2028. This project may be federally funded. Awarded proposer may be required to meet the federal provisions as stated within Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards (See Exhibit 1).

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date
Questions / Requests for Clarification Due	9/10/26; 2:00 PM
Answers to Questions / Requests for Clarification Issued (approx.)	9/14/26
RFP Protest Period Ends	9/21/26
Closing (Proposals Due)	As stated on the cover page
Evaluation Period (approx.)	10/8/26-10/19/26
Issuance of Notice of Intent to Award (approx.)	10/21/26
Award Protest Period Ends	7 days after Notice of Intent to Award

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFP is identified on the Cover Page. Questions / Requests for Clarifications must be submitted through the Collaboration Portal by the date and time listed in the schedule. Proposer shall direct any other communications related to the RFP only to the SPC.

1.4 No Ex-Parte Communications During Solicitation and Evaluation Process

To ensure the proper and fair evaluation of offers, the County prohibits ex-parte communication (e.g., unsolicited) initiated by any prospective Proposer(s) to a County official or an employee evaluating or considering the responses prior to the issuance of a notice of intent to award.

Any communication between the County and prospective Vendor(s) will be initiated by the SPC. Ex-parte communication may be grounds for disqualifying prospective Proposer(s) from consideration or award of the solicitation then in evaluation.

SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

2.1 AUTHORITY AND METHOD

County is issuing this RFP pursuant to its authority under Marion County Public Contracting Rules (MCPCR) 10-0170.

County is using the Competitive Sealed Proposals method, pursuant to ORS 279B.060 and MCPCR 20-0260 and 20-0261. County may use a combination of the methods for Competitive Sealed Proposals, including optional procedures: a) Competitive Range; b) Negotiations; c) Best and Final Offers; and d) Multistep Sealed Proposals.

2.2 DEFINITION OF TERMS

For the purposes of this RFP, capitalized words will refer to the following definitions.

2.2.1 General Definitions

Capitalized terms not specifically defined in this document are defined in [MCPCR 10-0110](#).

2.2.2 Project Specific Definitions

Traditional Health Worker (THW): As defined by the Oregon Health Authority, a Traditional Health Worker is an individual who has been trained and certified, where applicable, to provide culturally responsive health education, care coordination, system navigation, peer support, outreach, and advocacy services within their communities. THWs may include Community Health Workers, Peer Support Specialists, Peer Wellness Specialists, Personal Health Navigators, Doulas, and Family Support Specialists.

Rural Community: Geographic areas within Marion County that meet the Oregon Health Authority definition of rural, including communities located outside urban population centers and areas experiencing barriers to healthcare access.

Social Health Services: Non-clinical services and supports that address social factors affecting health and well-being, including but not limited to housing, food security, transportation, employment, education, behavioral health supports, and community resource navigation.

Care Navigation: Activities that assist individuals in accessing, understanding, and coordinating healthcare services and social supports, including referrals, follow-up, and connection to community resources.

2.3 OVERVIEW

Located in the heart of the Mid-Willamette Valley, Marion County has a population of 347,119, stretches from the Willamette River to the Cascade Mountains and encompasses nearly 1,200 square miles. Marion County has 20 cities, including Oregon's capital, Salem. The Marion County government organization is headed by an elected Board of Commissioners and has 15 departments, seven departments of which are headed by elected officials.

2.3.1 Department Overview and Background

Marion County Health & Human Services (MCHHS) serves communities across the county by providing a broad range of health and human services through four primary service areas: Administration, Behavioral Health, Human Services, and Public Health. With compassion and commitment, our team walks alongside individuals and families during moments of challenge and change, connecting them to resources, stability, and opportunity. Together, we are building a healthier, more connected Marion County, one person, one family, and one neighborhood at a time.

2.3.2 Project Overview and Background

MCHHS has received funding through the Oregon Health Authority's RHTP, a federal investment designed to improve access to healthcare and social health services in rural communities. Through this funding opportunity, Marion County seeks to partner with community-based organizations, healthcare providers, and other eligible entities to expand THW services that improve care navigation, connect residents to social support, and increase access to preventive services for rural populations.

2.3.3 Purpose

The purpose of this project is for the County to award funding through a competitive Request for Proposals process to support innovative, community-driven approaches that align with RHTP goals and improve access to healthcare and social health services for rural residents of Marion County.

2.4 SCOPE OF WORK

The scope of this RFP is to fund community-based THW initiatives that expand access to healthcare and social health services for rural residents of Marion County. Through this funding opportunity, MCHHS seeks to partner with organizations that can implement innovative, culturally responsive, and community-driven approaches to improve health outcomes, reduce barriers to care, and connect individuals to health and social support.

2.4.1 Traditional Health Worker Services

Awarded Proposers may provide THW services that support rural residents through outreach, engagement, health education, care coordination, system navigation, and referral services. Activities may include, but are not limited to:

- Community outreach and engagement activities
- Health system navigation and care coordination
- Connection to healthcare, behavioral health, and social health services
- Resource referral and follow-up services
- Culturally and linguistically responsive health education
- Community-based prevention and wellness activities
- Support for individuals experiencing barriers to accessing healthcare and social services

2.4.2 Access to Healthcare and Social Support

Awarded Proposers may implement activities that improve access to healthcare and social supports in rural communities and align with RHTP goals. Activities may include, but are not limited to:

- Integration of THW into healthcare, school, or community-based settings
- Chronic disease prevention and self-management support
- Behavioral health outreach and prevention activities
- Connection to food, housing, transportation, and other social supports
- Development of partnerships that improve access to services for underserved populations
- Culturally specific and community-driven approaches to addressing health disparities
- Activities that increase the number of rural residents receiving new or expanded health and social health services

All proposed activities must primarily benefit rural populations within Marion County and must comply with RHTP requirements. Activities that are currently reimbursable through Medicaid or another payer source are not eligible for funding through this RFP.

SECTION 3: PROPOSAL REQUIREMENTS

3.1 MINIMUM PROPOSER REQUIREMENTS

To be considered for evaluation, Proposal must demonstrate in Section 3.4.1 Proposers Qualifications and Experience, how Proposer meets all requirements of this section:

3.1.1 Experience:

Proposer must have 3 years' experience managing a RHTP similar in size and scope to the RHTP requested in this RFP along with experience providing services to one or more of the following populations:

- Rural communities
- Individuals experiencing barriers to healthcare access
- Underserved or historically marginalized populations
- Individuals requiring assistance navigating health and social service systems
- Individuals experiencing behavioral health, chronic disease, housing, food insecurity, transportation, or other social health needs

3.1.2 Customers:

The proposer shall describe its experience serving populations similar to those targeted through this funding opportunity. The response should include:

- Population(s) served
- Geographic area(s) served
- Types of services provided
- Length of time services have been provided
- Number of individuals served annually
- Experience serving rural communities, if applicable
- Experience providing culturally and linguistically responsive services
- Experience utilizing THW or similar community-based workforce models

The proposer should provide at least two examples of current or previous programs that demonstrate the organization's ability to successfully implement activities similar to those proposed under this RFP.

3.2 MINIMUM SUBMISSION REQUIREMENTS

3.2.1 Proposal Format

Proposal should follow the format and reference the sections listed in the Proposal Content Requirements section. Responses to each section and subsection should be labeled to indicate the item being addressed. Proposal must describe in detail how requirements of this RFP will be met and may provide additional related information. The proposal must include information responsive to the items in the Proposal Content Requirement Section.

In addition, if Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Proposer shall complete and submit the Affidavit of Trade Secret (Attachment D) and a fully redacted version of its Proposal, clearly identified as the redacted version.

3.2.2 Proposal Page Limit

The Proposal file as outlined in Section 4.1.1 may not exceed a total of 10, 8.5" x 11" pages. Proposals must be Microsoft 365 compatible or searchable Adobe format and may not be more than 50MB. Page count includes all introductory materials including cover pages, cover letters, table of contents, and any other unsolicited materials. Proposal documents exceeding 10 pages will be truncated and only the first 10 pages will be evaluated.

3.2.3 Authorized Representative

A representative authorized to bind the Proposer shall sign the Proposal. Failure of the authorized representative to sign the Proposal may subject the Proposal to rejection by County.

3.3 PROCUREMENT PROCESS

3.3.1 Public Notice

The RFP, including all Addenda and attachments, is published in the Marion County Procurement Collaboration Portal (Portal) at <https://contracts-marioncountygcc.msappproxy.net/gateway/>. RFP documents will not be mailed to prospective Proposers. County shall advertise all Addenda on the Portal. Prospective Proposer is solely responsible for checking the Portal to determine whether any Addenda have been issued. Addenda are incorporated into the RFP by this reference.

3.3.2 Questions / Requests for Clarification

All inquiries, whether relating to the RFP process, administration, deadline, or method of award, or to the intent or technical aspects of the RFP must:

- Be submitted through the Portal
- Refer to the specific area of the RFP being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule

3.3.3 Pre-Proposal Conference

There will be no pre-proposal conference for this RFP.

3.3.4 Solicitation Protests

3.3.4.1 Protests to RFP

Prospective Proposer may submit a Written protest of anything contained in this RFP, including but not limited to, the RFP process, Specifications, Scope of Work, and the proposed Contract. This is prospective Proposer's only opportunity to protest the provisions of the RFP, except for protests of Addenda and negotiation of the terms and conditions of the proposed Contract, as provided below.

3.3.4.2 Protests to Addenda

Prospective Proposer may submit a Written protest of anything contained in the respective Addendum. Protests to Addenda, if issued, must be submitted by the date/time specified in the respective Addendum, or they will not be considered. Protests of matters not added or modified by the respective Addendum will not be considered.

3.3.4.3 Protests must:

- Be emailed to the Marion County Contracts and Procurement Manager at PO_Contracts@co.marion.or.us.
- Reference the RFP number
- Identify prospective Proposer's name and contact information
- Be sent by an authorized representative
- State the reason for the protest, including:
 - the grounds that demonstrate how the Procurement Process is contrary to law, Unnecessarily Restrictive, legally flawed, or improperly specifies a brand name; and
 - evidence or documentation that supports the grounds on which the protest is based
- State the proposed changes to the RFP provisions or other relief sought
- Protests to the RFP must be received by the due date and time identified in the Schedule
- Protests to Addenda must be received by the due date identified in the respective Addendum

3.3.4.4 Protest Response

County will respond timely to all protests submitted by the due date and time listed in the Schedule. Protests that are not received timely or do not include the required information may not be considered.

3.3.5 Proposal Modification or Withdrawal

Any Proposer who wishes to make modifications to a Proposal already received by County shall submit its modification in the manners listed in the Proposal Submission Instructions section and must denote the specific change(s) to the Proposal submission.

If a Proposer wishes to withdraw a submitted Proposal, it shall do so prior to Closing. The Proposer shall submit a Written notice Signed by an authorized representative of its intent to withdraw its Proposal in accordance with MCPCR 20-0440. The notice must include the RFP number and be submitted to the SPC.

3.3.6 Proposal Due

Proposals and all required submittal items must be received by the SPC on or before Closing. Proposals received after Closing will not be accepted. All Proposal modifications or withdrawals must be completed prior to Closing.

Proposals received after Closing are considered LATE and will NOT be accepted for evaluation.

3.3.7 Proposal Rejection

County may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal.
- Proposer fails to meet the responsibility requirements of ORS 279B.110.
- Proposer makes any contact regarding this RFP with County representatives such as County employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- Proposer attempts to inappropriately influence a member of the Evaluation Committee.
- Proposal is conditioned on County's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or Addenda.

3.3.8 Opening of Proposals

There will be no public Opening of Proposals. Proposals received will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award is issued pursuant to MCPCR 20-0630. However, County will record and make available the identity of all Proposers after Opening.

3.4 PROPOSAL CONTENT REQUIREMENTS

Proposal must address each of the items listed in this section and all other requirements set forth in this RFP. Proposer shall describe the Goods to be provided or the Services to be performed or both. A Proposal that merely offers to provide the goods or services as stated in this RFP will be considered non-Responsive to this RFP and will not be considered further.

The proposer must disclose any current, pending, or anticipated RHTP funding requests submitted to the Oregon Health Authority, a Coordinated Care Organization, Local Public Health Authority, hospital system, or any other entity administering RHTP funds. If applicable, describe how the activities proposed under this RFP differ from, complement, or expand upon any other RHTP-funded activities.

3.4.1 Proposers Qualifications and Experience

Address how Proposer meets the Minimum Proposer Requirements listed in Section 3.1. Describe proposer's qualifications and experience as it relates to the needs described in the RFP. Describe the Proposer's qualifications and experience providing services similar to those requested in this RFP. Include the following:

- Organizational history, mission, and experience serving rural, underserved, or historically marginalized populations.
- Experience providing THW, Community Health Worker (CHW), peer support, care coordination, health navigation, outreach, prevention, behavioral health, public health, or social service programs.
- Experience connecting individuals to healthcare, behavioral health, housing, food, transportation, and other social supports.
- Experience serving culturally and linguistically diverse populations.
- Experience managing public funds, grants, contracts, or other externally funded programs.
- Experience collecting, monitoring, and reporting program performance and outcome data.
- Examples of similar projects completed within the past five (5) years, including populations served, geographic area served, services provided, and outcomes achieved.

3.4.2 Key Persons Qualifications and Experience.

Provide the qualifications and experience of the key team member(s) who will work on the project. Emphasize the specific qualifications and experience from projects similar to this project for the key team members. Key team members are expected to be committed for the duration of the project. Replacement of key team members will not be permitted without prior consultation with and approval of the County. Include:

- Name, title, and proposed role on the project.
- Relevant education, certifications, licenses, and professional qualifications.
- Experience working with rural populations and underserved communities.
- Experience providing or supervising THW, CHW, outreach, navigation, prevention, behavioral health, or social service programs.
- Experience managing grants, contracts, budgets, reporting requirements, and community partnerships.
- Experience with culturally responsive and linguistically appropriate service delivery.

3.4.3 Approach and Management Plan.

Describe the approach and management plan for providing the services. Include an organizational chart showing the proposed relationships among proposer staff, County staff and any other parties that may have a significant role in the delivery of this program. The response should include:

- Description of proposed services and activities.
- Description of the target population(s) to be served.
- Description of the geographic area(s) to be served within Marion County.
- Description of how THWs will be utilized within the project.

- Description of outreach, engagement, navigation, referral, and prevention activities.
- Description of partnerships that will support implementation.
- Description of how the project will increase access to healthcare and social health services.

Include an organizational chart showing the relationship between key personnel, subcontractors, partners, and Marion County Health & Human Services.

3.4.4 Staffing Plan.

Provide a staffing plan and an estimate of the total hours, detailed by position, required for the project tasks as outlined. Discuss the workload for all key team members and their capacity to perform the requested services for the project, according to your proposed schedule. Provide a staffing plan that identifies all staff positions responsible for project implementation. Include:

- Position title
- Brief description of duties
- Estimated Full-Time Equivalent (FTE) or level of effort dedicated to the project
- Whether the position currently exists or will be newly hired
- Languages spoken by project staff, if applicable

Describe the organization's capacity to successfully implement the project during the contract period and maintain continuity of services.

3.4.5 Work Plan and Schedule.

Describe how you will perform each task of the project, identify deliverables for each task and provide a schedule. The work plan should be in sufficient detail to demonstrate a clear understanding of the project. Discuss the approach for completing the requested services for the project deadlines. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. The project is expected to commence no later than [enter date] and all public meetings, draft and final documents fully completed by [enter date]. Provide a detailed work plan describing how proposed activities will be implemented throughout the project period. At a minimum, include:

- Major project activities
- Deliverables
- Milestones
- Estimated completion dates
- Performance monitoring activities

The work plan should demonstrate how proposed activities will support the RHTP goals of increasing access to healthcare and social health services for rural populations.

3.4.6 Reporting Requirements Plan

Organization must monitor expenditures, program implementation, and performance monitoring activities through regular reporting. The reporting requirements plan should be in sufficient detail to demonstrate a clear understanding of the project requirements, including the following:

- Description of the organization's ability to gather data for quarterly and annual reports.
- Description of how the organization will collect and report required performance data. This includes but is not limited to:
 - Number of individuals served
 - Number of outreach contacts completed
 - Number of referrals and connections to services
 - Number of THWs/CHWs participating in funded activities
 - Number of new access points to care (programs) created

3.4.7 Cost Control.

Provide information on how you will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.

3.4.8 Cost Methodology

Propose a cost methodology for the proposed solution. Do not include any actual cost information in this portion. This section will evaluate the methodology only. The cost, which must be calculated based on the methodology proposed in this section, will be evaluated in the Cost Proposal section. Include:

- Basis for personnel and staffing costs.
- Basis for administrative and overhead costs.
- Basis for contractual, outreach, training, and program-related expenses.
- Method used to allocate costs to project activities.

Do not include specific dollar amounts in this section.

3.4.9 References

Provide 3 references from current or former client firms for similar projects performed for any clients within the last 5 years. References must verify the quality of previous, related Work.

County may check to determine if references provided support Proposer's ability to comply with the requirements of this RFP. County may use references to obtain additional information, break tie scores, or verify any information needed. County may contact any reference (submitted or not) to verify Proposer's qualifications.

Proposer shall send the Reference Check Form (Attachment B) to its references. Reference forms must be completed by the reference, returned to the Proposer, and submitted with the Proposal.

Proposers not submitting references as instructed will receive a score of zero for the reference category.

3.4.10 Cost Proposal.

The Cost Proposal shall include: (a) the total dollar amount requested to complete the project, (b) any other resources, including in-kind, that will support the proposed project, (c) the number of anticipated hours and rate of the project manager and key team members inclusive of all services, expenses, and fees (i.e., Payroll expenses – hours/rate/title, Admin,

Overhead, etc.). The estimated level of hours for other staff can be summarized in general categories. Proposer must submit Cost Proposal using Attachment C: Cost Proposal Submission Form. Quarterly expenditure reports will be required for the disbursement of funds.

3.4.11 Proposal Form

The Proposer shall complete and submit the Proposal Form (Attachment A).

3.4.12 Public Record/Confidential or Proprietary Information

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 192.345(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.311 through 192.478), Proposer shall complete and submit the Affidavit of Trade Secret (Attachment D) 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 192.311 through 192.478) 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.

3.4.13 Proposed Contract Modifications

If Proposer wishes to negotiate any of the terms of the Sample Contract, Proposer must identify those sections of the sample contract they wish to negotiate by submitting Attachment E, identifying the sections, the proposed language, and an explanation of the request. If Proposer does not submit proposed changes using Attachment E, Proposer, if awarded a contract, waives its right to negotiate terms and conditions in the resulting contract.

SECTION 4: SUBMISSION REQUIREMENTS

4.1 PROPOSAL FORMAT

Files need to be named and proposals need to be structured and uploaded into the collaboration portal as follows:

4.1.1 [vendor name] proposal.pdf

This document is to include the following sections:

- 3.4.1 – Proposer Qualifications and Experience
- 3.4.2 – Key Persons Qualifications and Experience
- 3.4.3 – Approach and Management Plan
- 3.4.4 – Staffing Plan
- 3.4.5 – Work Plan and Schedule
- 3.4.6 - Reporting Requirements Plan
- 3.4.7 – Cost Control
- 3.4.8 – Cost Methodology

4.1.2 [vendor name] additional documentation.pdf

This document is to include the following sections:

- 3.4.9 – Reference Form (Attachment B)
- 3.4.10 – Cost Proposal (Attachment C)
- 3.4.11 - Proposal Form (Attachment A)
- 3.4.12 – Trade Secret Form (optional) (Attachment D)
- 3.4.13 – Proposed Contract Modifications (Attachment E)

4.2 PROPOSAL SUBMISSION INSTRUCTIONS

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements before Closing.

4.2.1 Procurement Collaboration Portal

4.2.1.1 Go to the Marion County Procurement Collaboration Portal which can be found at:
<https://contracts-marioncountygcc.msappproxy.net/gateway/>

4.2.1.2 Sign In or Create an Account

4.2.1.3 Creating an account MUST be completed 15-30 minutes before files will be able to be submitted through the portal.

4.2.2 Solicitations Tab

4.2.2.1 At the top of the page, hover over Solicitations

4.2.2.2 Select Search All Solicitations

4.2.2.3 Click View next to the applicable solicitation

4.2.3 Opportunity Details

4.2.3.1 **Viewing Documents** – Scroll down the page to the Files, Documents, Images section, Public Files: subsection. Here you will find all of the relevant files.

4.2.3.2 **Submitting a Question** – If you would like to submit a question, scroll down the page to the Questions and Answers section. Type your question in the My Questions/Answers text box and click the Ask Question box.

4.2.3.3 **Register as Respondent** - If you are interested in responding to the posting, click the button Register as Respondent on the left side of the screen.

4.2.3.4 **Submitting Documents** – If you would like to submit a response to this posting, scroll down the page to the Files, Documents, Images section, My Files: subsection. Here you will Select a file, select a File Category, and type a description before clicking the Save File button.

4.2.3.5 **Response Status** – Once you have registered as a respondent and submitted documents, scroll to the bottom of the page to the Response Status section and select the

appropriate status for your submission, then click Submit.

SECTION 5: EVALUATION PROCESS

5.1 RESPONSIVENESS AND RESPONSIBILITY DETERMINATION

Proposals received prior to Closing will be reviewed for Responsiveness to all RFP requirements including compliance with the Proposal Requirements section. If the Proposal is unclear, the SPC may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive Proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected, however, County may waive mistakes in accordance with MCPCR 20-0470.

At any time prior to award, County may reject a Proposer found to be not Responsible.

Proposals meeting the requirements outlined in the Proposal Content Requirements section will move into Round 1 evaluation.

5.2 EVALUATION CRITERIA

Proposals meeting the requirements outlined in the Proposal Content Requirements section will be independently evaluated by each member of an Evaluation Committee. Evaluators will assign a score of 0 to 10 for each evaluation criterion listed below in this section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

SCORE	EXPLANATION
10	OUTSTANDING - Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. The Proposer provides insight into its expertise, knowledge, and understanding of the subject matter.
6 – 9	VERY GOOD – Response provides useful information, while showing experience and knowledge within the category. Response demonstrates above average knowledge and ability with no apparent deficiencies noted.
5	ADEQUATE – Response meets all requirements in an adequate manner. Response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Proposer.
1 – 4	FAIR – Proposer meets minimum requirements but does not demonstrate sufficient knowledge of the subject matter.
0	RESPONSE OF NO VALUE – An unacceptable response that does not meet the requirements set forth in the RFP. Proposer has not demonstrated knowledge of the subject matter.

5.2.1 Proposer Qualifications and Experience

- How well does the proposer demonstrate experience providing services similar to those requested in this RFP?
- How well does the proposer demonstrate the ability to successfully serve rural and underserved populations?

5.2.2 Key Persons Qualifications and Experience

- How well do the qualifications and experience of the proposed key personnel support successful project implementation?
- How well do the key personnel demonstrate experience relevant to the proposed services?

5.2.3 Approach and Management Plan

- How well does the proposed approach align with the goals of the RHTP Program and the needs of rural Marion County residents?
- How well does the management plan demonstrate the ability to successfully implement and oversee the proposed activities?
- How well does the proposal increase access to healthcare and social supports for rural residents?

5.2.4 Staffing Plan

- How well does the staffing plan demonstrate sufficient capacity and expertise to implement the proposed project?
- How well do staffing levels align with the proposed scope of work?

5.2.5 Work Plan and Schedule

- How well does the work plan demonstrate a clear and achievable approach for completing the proposed activities?
- How well do the proposed deliverables, milestones, and timelines support successful project implementation?
- How likely is the proposer to successfully implement and report on the proposed activities?

5.2.6 Reporting Requirements Plan

- How well does the proposer demonstrate the ability to collect, track, and report required programmatic and financial data?
- How well does the proposer demonstrate the ability to monitor project performance and meet Marion County, OHA, and CMS reporting requirements?
- Does the proposers' Reporting Requirements Plan confirm they will collect each of the required data per section 3.4.6?

5.2.7 Cost Control

- How well does Proposer's cost control approach demonstrate their ability to deliver the project within the negotiated budget?

5.2.8 Cost Methodology

- How well does the proposed cost methodology demonstrate value and appropriate use of funding?

5.2.9 References

References will score a series of four questions on a scale of 0-5 points for a total of 20 points per score sheet. The three reference responses will be averaged (rounded to the tenth of a point) to determine the proposers reference score. A proposer not submitting references as instructed will receive a score of zero for references. A proposer submitting one reference will have the score for that reference averaged with two scores of zero (example AVERAGE 20,0,0 = 6.7).

5.2.10 Cost Evaluation

The SPC will conduct the cost evaluation. The SPC will award cost points to each Cost Proposal based upon the percentage of the proposed cost as compared to the lowest Proposer's cost using the following formula:

$$\frac{\text{lowest cost of all Proposers}}{\text{cost being scored}} \times \text{cost points possible} = \text{cost points for Proposal}$$

5.3 NEXT STEP DETERMINATION

County may determine Apparent Successful Proposers at the conclusion of Round 1 evaluation or may conduct additional rounds of evaluation if in the best interest of the County. Additional rounds of evaluation may consist of, but will not be limited to:

- Establishing a Competitive Range
- Presentations/Demonstrations/Additional Submittal Items
- Interviews
- Best and Final Offer

5.4 POINT AND SCORE CALCULATIONS

Scores are the values (0 through 10) assigned by each evaluator.

Points are the total possible value for each section as listed in the table below.

The SPC will average all scores for each evaluation criterion. The average score will be used as a percentage multiplier of the maximum possible points for that criterion. 1=10%, 5=50%, 9=90%, etc.

Cost points are calculated as stated in the Cost Evaluation section. Points possible are as follows:

rounds and categories	proposal §	evaluation §	max points possible
Proposers Qualifications and Experience	3.4.1	5.2.1	40
Key Persons Qualifications and Experience	3.4.2	5.2.2	30
Approach and Management Plan	3.4.3	5.2.3	40
Staffing Plan	3.4.4	5.2.4	20
Work Plan and Schedule	3.4.5	5.2.5	20
Reporting Requirements Plan	3.4.6	5.2.6	10
Cost Control	3.4.7	5.2.7	10
Cost Methodology	3.4.8	5.2.8	20
References	3.4.9	5.2.9	10
Cost Proposal	3.4.10	5.2.10	10
Total			210

EXAMPLE:

Proposer A receives scores of 10, 9, and 8 for a criterion worth 50 points. The SPC averages 10, 9, and 8 for a score of 9. 9 is used as a 90% multiplier to the possible points of 50. 50 multiplied by 90% is 45. Proposer A's points for the criterion is 45.

5.5 RANKING OF PROPOSERS

SPC will rank all Proposers advancing through all rounds of evaluation. After each applicable preference has been applied, the SPC will rank order the Proposals based on the final scores for each Proposal, with the Proposal receiving the highest score receiving the highest rank.

SECTION 6: AWARD AND NEGOTIATION

6.1 AWARD NOTIFICATION PROCESS

6.1.1 Award Consideration

County, if it awards Contracts, shall award Contracts to the highest-ranking Responsible Proposer(s) based upon the scoring methodology and process described in Section 5. County may award less than the full Scope defined in this RFP.

The County intends to make multiple awards under this RFP to support a variety of THW initiatives serving rural communities within Marion County. In determining awards, County may consider proposal scores, geographic distribution of services, populations served, organizational capacity, funding availability, and the overall ability of proposed projects to advance the goals of the RHTP.

6.1.2 Intent to Award Notice

County will notify all Proposers in Writing that County intends to award a Contract to the selected Proposer(s) subject to successful negotiation of any negotiable provisions.

6.2 INTENT TO AWARD PROTEST

6.2.1 Protest Submission

An Affected Offeror shall have 7 calendar days from the date of the intent to award notice to file a Written protest.

A Proposer is an Affected Offeror only if the Proposer would be eligible for Contract award in the event the protest was successful and is protesting for one or more of the following reasons as specified in ORS 279B.410:

- All higher ranked Proposals are non-Responsive.
- County has failed to conduct an evaluation of Proposals in accordance with the criteria or process described in the RFP.
- County abused its discretion in rejecting the protestor's Proposal as non-Responsive
- County's evaluation of Proposals or determination of award otherwise violates ORS Chapter 279B or ORS Chapter 279A.

If County receives only one Proposal, County may dispense with the intent to award protest period and proceed with Contract Negotiations and award.

6.2.1.1 Protests must:

- Be emailed to the Marion County Contracts and Procurement Manager at PO_Contracts@co.marion.or.us.
- Reference the RFP number
- Identify prospective Proposer's name and contact information
- Be signed by an authorized representative
- Specify the grounds for the protest
- Be received by the date and time specified on the Notice of Intent to Award

6.2.2 Response to Protest

County will address all timely submitted protests within a reasonable time and will issue a Written decision to the respective Proposer. Protests that do not include the required information may not be considered by County.

6.3 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

6.3.1 Insurance

Prior to execution of the Contract, the apparent successful Proposer shall secure and demonstrate to County proof of insurance coverage meeting the requirements identified in the RFP or as otherwise negotiated.

Failure to demonstrate coverage may result in County terminating Negotiations and commencing Negotiations with the next highest-ranking Proposer. Proposer is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit A) prior to Proposal submission.

6.3.2 Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form if either of the following applies:

- When requested by County (normally in an intent to award notice), or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.

County will not make any payment until County has a properly completed W-9.

6.3.3 Business Registry

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. The selected Proposer shall submit a current Oregon Secretary of State business registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site:

<http://www.filinginoregon.com/index.htm>.

6.4 CONTRACT NEGOTIATION

By submitting a Proposal, Proposer agrees to comply with the requirements of the RFP, including the terms and conditions of the Sample Contract (Exhibit A), with the exception of those terms reserved for negotiation. Unless Proposer submits proposed changes as instructed in the Proposal Format Section, County intends to enter into a Contract with the successful Proposer substantially in the form set forth in Sample Contract (Exhibit A). It may be possible to negotiate some provisions of the final Contract for Services; however, many provisions cannot be changed.

Any Proposal that is conditioned upon County's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Marion County Legal Department.

All items, except those listed below, may be negotiated between County and the apparent successful Proposer in compliance with Oregon State laws:

- Governing Law
- Jurisdiction and Venue
- Constitutional requirements and limitations

In the event that the parties have not reached mutually agreeable terms within 60 calendar days, County may terminate Negotiations and commence Negotiations with the next highest-ranking Proposer.

SECTION 7: ADDITIONAL INFORMATION

7.1 GOVERNING LAWS AND REGULATIONS

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

7.2 OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals submitted in response to this RFP become the Property of County. By submitting a Proposal in response to this RFP, Proposer grants the County a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal,

negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.

7.3 CANCELLATION OF RFP; REJECTION OF PROPOSALS; NO DAMAGES.

Pursuant to ORS 279B.100, County may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the County, as determined by County. County is not liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP, award, or rejection of any Proposal.

7.4 COST OF SUBMITTING A PROPOSAL

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

7.5 RECYCLABLE PRODUCTS

Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the Services or Work set forth in this document and the subsequent Contract. (ORS 279B.025)

7.6 COOPERATIVE PURCHASING

Pursuant to ORS 279A.205 through 279A.215, other public agencies within the State of Oregon may use the purchase agreement resulting from this Request for Proposals unless the Proposer expressly notes in their Proposal that the prices quoted are available to the County only. The condition of such use by other agencies is that any such agency must make and pursue contact, purchase order, delivery arrangements, and all contractual remedies directly with the successful Proposer; the County accepts no responsibility for performance by either the successful Proposer or such other agency using this agreement. With such conditions, the County consents to such use by any other public agency within the State of Oregon.

SECTION 8: LIST OF ATTACHMENTS AND EXHIBITS

ATTACHMENT A	PROPOSAL FORM
ATTACHMENT B	REFERENCE FORM
ATTACHMENT C	COST PROPOSAL
ATTACHMENT D	TRADE SECRET FORM
ATTACHMENT E	PROPOSED CONTRACT MODIFICATIONS
EXHIBIT A	SAMPLE CONTRACT