

**LEWIS AND CLARK COUNTY, MONTANA
REQUEST FOR PROPOSALS
LEWIS AND CLARK PUBLIC HEALTH MOBILE CLINIC**

Statement of Purpose

The purpose of this project is to increase access to quality healthcare and provide education on the dangers of substance abuse to underserved populations residing in Lewis and Clark County.

Introduction

Through the Human Resources and Services Administration (HRSA) Grant, Lewis and Clark Public Health (herein, LCPH) plans to pilot a mobile clinic to reach residents of Lewis and Clark County with current community services including HIV/HCV/STI testing, opioid overdose prevention medication and education, substance use prevention education, behavioral health screening, and other community resources and referrals. This mobile unit has the potential to include additional services that may not currently exist in Lewis and Clark County. The intent is to bring services and provide easier access for low-income families, minorities, underserved, and rural community members.

Scope of Services

Services offered at the Mobile Clinic:

1. HIV, Hep C, and other STI/STD testing and treatment referrals
2. Overdose prevention education and supplies (e.g., Naloxone)
3. On-site Certified Peer Support Specialists
4. Referral for SUD treatment including Medication for Opioid Use Disorder (MOUD)
5. Referral to primary care, dental, mental health, and case management services
6. Tools to prevent HIV, STDs, and Hep C (including, but not limited to, counseling and condoms)
7. Each of these services will be available during every consultation with a participant. More or fewer elements of each service may be offered to participants as identified in any evidence-based assessment tool/technique.
8. And other services as agreed upon.

Service Hours and Locations:

In the planning year, the clinic will assess and evaluate the hours and locations that would be of the greatest benefit to the community. Present a plan for the mobile unit to the Behavioral Health Systems Improvement Leadership Team (BHSI LT) semi-annually (January and July) . Year One (time of signature through June 30th, 2024), at least two events.

Year Two (July 1, 2024-June 30th, 2025): A minimum of 12 events, 6 of those events must be out of Helena City limits.

Year Three (July 1, 2025-June 30th, 2026): A minimum of 10 events, 5 of those events must be out of Helena City limits.

Year Four (July 1, 2026-June 30, 2027): A minimum of 6 events, 3 of those events must be out of Helena City limits.

Populations Served:

Any member of the community will be able to access services from the mobile clinic. The goal of this clinic is to reach people who may have a harder time or face significant barriers in accessing substance use prevention and medical services. A set of shared expectations will be established as a code of conduct for participants, staff, and volunteers. The clinic will follow best practices as identified in the standards of care. Any participants, staff, or volunteers who do not adhere to shared expectations or engage in the following activities may have their access to the program restricted.

Staffing:

Provide a staffing plan for the Mobile Clinic. This could include Project Lead, Medical Director, medical providers, LCSW's/LAC's, Behavioral Health Care Coordinator, Mental Health Counselor, case managers, nurses, and peer support specialists, as determined by the service delivery plan. The clinic will ensure that staff are licensed, insured, and all professional training requirements are met.

Mobil Clinic Criteria/Equipment:

Retrofitting the clinic to meet service delivery needs:

- Supplies (sterilization area, PPE, medical supplies, resources, etc.)
- Physical changes to the mobile clinic

Community Engagement from the Contractor in Years One and Two Should Include:

Because this component of the project is a pilot, opportunities for feedback and improvement are required to ensure success. Meeting participants where they are with harm reduction strategies aimed at SUD prevention and treatment, does often mean meeting them outside of traditional clinical or recovery settings. This pilot project will have a multi-point public involvement effort to engage participants, providers, community members, and public officials to learn about the mobile clinic. Efforts will include:

- Open Houses
 - Two public 'open houses' for community members to come and learn about the mobile clinic, substance use and the efforts to support prevention and recovery in the community.
- Community Partner Charettes
 - Small, facilitated group meetings with members of community partners directly impacted by substance use or involved in corrections and treatment efforts. Small, focused conversations will help the project be aware of, engage, and address

specific concerns or issues. In the first and third year, this should be done in Helena, East Helena, Augusta, and Lincoln. The findings should provide direct feedback to where, how, and when the mobile clinic could be used.

Partnerships:

Partnerships are highly encouraged. Describe any planned or anticipated formal or informal agreements with community partners to assist with the service provision or outreach of the mobile clinic. Subcontracting is allowable. See budget section for more details.

Invoicing:

The amount allocated in the contract will be on a reimbursement basis and will include funding for personnel, supplies, and retrofitting the mobile clinic to meet service delivery needs up to the amounts listed below. Invoice monthly. The total will not exceed \$195,926.

- Year 1: \$68,928
- Year 2: \$55,985
- Year 3: \$45,938
- Year 4: \$25,075

Budget:

Submit full, detailed, annual budgets and budget narrative with application to run the Mobile Clinic through June 2027.

Allowable Expenses:

Staffing, supplies, van modifications.

Diesel fuel will be provided by Lewis and Clark County. The contractor will be responsible for taking the van to the site to fill up the tank after usage. Diesel reimbursement is allowable if the contractor needs to fill up while conducting outreach.

If the contractor needs to sub-contract with another party, they are allowed to do so as long as they are using funds for allowable purposes and to work toward the goals of the grant. That sub-contract would need to be provided to Lewis and Clark County.

"Subrecipients and contractors under grants are subject to the requirements of the cost principles otherwise applicable to their type of organization and to any requirements placed on them by the recipient to be able to comply with the terms and conditions of the award." (Page II-29)

Reporting:

The awardee must provide completed *Mobile Clinic Outreach Event Reporting Form* [Appendix A] within 14 days of each event date services were rendered involving the Mobile Clinic.

Report to the BHSI LT an annual presentation in person, a quarterly written update describing barriers, limitations, successes, and suggestions for improvements.

Final report at the end of the grant period

Sustainability:

The mobile clinic pilot project is grant funded for four (4) years. Describe potential sustainability opportunities and/or strategies that would aid in the mobile clinic providing services after the grant funding expires.

Insurance Info:

Lewis and Clark County will cover the insurance for the Mobile Clinic. A valid driver’s license is needed by all individuals who would drive the vehicle. A copy of all driver’s licenses must be furnished to the County. Commercial Driver’s License (CDL) is not required for this type of vehicle.

Services to be Provided by LCPH:

1. LCPH will execute a contract agreement with the contractor to oversee the mobile clinic to include funding for personnel, supplies, and retrofitting the van to meet service delivery needs.
2. A calendar for coordinating who is using the van.
3. A policy for utilization of the van.
4. Platform to submit data [Appendix A]
5. Grant technical assistance.
6. Vehicle liability insurance.
7. Diesel fuel from the County Public Works facility.

Project Duration

The selected offeror should expect the Project to conclude by June 30, 2027.

RFP Timeline

Publication of Notices	December 30, 2023 & January 6, 2024
Tour of Mobile Clinic	11:00 AM on January 3rd , 2024
Questions Due	January 12, 2024
Responses to Questions Posted on County Website	January 19, 2024
Proposal Submittal Deadline	January 29, 2024
Scoring Evaluation Meeting	No later than February 9, 2024
Interviews (optional)	No later than February 16, 2024
Notice of Intent to Award	No later than February 23, 2024

The tour of the mobile clinic will occur on the above stated date and time at Lewis and Clark Public Health, 1930 9th Avenue, Helena, MT.

Proposal Content Requirements

The proposal should demonstrate the offeror has the professional capabilities and resources available to satisfactorily and timely complete all the tasks as described in the *Scope of Services* section of this RFP. Proposals shall include:

1. The offeror's legal name, address, telephone number, federal Employee Identification Number (EIN), and principal contact email address.
2. A statement of the offeror's experience in substance use prevention and the qualifications of the key staff to be assigned to the Project.
3. A comprehensive description of the approach the offeror will employ in order to meet the requirements identified in the *Scope of Services* including a detailed work plan and schedule.
4. A cost proposal that takes into consideration the total fees and includes a listing of other estimated direct costs.
5. Current summary of work activities of offeror.
6. References for the individual/offeror and any subconsultants to include brief project descriptions for at least three (3) referral sources with whom the individual/offeror or any subconsultants have worked with in the past four (4) years which are similar in nature to *Scope of Services* described in this RFP. Please include the following information:
 - a. Name of reference;
 - b. Name and title of reference's primary contact;
 - c. Phone number, email address, and mailing address of the reference's primary contact; and
 - d. A brief description of the types of services provided, the location where the services were provided, and the dates of service.
 - e. If offeror does not have a contractual reference, a brief description of a collaborative project/service with a community partner, the location where the project/services were provided, and the dates of project/service.

Evaluation Criteria

Upon receipt of proposals, evaluation committee members will review all responses independently and assign scores based on the following evaluation criteria:

Criteria	Points Possible
1. Quality of proposal. Minimum requirements of RFP were met (e.g., page number maximum not exceeded, all required information included). Response is free of grammatical and spelling errors.	20 points
2. Qualifications of offeror. Response indicates qualification and experience of the professional personnel to be assigned to the Project.	20 points

3. Capability of offeror to meet time and budget requirements. Response indicates offeror has the time and capacity to meet schedule requirements. Response demonstrates ability to design in consideration of, and adhere to, the Project budget.	40 points
4. Related experience on similar projects including publicly funded projects. Proposal indicates an understanding of the Project, stakeholders, and attention to detail.	20 points
TOTAL 100 points max	

Offerors will be evaluated by the committee as a whole and ranked based on their average score.

Proposal Submittal

Offerors shall submit five (5) hard copies of the proposal and one (1) digital copy in PDF format on a flash drive in a sealed envelope clearly marked *LCPH Mobile Clinic RFP*. Proposals should not exceed 20 pages, including resumes and a cover letter. Minimum font size for all text shall be 12-point. Offerors are solely responsible for all costs incurred in the preparation and submittal of a proposal.

In order to ensure a fair and objective evaluation of all proposals, all questions regarding the RFP must be submitted in writing via email to the point of contact listed below on or before January 12, 2024. An addendum containing responses to questions received will be posted on the County’s website at <https://www.lccountymt.gov/Government/Grants-and-Purchasing/Bids-and-Proposals-Current> no later than January 19, 2024. It is the responsibility of each offeror to check the website if it is interested in the questions received and the respective responses provided by the County. Under no circumstances may offerors contact any County staff member or elected official directly. All communications regarding this RFP shall be directed to the point of contact listed below:

Casey Hayes, Purchasing Officer
Lewis and Clark County
316 N. Park Avenue, Helena, MT 59623
chayes@lccountymt.gov

Submit proposals to:

Lewis and Clark County Commissioners
316 N. Park Avenue, Room 345
Helena, MT 59623

Proposals must be received no later than 4:00 PM local time on January 29, 2024, at the address listed above. Proposals received after the deadline shall not be accepted. This solicitation is being offered in accordance with federal and state statutes governing

procurement of professional services. Accordingly, Lewis and Clark County reserves the right to reject any and all proposals deemed unqualified, unsatisfactory, or inappropriate.

Contractual Terms and Conditions

The selected vendor agrees to accept and execute the County's professional services agreement. Lewis and Clark County reserves the right to require the vendor to execute such further documents, contracts, agreements, or forms as may be reasonably necessary to express the intentions of the parties, or which may be recommended by the County Attorney's Office.

The vendor shall maintain general liability insurance in the amount of one million dollars (\$1,000,000.00) per occurrence (minimum) and two million dollars (\$2,000,000.00) aggregate and shall also maintain workers' compensation insurance. Both general liability and workers' compensation insurance must be from an insurance carrier licensed to do business in the State of Montana. The vendor agrees to furnish proof of insurance to the County prior to commencing work. The County must be listed as additionally insured on the general liability insurance certificate. Insurance certificates will be provided to the County at the time a contract is executed.

All reports, information, data, and other materials prepared by the selected offeror pursuant to shall become the property of Lewis and Clark County which has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any reuse without written verification or adaptation by the selected offeror for the specific purpose intended will be at Lewis and Clark County's sole risk and without liability or legal exposure to the selected offeror. No material produced in whole or in part under an agreement resulting from this solicitation may be copyrighted or patented in the United States or in any other country without the prior written approval of Lewis and Clark County.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, Lewis and Clark County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all proposals deemed unqualified, unsatisfactory, or inappropriate.

Standard Terms and Conditions

By submitting a response to this Request for Proposal, the offeror agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation.

1. Authority

This Request for Proposals (RFP) is issued under the authority of the Lewis and Clark County Purchasing Policy. The RFP process is a procurement option which allows the award to be based on evaluation criteria in addition to cost. The relative importance of

all evaluation criteria is found herein and only the evaluation criteria outlined in the RFP will be used. Lewis and Clark County (herein, the "County") reserves the right to accept or reject any or all proposals, wholly or in part, and to make awards in any manner deemed in the best interest of the County.

2. Competition

Lewis and Clark County encourages free and open competition among offerors to obtain quality, cost-effective services and products. Whenever possible, specifications, invitations, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the County's needs and accomplishment of a sound economical operation.

The offeror's submission of a proposal guarantees that the prices quoted have been established without collusion with other eligible offerors and without effort to preclude Lewis and Clark County from obtaining the lowest possible competitive price.

Prior to the award of the contract, proposals may be held by Lewis and Clark County for a period not to exceed 90 days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the offerors.

3. Public Inspection of Proposals

All information received in response to this RFP, including copyrighted material, is deemed public information and with one exception will be available for public viewing and copying after the Notice of Intent to Award has been posted.

The public will not be able to view bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA. The purchasing officer will remove any such trade secrets from the RFP prior to public viewing.

4. Bona Fide Trade Secrets

Confidential information meeting the requirements of Title 30, Chapter 14, Part 4, MCA will be available for review only by the purchasing officer, the evaluation committee members, and limited other designees. Before the RFP is made available to the public, the purchasing officer will remove the confidential information if the following conditions are met:

- Confidential information is clearly marked and separated from the rest of the proposal;
- No confidential material is contained in the cost section; and
- An affidavit from the offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to the proposal.

The offeror shall pay all legal costs and fees associated with defending a claim for confidentiality if a "right to know" request is received from another party.

In order for an offeror to request that material be kept confidential, a notarized Affidavit for Trade Secret Confidentiality shall be provided by the offeror's attorney acknowledging that material included in a proposal is open to public inspection except for information that meets the provisions of Montana's Uniform Trade Secrets Act.

5. Classification of Proposals as Responsive or Non-responsive

All proposals will be classified as either "responsive" or "non-responsive." A proposal is considered "responsive" if it conforms in all material respects to the requirements of the RFP. A proposal may be found non-responsive if:

- Required information is not provided;
- The cost proposal is excessive or inadequate as measured by criteria stated in the RFP;
- The proposal does not conform to the specifications described and required in the RFP.

If a proposal is found to be non-responsive, it will receive no further consideration.

6. Determination of Offeror Responsibility

The purchasing officer and/or the selection committee will decide whether an offeror has met the standards of responsibility based on the requirements of the RFP. Factors used to determine the responsibility may include whether the offeror has:

- The appropriate financial, material, equipment, or human resources to meet all contractual requirements;
- A satisfactory record of integrity;
- The legal ability to contract with the County;
- Provided all information requested for use in the determination of responsibility; and
- A satisfactory record of past performance.

An offeror may be deemed "non-responsible" at any time during the procurement process if information surfaces to support such a determination.

7. Evaluation of Proposals and Offeror Interviews/Product Demonstration

The remaining proposals will be scored according to the evaluation criteria stated herein. The selection committee may ask finalists to appear for interviews or product demonstrations or to provide written responses to items requiring clarification. Any costs associated with interviews or product demonstrations are the sole responsibility of the offeror.

8. County's Right to Investigate and Reject

Lewis and Clark County may make such investigations as are deemed necessary to determine the ability of the offeror to provide the product or services specified. The County reserves the right to reject any proposal if the evidence obtained fails to satisfy

the County that the offeror is properly qualified to perform the obligations of the contract. This includes the County's ability to reject a proposal based on negative references.

9. Offeror Selection and Contract Execution

After an evaluation of the offeror, interviews, and/or product demonstrations, the selection committee will recommend a contract award, which the purchasing officer will communicate to the offeror selected. If the offeror and the County cannot agree on the contract terms, the County may move to the next ranked offeror or cancel the RFP. The work described in the RFP may begin only after the contract is signed by all parties.

10. County's Rights Reserved

Submission of a proposal confers no rights upon any offeror and shall not obligate the County in any manner whatsoever. Lewis and Clark County reserves the right to make no award and to solicit additional proposals at a later date.

The RFP in no way constitutes a commitment by the County to award and execute a contract. If such actions are deemed in its best interests, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP; and/or
- If awarded, suspend contract execution or terminate the resulting contract if the County determines adequate funds are not available.

11. Nondiscrimination

In accordance with federal and state laws, the offeror agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, sex, or age with regard to, but not limited to, the following:

- Employment upgrading;
- Demotion or transfer;
- Recruitment or recruitment advertising;
- Lay-offs or terminations;
- Rates of pay or other forms of compensation;
- Selection for training; or
- Rendition of services.

Offerors and the awardee shall comply with all federal, state, and local laws, rules and regulations. Offerors and the awardee and any of the offerors' and the awardee's sub-grantees, contractors, subcontractors, successors, transferees, and assignees shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or

otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract or agreement.

It is further understood that any offeror who is in violation of this clause shall be barred forthwith from receiving awards of any purchase from Lewis and Clark County unless a satisfactory showing is made that discriminatory practices have ceased, and the recurrence of such acts is unlikely.

12. Cone of Silence

A cone of silence shall be established on all Lewis and Clark County competitive selection processes. The cone of silence prohibits any communication regarding a competitive solicitation between any offeror (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County official (elected or appointed), employee, selection committee member, or other persons authorized to act on behalf of the County other than the individual outlined as the point of contact in this solicitation.

The cone of silence shall be in effect from the time of advertisement until contract award. Violations of the cone of silence may be grounds for disqualification from the selection process. The cone of silence shall not apply to communications with the established point of contact in this solicitation or at any public proceeding or meeting.

The cone of silence shall terminate when the Board or a County employee authorized to act on behalf of the Board awards or approves the Contract, rejects all offers or responses, or otherwise takes action to end the selection process.

13. Protest Procedure

An offeror aggrieved in connection with the solicitation or award may protest in accordance with the procedure outlined in the Lewis and Clark County purchasing policy.

End of Request for Proposals



Appendix A: Mobile Unit Outreach Event Reporting Form

This form should be filled out after each off site outreach event. This form is for aggregate reporting for outreach events, not for individual patient reporting. Please fill out this form no longer than 15 days after each outreach event.

Name of the facility reporting *

Name of the person reporting *

First Name Last Name

Email of the person reporting *

example@example.com

Date of the outreach event *

Month Day Year

Was the LCPH Mobile Unit part of this event? *

Yes

No

Name of the location where the Mobile Unit departed from *

Name of the location where the event was held *

example, County Fair

Address of the Outreach Event

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Population served at the outreach event (check all that apply) *

MSM

PWID

High risk heterosexual

Other

Number of people served by AGE GROUP: (enter zero if no one was served in that age group)

People Served by Age Group

Children (0-12)

Adolescents (13-17)

Adults (18-64)

Elderly (65+)

Unknown

Number of people served by RACE. (enter zero if no one was served in that race group. If a person selects "More than one race" and also specifies the race categories i.e. White+Asian, only count this person once in the "More than one race" category, don't count this person in White and Asian race categories)

People Served by Race

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

More than one race

Unknown

Number of people served ETHNICITY. (enter zero if no one was served in that group)

People Served by Age Group

Hispanic or Latino

Not Hispanic or Latino

Unknown

Number of people served by service type and number of reactive tests at the outreach event. (Other services offered please detail in the notes column)

	Number of People Served	Number of Reactive Tests	Notes
Rapid HIV Test			
Rapid HIV/Syphilis Test			
Rapid Hep C Test			
Chlamydia/Gonorrhea			
Vaccine Administration			
Syringe Services			
Other 1:			

Other 2:

Other 3:

Number of people served by education type at the outreach event. (Other education provided please detail in the notes column)

	Number of People who Received Education	Notes
PrEP		
Mpox		
Vaccine		
Behavioral Health		
Substance Use		
Health care access		
Other 1:		
Other 2:		
Other 3:		

Number of people referred for PrEP at the outreach event? *

Type zero (0) if none given

Number of condoms distributed at the outreach event? *

Type zero (0) if none given