



County Of Siskiyou

Request for Proposals (RFP) RFP # BHS 24-02 – HHSA, Behavioral Health Division for Mobile Crisis Response Vehicle

Proposals may be emailed to:

Sarah Collard, Ph.D.
HHSA Director

County of Siskiyou, HHSA
1312 Fairlane, Suite A
Yreka, CA 96097

rfp_rfb_submissions@co.siskiyou.ca.us

Proposals Due by:
October 11th, 2023
5:00 PM PST

**County of Siskiyou
Request for Proposals
for Mobile Crisis Response Vehicle**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
9/26/2023	Release of Request for Proposals (RFP)
10/6/2023	Deadline to Submit Questions
10/11/2023	Submission of Proposals (electronic submittals preferred) due by 5:00 PM PST
10/12/2023	Review of Proposals
10/12/2023	Notification of Final Selection
10/17/2023	Purchase Order for Vehicle Approved
10/18/2023	Purchase Order for Vehicle Placed

1.0 Preface

In alignment with Siskiyou County Health and Human Services Agency- Behavioral Health Division's (SCBH) mission, vision, and values, the need for mobile mental health crisis services has been identified. In order to meet the community's needs, SCBH will offer crisis services via mobile clinic. The mobile clinic will facilitate community-wide access to urgent mental health care. SCPHD aims to reduce the overall burden of the medical system by utilizing a mobile clinic to administer behavioral health approaches and interventions.

2.0 Scope of Work

The successful Proposer shall be expected to provide a quote for a mobile crisis response vehicle for services equipped with the following items to include, but are not limited to:

1. Provide Title to one (1) class C Recreational Vehicle not to exceed 33' in length
2. Minimum of one wash station
3. Refrigerator
4. Graphic design and wrap
5. Storage shelving
6. Delivery to Siskiyou County Yard at 279 Sharps Road, Yreka, CA 96097
7. Ability to deliver the completed unit within 5 months of contract execution
8. Optional: enhanced connectivity solution

Proposers should feel free to include any other services or mobile clinic features not specified they deem necessary to achieve the goals of this Request for Proposal (RFP), and provide a transparent fee schedule outlining all costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should

negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery and/or electronic means (preferred method), as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Administration Building, 1312 Fairlane Road, Suite A, Yreka, CA 96097 on or before 5:00 PM of **10/11/2023** (ATTN: Sarah Collard, Ph.D., Director) Please note "RFP # BHS 24-02" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to Siskiyou County Administration Building, 1312 Fairlane Road, Suite A, Yreka, CA 96097 and postmarked by **10/11/2023**. Please note "RFP #BHS 24-02" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Sarah Collard, Ph.D., Director at rfp_rfb_submissions@co.siskiyou.ca.us and must be received by 5:00 PM of **10/11/2023**. Please include "RFP # BHS 24-02" in subject line.

Proposers are asked to direct all inquiries related to the project to Tara Ames by email tames@co.siskiyou.ca.us or by phone at 530-841-4160.

The County will provide the following to assist the selected entity:

- a. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- b. Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project or which is relevant for the project.
- c. Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- d. Advice on the project scope of work.
- e. Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

Exhibit "A" Blank Purchase Order



Siskiyou County
Purchase Order

PO Number: TBD

Attention:

BILL TO: Siskiyou Co. HHSa-Behavioral Health
2060 Campus Drive
Yreka, CA 96097

SHIP TO: Siskiyou Co. HHSa-Behavioral Health
2060 Campus Drive
Yreka, CA 96097

Dept. Phone:

Dept. Fax:

PO Date:

Terms: Net 30

Required Date:

Shipping:

Vendor Contact:

Vendor:

Vendor Phone:

Vendor
Address:

Vendor Email:

Comments: Purchase 33' Mobile Crisis Response vehicle as equipped in response to RFP BHS - 02

Product Description	Part Number	Quantity	Unit Price	Extended Price
Mobile Crisis Response vehicle				
Vendor Quote Attached:			Subtotal	
<input type="checkbox"/> Yes <input type="checkbox"/> No			Tax	
			Total	

Department Authorization	Date	Budget Account Codes
		For Auditor Use Only
* Information Technology Approval (Needed for Computer-Related Purchases Only)	Date	
	Date	
Auditor Approval	Date	
	Date	
CAO/Purchasing Agent Approval	Date	