**COUNTY OF ALAMEDA**

**HEALTH CARE SERVICES AGENCY (HCSA)**

**ADDENDUM No. 1**

**to
RFP No. HCSA-900522**

**for**

**COVID-19 LAB PROCESSING SERVICES**

**Specification Clarification/Modification**

**Notice to Bidders**

This County of Alameda, HCSA Addendum has been electronically issued to potential bidders via e-mail based on the bidders conference sign-in sheets or from other sources. This Addendum will also be posted on the General Services Agency (GSA) Contracting Opportunities website located at <https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp>

**The following Sections have been modified to read as shown below.** Changes made to the original RFP document are in **bold** print and highlighted, and deletions made have a ~~strike through~~.

Page 5 of the RFP, Section I. A. STATEMENT OF WORK, INTENT, is hereby modified as follows:

1. **STATEMENT OF WORK**

## INTENT

It is the intent of these specifications, terms and conditions to describe **COVID-19** **laboratory** **processing services** being requested by Health Care Services Agency’s (HCSA) Alameda County Public Health Department (ACPHD) to provide COVID-19 lab services for Alameda County residents.

Alameda County seeks to contract with a **qualified laboratory (ies) (lab(s))** to provide COVID-19 laboratory services for both diagnostic and surveillance testing to Alameda County Public Health Department (ACPHD) COVID-19 testing contractors, such as Community-Based Organizations (CBOs), Community Health Centers (CHCs) and/or Federally Qualified Health Centers (FQHCs) **(see definitions below)** that serve communities, including those who have limited English proficiency, lack of access to technology or phones or stable address, low literacy, and/or other access barriers to their COVID-19 testing results.

Under this Request for Proposal (RFP), the County intends to award an initial 3-month contract(s) for the approximate term of April 1, 2022-June 30, 2022 (with an option to renew or extend up to **an additional** 57 months) to the Bidder(s) selected as the most responsible Bidder(s) whose response(s) conform(s) to the RFP and meets the County’s requirements.

Page 6 of the RFP, Section I. B. STATEMENT OF WORK, BACKGROUND, is hereby modified as follows:

1. **STATEMENT OF WORK**

## BACKGROUND

Providing free and accessible COVID-19 testing in Alameda County is key to addressing health disparities resulting from the pandemic as well as implementing a safe reopening plan. Availability of COVID-19 testing is critical for monitoring community transmission and addressing outbreaks and surges. The County is committed to ensuring equitable access to testing for all residents with a focus on those most impacted by COVID-19, and to achieving an indicator and surveillance goal to conduct at least 4,000 tests per day.

The County contracts with COVID-19 testing vendors to provide free, accessible, and low barrier testing to the public in areas of the County identified as “priority.” “Priority” is defined as communities/areas where testing gaps and high positivity rates persist, and the impacts of COVID-19 are disproportionately higher than the rest of the County. The County partners with community testing providers such as CBO’s, CHCs, and FQHCs that have demonstrated cultural competency and a commitment to the Medi-Cal, HealthPAC, low-income, and uninsured communities; and are trusted by the communities they serve. These community testing services take place in a variety of settings, including but not limited to the following.

1. Stationary community testing sites;
2. Mobile testing sites (including mobile pop-up testing sites);
3. Mobile/response testing in congregate living and working facilities, such as Long-Term Care Facilities (LTCFs); and
4. Surveillance testing to monitor for a community- or population-level occurrence, including tracking of genomic sequences and variants.

**A Community Based Organization (CBO) is** **any agency or organization that provides services to the community. For example, CBOs include non-profits (501-c3) providing direct participant services to residents of Alameda County. A Community Health Center (CHC) is a community-driven, non-profit clinic located in medically underserved areas or serving populations that are medically underserved. A Federally Qualified Health Center (FQHC) is a reimbursement designation from the Bureau of Primary Health Care and the Centers for Medicare and Medicaid Services of the United States Department of Health and Human Services. This designation is significant for several health programs funded under the Health Center Consolidation Act. An FQHC is a community-based organization that provides comprehensive primary care and preventive care, including health, oral, and mental health/substance abuse services.**

Through this RFP, the County seeks laboratory services from a lab(s) to process **approximately 50-500** molecular COVID-19 tests **per day** conducted by testing providers on behalf of the County. **The number of tests the lab may process per day may fluctuate by week/month depending on varied testing needs and future surges. During surges, the lab(s) must be able to accommodate approximately 1,000 molecular COVID-19 tests per day without significant impact to workflow and timelines.** Lab(s) must be able to provide COVID-19 lab processing services, as well as registration and result portal and alternative mechanisms that can meet the needs of low barrier testing, as well as receive results/information, and meet the accessibility needs of prioritized communities.

**Awarded Bidder(s) will be expected to provide test collection kits and all required materials to administer tests, process the testing sample, and send the test results to the individual tested, as well as report results back to ACPHD Testing Team, ACPHD COVID Division, ACPHD Laboratory, and/or the ACPHD- designated facility or testing vendor that submitted the tests. Awarded Bidder (s) must also provide registration and results platform, test accessibility, and test registration/results information in accessible ways to individuals tested who may have limited English proficiency, lack of access to technology or phones, low literacy, and/or other access barriers.**

Page 6 of the RFP, Section I. C. STATEMENT OF WORK, SCOPE, is hereby modified as follows:

1. **STATEMENT OF WORK**

C. SCOPE

The Awarded Bidder(s) shall provide Alameda County Health Care Services Agency with COVID-19 lab processing services as outlined below:

1. Provide molecular lab processing services for **approximately 50-500** COVID-19 molecular tests (non-point of care) **per day** submitted by ACPHD’s Laboratory, ACPHD-designated facilities, and/or County contracted testing vendors at costs not-to --exceed the contracted allocation, including provision of test collection kits and all required materials to administer tests, transportation medium and courier fees as necessary~~;~~**. The number of tests the Awarded Bidder(s) may process per day may fluctuate by week/month depending on varied testing needs and future surges. During surges, the Awarded Bidder(s) must be able to accommodate approximately 1,000 molecular COVID-19 tests per day without significant impact to workflow and timelines.**
2. Provide registration and results platform, test accessibility, and test registration/results information in accessible ways ~~for~~ **to individuals tested** ~~communities~~ who may have limited English proficiency, lack of access to technology or phones, low literacy, and/or other access barriers;
3. Provide test results with a turnaround time that provides results within 24-48 hours and does not exceed 72 hours from collection of the testing sample. Lab will receive testing samples conducted by County COVID- 19 testing contractors via courier or other transportation;
4. Be a licensed laboratory that can conduct COVID-19 molecular testing and is certified by the California State Laboratory Field Services (LFS) and Clinical Laboratory Improvement Amendments (CLIA), Medicare & Medicaid Services (CMS) and maintain this capability and certification throughout the contract term;
5. Report results back to the **individuals tested,** ACPHD Testing Team, ACPHD COVID Division, ACPHD’s Laboratory and/or the ACPHD-designated facility or testing vendor that submitted the tests;

Page 15 of the RFP, Section III.H COUNTY PROCEDURES, TERMS AND CONDITIONS, evaluation criteria/selection committee is hereby modified as follows:

**III. COUNTY PROCEDURES, TERMS AND CONDITIONS**

## EVALUATION CRITERIA / SELECTION COMMITTEE

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis will be evaluated by a County Selection Committee (CSC).  The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in COVID-19 lab processing services. The CSC will score and recommend contractors in accordance with the evaluation criteria set forth in this RFP.  Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

All contact during the evaluation phase shall be through the Health Care Services Agency’s Special Projects Office. Bidder(s) shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder(s) to contact and/or influence members of the CSC may result in disqualification of Bidder.

The CSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidder(s) should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County’s requirements as set forth in this RFP.

As a result of this RFP, the County intends to award contract(s) to the responsible Bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award contract(s) to the Bidder(s) that propose(s) the County the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced response.

The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the goods and/or services being solicited.

Each of the Evaluation Criteria below will be used in ranking and determining the quality of Bidders’ proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total.

The zero to five-point scale range is defined as follows:

|  |  |  |
| --- | --- | --- |
| 0 | Not Acceptable | Non-responsive, fails to meet RFP specification. The approach has no probability of success. If the unmet specification is a mandatory requirement, this score may result in disqualification of proposal. |
| 1 | Poor | Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP. |
| 2 | Fair | Has a reasonable probability of success, however, some objectives may not be met. |
| 3 | Average | Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.  |
| 4 | Above Average / Good | Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations. |
| 5 | Excellent / Exceptional | Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification. |

The Evaluation Criteria and their respective weights are as follows:

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Completeness of Response:**Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process. | Pass/Fail |
|  | **Debarment and Suspension:**Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at [www.sam.gov/SAM/](https://www.sam.gov/SAM/). | Pass/Fail |
|  | **Description of Relevant Experience:**Proposals will be evaluated against the RFP specifications and the questions below:1. Does the Bidder have the desired relevant experience to conduct the scope of work outlined in this RFP?
 | 35 points |
|  | **Description of Proposed Services:**Proposals will be evaluated against the RFP specifications and the questions below:1. Does the Bidder sufficiently demonstrate the ability to provide test results with a turnaround time to provide results within 24-48 hours and does not exceed 72 hours from collection of the testing sample?
2. To what extent does the Bidder demonstrate the capacity to process **approximately 50-500** ~~a minimum number of~~ tests per day, **and during surges, capacity to process approximately 1,000 molecular COVID-19 tests per day without significant impact to workflow and timelines,** that aligns with the County’s scope of work as outlined in this RFP?
3. To what extent does the Bidder describe the ability to utilize a technological platform and/or other mechanisms to communicate test registration/results information to communities that may have limited English proficiency, lack of access to technology, phones or stable addresses, or other access barriers?
4. Does the Bidder sufficiently describe how the Bidder will ensure quality services and ideal turnaround times during high testing demands and surge conditions?
5. Does the Bidder’s implementation plan and schedule sufficiently describe start up requirements and anticipated challenges?
 | 25 Points |
|  | **Deliverables and Reports:**Proposals will be evaluated against the RFP specifications and the questions below:1. Does the Bidder have the suitable methods for data collection and data analysis?
2. Does the Bidder have the capacity to adhere to periodic reporting requirements from HHS (listed in Sections E. Specific Requirements and F. Deliverables/Reports)?
3. Does the proposal sufficiently describe:
4. A communication plan that will transmit test results and reports to state, local and Alameda County Testing Providers?
5. A plan to incorporate feedback from ACPHD and Affiliated Testing Providers for quality assurance and continuous improvement?
 | 10 Points |
|  | **Cost and Budget Narrative:**The points for Cost will be computed by dividing the amount of the lowest responsive bid received by each Bidder’s total proposed cost.While not reflected in the Cost evaluation points, an evaluation may also be made of:1. Reasonableness (i.e., does the proposed pricing accurately reflect the Bidder’s effort to meet requirements and objectives?);
2. Realism (i.e., is the proposed cost appropriate to the nature of the products and/or services to be provided?); and
3. Affordability (i.e., the ability of the County to finance the services)

Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford. | 20 Points |
|  | **References (See Exhibit A – Bid Response Packet)**  | 10 Points |

Page 20 of the RFP, Section III. L. COUNTY PROCEDURES, TERMS AND CONDITIONS, TERM / TERMINATION / RENEWAL, is hereby modified as follows:

1. **COUNTY PROCEDURES, TERMS AND CONDITIONS**

## TERM / TERMINATION / RENEWAL

* + 1. The term of the contract, which may be awarded pursuant to this RFP, will be initially 3 months with an option to renew or extend up to an additional 57 months.
		2. The County has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor’s work, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. The County may terminate the contract at any time without written notice upon a material breach of contract and substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor.  In the event of such termination with or without cause, the County reserves the right to invite the next highest ranked Bidder to enter into a contract or re-bid the project if it is determined to be in its best interest to do so.
		3. The County may, at its sole option, terminate any contract that may be awarded as a result of this RFP at the end of any County Fiscal Year, for reason of non‑appropriation of funds. In such event, the County will give Contractor at least 30 days written notice that such function will not be funded for the next fiscal period. In such event, the County will return any associated equipment to the Contractor in good working order, reasonable wear and tear excepted.
		4. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended **up to an additional 57 months** ~~for additional 12-month term(s)~~ at agreed prices with all other terms and conditions remaining the same.

Page 7 of the Exhibit A, REQUIRED DOCUMENTATION AND SUBMITTALS, Description of the Proposed Services is hereby modified as follows:

1. **Description of the Proposed Services (1 single-spaced page)**: Bid response shall include a description of the proposed services requested in the Scope and Specific Requirements sections of this RFP as well as expected outcomes related to those services during the contract term. Bidder shall also describe:
2. Services in the bid response will meet or exceed the requirements of the County, including the Bidder’s ability to provide test results with a turnaround time that provides results within 24-48 hours and does not exceed 72 hours from collection of the testing sample;
3. ~~The~~ **~~minimum~~** ~~number of tests the~~ Bidder**’s** ~~has~~ capacity to process **approximately 50-500 tests** per day**, and during surges, capacity to process approximately 1,000 molecular COVID-19 tests per day without significant impact to workflow and timelines**;
4. The Bidder’s platform to communicate test registration/results information and guidance to communities that may have limited English proficiency, lack of access to technology, phones, stable address, or other access barriers;
5. Special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County;
6. Any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its response to this RFP;
7. A proposed plan how the Bidder intends to ensure quality services and ideal test to results turnaround times during high testing demands and surge conditions; and
8. An implementation plan and schedule. Briefly describe start up requirements and anticipated challenges.