



**ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY
PUBLIC HEALTH DEPARTMENT**

Division of Communicable Disease Control and Prevention

1000 Broadway, 5th Floor
Oakland, Ca 94607

Colleen Chawla, Director
Kimi Watkins-Tartt, Director

Erica Pan, MD, MPH, Director
Interim County Health Officer
(510) 267-3200
Fax (510) 268-2140

**COUNTY OF ALAMEDA
REQUEST FOR PROPOSAL NO. 091719
for**

ABAHO PHN Training

RESPONSES DUE by 2:00 p.m. on September 30, 2019

Contact Information

Yen Yen Cao

Email: YenYen.Cao@acgov.org

Phone: 510-268-2554

Alameda County Health Care Services Agency
Public Health Systems Preparedness and Response (PHSPR)
Division of Communicable Disease Control & Prevention
1000 Broadway, 5th Floor, Oakland, CA 94607

Contents

I. Statement of Work	3
A. Background.....	3
B. Intent	4
C. Scope of Work	4
D. Bidder Qualifications & Requirements.....	4
E. Deliverables	5
Draft PHN Training Agenda SAMPLE	5
II. Instructions to Bidders & Submission Requirements	7
A. Instructions.....	7
B. Submission Requirements and Format:	7
Section 1: Cover Letter	7
Section 2: Qualifications and Experience	7
Section 3: Proposed Approach	7
Section 4: Timeline	7
Section 5: Pricing and Cost	7
Section 6: References	8
III. Changes/Modifications.....	8
EXHIBIT A	1
EXHIBIT B	1
EXHIBIT C	1

I. Statement of Work

The Association of Bay Area Health Officials (ABAHO) is a regional network of 13 local health jurisdictions in the San Francisco Bay Area. Since the early 1980's, the ABAHO network has brought together representatives from Bay Area health departments to address issues ranging from the emergence of the HIV/AIDS epidemic to pandemic influenza preparedness. Utilizing the health officials committee and a public health preparedness subcommittee (ABAHO PHP), the ABAHO network leverages the expertise and resources of local health departments to advance regional public health and promote communication and collaboration among neighboring counties.

Alameda County Public Health Department, Public Health Systems Preparedness and Response (PHSPR) Section will serve as the fiscal agent of this RFP and will assume the knowledge and responsibility for oversight. PHSPR's mission is to build resilient communities in partnership through education, preparedness, response, and recovery from public health emergencies - including infectious disease outbreaks, natural disasters, and terrorism.

1. Calendar of Events

RFP Date:	September 17, 2019
Proposals Due:	September 30, 2019
Announcement Date:	October 7, 2019
Contract Start Date:	December 1, 2019
End of Contract:	May 31, 2020

2. Contact

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 2:00 p.m. on September 20, 2019 to YenYen.Cao@acgov.org

Yen Yen Cao
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Email: YenYen.Cao@acgov.org

A. Background

Recent massive wildfires in the Bay Area – including Napa, Lake, Sonoma, and Solano counties – have allowed regional preparedness and response systems to share best- practices and identify gaps. ABAHO PHP recognizes the importance of addressing the medical and behavioral needs of the sheltered population, including children. During a sheltering incident, many individuals may arrive at shelters with little to no notice, and without medications, durable medical equipment, and/or care taking personnel. Some shelter residents become injured or sick as a result of the incident, others may arrive at general population shelters with pre-existing health

conditions, or it is possible for both instances to occur. Therefore, each of these unique medical needs must be addressed.

B. Intent

This RFP seeks the submission of proposals to provide services from any and all interested and qualified proposers. ABAHO PHP, by way of this RFP, seeks to obtain the listed services in a manner that entails the highest quality of service, offers regional value, and provides value to the citizens of the San Francisco Bay Area. Proposers must show that they are capable of the services requested, and this may be determined through the bidder's demonstrated competency and experience in delivering services of similar scope and type. The local availability of the bidder's personnel and equipment resources will also be considered, in addition to any other relevant evidence that demonstrates capability. It is the intent of these specifications, terms and conditions to describe the ABAHO Public Health Nursing (PHN) Training.

This Request for Proposals (RFP) seeks a vendor(s) to coordinate and develop courses training materials and train the trainer materials for Public Health Nurses to support the Medical Health needs of General Population Shelters. The trainings sought under this engagement shall be short courses (i.e. 1 half day and 2-3 full day courses).

The County intends to award a six-month contract to the bidder(s) selected as the most qualified bidder(s) whose response conforms to the RFP and meets the County's requirements. The target start date and term for the proposed services is December 1, 2020 to May 31, 2020, subject to negotiation of a final agreement. The maximum funding available for this planning project is \$40,000.

C. Scope of Work

Prospective contractors will coordinate and lead the development of the ABAHO PHN training. The contractor will work with ABAHO PHP members and other stakeholders to create materials to support efforts of PHNs in general population shelter with medical and health concerns. The contractor will lead all planning development, workshops and meetings as well as other associated activities. The successful completion of these products will require compliance with and a thorough understanding of Incident Command System, Standardized Emergency Management System, National Incident Management System.

D. Bidder Qualifications & Requirements

1. Bidder Minimum Qualifications

- i. Regularly and continuously engaged in the business of providing consulting services in the area of medical and health emergency preparedness and response.
- ii. Able to provide references from at least three governmental, non-profit or private sector entities from within the State of California or nationwide, who have contracted with bidder to provide a scope of work similar to Alameda County's. This experience shall be from within two years and will be verified through reference checks.
- iii. Possess all permits, licenses and professional credentials necessary to supply product and perform services as specified in the document.
- iv. Strong ability to engage stakeholders and facilitate and foster relationships.
- v. Strong coordination and group collaboration experience.
- vi. Strong organizational and project management skills.

2. Specific Requirements

- i. Bidder has completed Incident Command System, Standardized Emergency Management System, and National Incident Management System Trainings.
- ii. Bidder has at least 3 years of experience in public health and medical-health emergency response plan writing and development, design, and implementation.
- iii. Bidder has staff with subject matter expertise in medical triage and writing medical protocol and standing doctor's orders for nurses.

E. Deliverables

The contractor(s) will be responsible for participating in ABAHO PHP led planning activities as needed (e.g. meetings, conferences, workshops) to allow for maximum efficiency in planning, and leading activities related to the project to include, but not limited to providing a training that entails:

1. Training Content

- i. Three, 8-hour Shelter Basics Refresher courses for 30-40 Public Health Nurses. (Target audience: PHNs, Medical Reserve Corp volunteers, and other medical support staff working in shelters).
- ii. One, 4-hour skills-based training for Public Health Nurses. (Target audience: PHNs, Medical Reserve Corp volunteers, and other medical support staff working in shelters).

2. Training Delivery

Training services can be offered in a classroom setting with an instructor led training format. The use of blended learning tools in the training, such as online or web-based resources is encouraged.

3. Curriculum

Bidders should review the training content in the [Draft PHN Training Agenda Sample](#). The curriculum recommendations are based on past shelter trainings provided by local health departments and based on real life experiences of those deployed to shelters. The ABAHO PHP members will approve the final PHN training curriculum.

4. Location

Class space will be hosted by the Bay Area Health Departments based on availability, demand and resources.

5. Train the Trainer Materials

The County seeks Train the Trainer training material to standardize the training across multiple counties. Bidder should ensure that no copyright permissions are violated. These Materials should include:

- i. Content related to the medical health care of individuals in general population shelters.
- ii. All documents, forms, and materials on a 5 USB flash drives and 5 printed hard copies. The documents include PowerPoint Presentation with instructor notes, facilitation guide, handouts, agenda/outlines, binders, supply list, flyers, evaluation forms etc.
- iii. A competency skills check list to use as an assessment and evaluation tool.
- iv. A training plan for a skills lab to reinforce didactic training.
- v. List of sources and references used to develop training materials.

Draft PHN Training Agenda SAMPLE

	Topic	Estimated Time
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0800	<ul style="list-style-type: none"> • Introduction and Overview • Emergency Management Overview of ICS/ NIMS/ SEMS • Documentation ICS 214 	45 minutes
0845	<ul style="list-style-type: none"> • Triage <ul style="list-style-type: none"> ○ Emergency Severity Index ○ Case Studies ○ General Population ○ Isolation ○ Transportation 	90 minutes
1015	<ul style="list-style-type: none"> • Focused Systems Assessment <ul style="list-style-type: none"> ○ Respiratory ○ Cardiac ○ Neuro ○ Muscular/ Skeletal ○ Abdominal ○ Urinary 	75 minutes
1130	Lunch	30 minutes
1200	<ul style="list-style-type: none"> • Wound Care <ul style="list-style-type: none"> ○ Splinting ○ Bleeding Control 	30 minutes
1230	<ul style="list-style-type: none"> • Equipment & Supplies <ul style="list-style-type: none"> ○ Rescue inhaler, oxygen tanks, oxygen concentrator, glucometer, epi pens, durable medical equipment, spacers, diabetic supplies, rescue inhalers 	30 minutes
1300	<ul style="list-style-type: none"> • Basic Pharmacology • Medication refills, methadone. substance abuse, pediatric dosing 	45 minutes
1345	<ul style="list-style-type: none"> • Responder Safety <ul style="list-style-type: none"> ○ PPE ○ Infection Control ○ Infectious Disease ○ Isolation ○ Shelter Surveillance 	60 minutes
1445	Break	10 minutes
1500	<ul style="list-style-type: none"> • AFN Needs • Pediatric • DNR • Case Studies 	45 minutes
1545	<ul style="list-style-type: none"> • Demobilization, Resources • Case Management 	30 minutes
1615	<ul style="list-style-type: none"> • Evaluation 	15 minutes
1630	Adjourn	

II. Instructions to Bidders & Submission Requirements

Alameda County Public Health is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through Zerlyn Ladua, Director of the Public Health Systems Preparedness and Response Section.

The evaluation phase of the competitive process shall begin upon receipt of bids via email until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by Bidder to contact evaluators may result in disqualification of bidder. All costs required for the preparation and submission of a bid shall be borne by Bidder.

A. Instructions

- i. All proposals should be typewritten and have consecutively numbered pages, including exhibits, charts, or other attachments.
- ii. Submit one (1) complete electronic copy (PDF, Microsoft word, etc.) version of your proposal by email to Yen Yen Cao, YenYen.Cao@acgov.org
- iii. Enter "ABAHO PHN Training Proposal RFP" in the subject line.
- iv. All proposals must be received by e-mail no later than 2:00 p.m. on September 30, 2019.
- v. Proposals received late will not be considered for the proposed services unless doing so is deemed to be in the best interest of the County, as determined in the sole discretion of ACPHD.

B. Submission Requirements and Format:

Section 1: Cover Letter

- i. Provide a one-page cover letter on your letterhead which includes the addresses, telephone and fax numbers, and email address of the contact person(s).
- ii. Indicate who is authorized to represent the proposer in negotiations.

Section 2: Qualifications and Experience

- i. Provide a statement of qualifications for your organization.
- ii. Submit references, a description of your applicable qualifications and experience, resume(s) of key project staff and any other documents you feel will help in the evaluation of your qualifications to provide the services requested.

Section 3: Proposed Approach

- i. Provide detailed description of the proposed approach and work plan and how the services required in the Scope of Work will be provided and completed, deliverables, and your role. Note any changes, additions or deletions to the requested scope of work.
- ii. List any items that you cannot provide that have been outlined in the Scope of Work and related requirements.

Section 4: Timeline

- i. Provide a proposed timeline that includes dates and major milestones needed to successfully complete the deliverables.
- ii. Include key staff responsible for each milestone/deliverable as appropriate.

Section 5: Pricing and Cost

- i. Provide a detailed description of estimated hours, hourly rate, and costs by task associated with providing the requested deliverables.

Section 6: References

- i. List at least three business references for which you provided similar services. Include contact names and phone numbers for all references provided.

III. Changes/Modifications

Any changes or modifications to proposals will be agreed upon by all parties involved via email, in person or by telephone with a final confirmation distributed and signed by all parties involved.

Proposals shall be inclusive of all preparation, transportation, incidentals, and related internal costs for all staff participating. Additional services will be negotiated separately as needed.

EXHIBIT A

PUBLIC RECORDS ACT

RFP 091719– ABAHO PHN Training

- A. Per the Public Records Act, County will make available to the public the SOQ, all correspondence and written questions submitted during the bid period, all bid submittals opened in accordance with the procedures and all subsequent bid evaluation information. Except as otherwise provided by law, the County will not disclose trade secrets or proprietary financial information submitted in response to the Request for Proposal (including but not limited to the SOQ). Any such trade secrets or proprietary financial information, which a Bidder believes should be exempted from disclosure, shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections shall not be permitted and shall be invalid. The specific information must be clearly identified as such.

- B. Upon a request for records regarding the Bidder's bid, the County will immediately notify the Bidder involved and specify a time when the records will be made available for inspection. If the Bidder, in a timely manner, identifies any "proprietary, trade secret, or confidential commercial or financial" information which the Bidder determines is not subject to public disclosure, the Bidder will be required to fully defend, in all forums, the County's refusal to produce such information, and to the fullest extent permitted by law, to indemnify the County against any and all losses, damages, expenses or liabilities (including, without means of limitation, the attorney's fees and costs of parties for the request for records action or proceeding) resulting from any and all judgments or awards in any such action or proceeding, or the settlement of any claim in any such action or proceeding, relating to or arising out of the County's failure to produce such information; otherwise, the County will make such information available to the extent required by applicable law.

- C. Information disclosed in the SOQs and the attendant submittals are the property of the County unless the Submitter makes specific reference to data that is considered proprietary. Subject to the requirements in the Public Records Act, reasonable efforts will be made to prevent the disclosure of information except on a need-to-know basis during the evaluation process.

EXHIBIT B

ALAMEDA COUNTY RFP For REQUEST FOR PREFERENCE For LOCAL PRODUCTS AND VENDORS

IF YOU WOULD LIKE TO REQUEST THE LOCAL PREFERENCE COMPLETE THIS FORM AND RETURN IT WITH YOUR BID

A five-percent (5%) preference shall be granted to Alameda County products or vendors on all sealed bids on contracts except with respect to those contracts which State law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices or distribution points located in and having a street address within the County and which holds a valid business license issued by the County or a city with the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County.

Company Name:

Street Address:

Telephone Number:

Business License Number:

The Undersigned declares that the foregoing information is true and correct:

Print/Type Name:

Title:

Signature:

Date:

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by submission of a proposal the bidder agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit B – Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP:

*** SEE NEXT PAGE FOR COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS ***

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability; Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D	Professional Liability/Errors & Omissions Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
E	<u>Endorsements and Conditions:</u> <ol style="list-style-type: none"> ADDITIONAL INSURED: ALL INSURANCE REQUIRED ABOVE WITH THE EXCEPTION OF PROFESSIONAL LIABILITY, PERSONAL AUTOMOBILE LIABILITY, WORKERS' COMPENSATION AND EMPLOYERS LIABILITY, SHALL BE ENDORSED TO NAME AS ADDITIONAL INSURED: COUNTY OF ALAMEDA, ITS BOARD OF SUPERVISORS, THE INDIVIDUAL MEMBERS THEREOF, AND ALL COUNTY OFFICERS, AGENTS, EMPLOYEES AND REPRESENTATIVES. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall provided by any one of the following methods: <ul style="list-style-type: none"> Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies. Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured. CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The require certificate(s) and endorsements must be sent to: 	

Certificate C-2C