



FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

RFP NO. NC-2023-02

DESIGN AND BUILD MOBILE BEHAVIORAL HEALTH VANS (4)

Issued: April 21, 2023

Fresno County Office of Education
1111 Van Ness Avenue
Fresno, CA 93721

TABLE OF CONTENTS

**RFP NO. NC-2023-02
DESIGN AND BUILD MOBILE BEHAVIORAL HEALTH VANS (4)**

Notice Inviting Proposals

Instructions to Bidders

“Proposal Response Forms” shall mean the following:

1. Proposal Form
2. Questionnaire
3. Non-Collusion Affidavit
4. Iran Contracting Act Certification
5. Mobile Behavioral Health Vans Design-Build Agreement

//

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
NOTICE INVITING PROPOSALS
RFP NO. NC-2023-02**

DESIGN AND BUILD MOBILE BEHAVIORAL HEALTH VANS (4)

Notice is hereby given that Fresno County Superintendent of Schools (“FCSS”) is soliciting proposals from interested companies to provide four (4) mobile mental behavioral health vans. Each proposal must conform and be responsive to this RFP and comply with the required proposal format.

The RFP is available via <https://www.fcoe.org/doing-business-with-fcss> or a hard copy can be provided at 1111 Van Ness Ave Fresno, CA 93721.

PROPOSALS ARE DUE: by May 12, 2023 at 3:00pm PST (“Submittal Deadline”). One hard copy proposal must be submitted in person or mail to:

**Fresno County Superintendent of Schools
ATTN: Tammy Frates
1111 Van Ness Ave.
Fresno, CA 93721**

An electronic copy must also be submitted to: tfrates@fcoe.org.

The time of the Submittal Deadline shall be determined by the clock of the monitor on the wall of the lobby of the main entrance of FCSS, located at 1111 Van Ness Ave., Fresno, CA 93721.

PRE-SUBMITTAL CONFERENCE. An **optional pre-submittal conference** to acquaint prospective respondents with the RFP Packet and applicable requirements will be held at **10:00 a.m. on May 3, 2023, at 10:00 a.m. via Zoom.** Vendors who wish to attend the conference must email tfrates@fcoe.org at least 24 hours before the conference for meeting instructions. Whether or not a respondent attends the conference, which may include dissemination of additional information, the respondent shall be deemed to have notice of all information disseminated at the conference.

RFP REQUIREMENTS: Proposals must be on FCSS forms included in this RFP. Proposals will not be opened publicly. FCSS reserves the right to reject any or all proposals, to waive any irregularities or informalities in the request for proposal or in the process. Please note: It is the responsibility of prospective vendors to check this website for addendums or corrections to the RFP prior to the Submittal Deadline.

AWARD REQUIREMENT: This RFP will be awarded to the qualified vendor whose proposal meets the evaluation criteria standards and will be most advantageous to FCSS with price and all other factors considered. The vendor shall be deemed as having been awarded a contract when FCSS executes a contract with the vendor according to the terms and conditions submitted to it for review.

CONTRACT AWARD: The purchase will be paid, in part or in whole, with federal funds and is subject to applicable federal and state laws, regulations, and requirements.

INSTRUCTIONS TO BIDDERS

RFP NO. NC-2023-02

DESIGN AND BUILD MOBILE BEHAVIORAL HEALTH VANS (4)

1. The objective of this Request for Qualifications (“**RFQ**”) is to identify and select the best value design-build vendor for the purchase of four (4) mobile behavioral health vans (“**Vans**”). Care Teams will use the Vans to serve students in need of behavioral health screening, prevention, and treatment services. Services will be targeted for students who are Medi-Cal beneficiaries, particularly those with transportation barriers. Care Teams will also target school district families by engaging in outreach and awareness building activities to combat stigma associated with mental health and normalize behavioral health screening, prevention, and treatment services.

1.1 **General Requirements.** FCSS intends to award the contract to the vendor who demonstrates the skills, experience, qualifications, proven performance, and maintenance support to perform the required services and who submits the response that contains the best combination of price, design proposed for the Vans, services to be provided, warranty, and overall thoroughness of proposal, and responsiveness to this RFP. In making its selection, FCSS reserves the right to take these factors and other factors and information as FCSS sees fit into account.

1.2 **Vehicle Requirements.** The Vans should be of the highest quality and durability to handle frequent, heavy use and extreme weather conditions.

- Vans must be a Class C vehicle.
- Vans must be a Ford Transit, or equivalent.
- Vans must have sufficient doors to accommodate flow of parents and patients.
- All areas and equipment must be able to accommodate regular use by individuals up to 350 pounds and 6’6” in height.

1.3 **Modifications.** Vans must be modified to contain at least the following equipment:

- Couch;
- 2 cube seats;
- Small table;
- Storage cabinet;
- A/C with attic fan;
- Generator;
- Carpeted interior;
- Outdoor awning.

1.4 **Warranty.** Vendors will be required to transfer and delivery to FCSS all of the manufacturer manuals and warranties. All improvements to the Vans must be performed without impacting the manufacturer’s warranties. Further, the vendor must provide warranty, including repair and/or replacement of defective parts (equipment and labor), for three years starting from the date FCSS accepts delivery of the Vans.

2. **PROCUREMENT AND IMPLEMENTATION SCHEDULE.** The following is the anticipated schedule of events for this RFP:

The following is the anticipated schedule of events:

| <u>Action</u> | <u>Date</u> |
|--|--------------------------|
| RFP Release Date | April 21, 2023 |
| Optional Pre-Submittal Conference | May 3, 2023, at 10:00 AM |
| Due Date for All Questions and Inquiries | May 5, 2023, at 3:00 PM |
| Submittal Deadline | May 12, 2023, at 3:00 PM |
| Interviews, if Applicable | May 19, 2023 |
| Finalize Proposal Evaluations | May 24, 2023 |
| Anticipated Award Date | May 31, 2023 |

The proposed dates shall be referred to as the RFP Procurement and Implementation Schedule.

3. **PROPOSAL.** To receive consideration, a proposal shall be made in accordance with the RFP, and the following instructions:

3.1 **PROPOSAL GUIDELINES.** When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in elimination from further consideration. Before submitting a proposal, the vendor shall be thoroughly familiar with all contract conditions referred to in this document and any addenda issued before the proposal submission date. It shall be the vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal Submittal Deadline.

3.2 **QUESTIONS.**

3.2.1 Should any vendor find discrepancies, omissions or ambiguities in this RFP, the vendor may request in writing an interpretation from the office of FCSS. Any changes, additions, deletions, or clarifications to this proposal package, including the general provisions and specifications, shall be made by written addendum to this RFP.

3.2.2 No telephone or fax questions will be accepted or considered. Vendors should refer to the specific RFP paragraph number and page and should quote the passage being questioned. All inquiries regarding this proposal must be written and should be e-mailed to tfrates@fcoe.org.

3.2.3 Any questions received by the Due Date for All Questions and Inquiries (see the Procurement and Implementation Schedule above) will be addressed in an addenda document that will be posted to our website <https://www.fcoe.org/doing-business-with-fcss>. Questions received after the Due Date for All Questions and Inquiries will not be considered.

3.2.4 FCSS shall not be required to respond to any request for interpretation, but any interpretation will be made by a written addendum to this RFP. Failure on the part of the prospective proposal responder to receive a written interpretation before the submission deadline will not be grounds for withdrawal of proposal. Vendor will acknowledge receipt of each addendum issued by stating so in its proposal.

3.2.5 The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information will be provided by FCSS.

Only questions answered by formal written addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.

3.3 SUBMISSION AND DEADLINE.

3.3.1 Two copies of the proposal shall be in a sealed envelope marked on the outside with the vendor's name and address, and the number and title of this RFP and be submitted to FCSS in accordance with, and before the deadline for submitting proposals stated in, the Notice Inviting Proposals. An electronic version of the proposal on a flash drive or other similar devices shall also be submitted.

3.3.2 Irrespective of how a vendor chooses to deliver its proposal and other required documents to FCSS, the vendor is responsible for ensuring that FCSS actually receives the vendor's proposal and documents at the location for submission of bids before the deadline for submitting bids, both of which are stated in the Notice Inviting Proposals. Proposals that, for any reason, FCSS does not actually receive at such location before the deadline for submitting proposals shall not be opened or considered, and will be returned to the proposal unopened.

3.4 PROPOSAL RESPONSE FORMS. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis. Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and labeled clearly. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

3.5.1 COVER LETTER. Each vendor shall submit a cover letter not to exceed two pages that contains the following information: (i) legal name and address of the company; (ii) legal form of the company; (iii) address and phone number of the office that will be primarily responsible for providing services for the proposal; (iv) business license number(s).

3.5.2 PROPOSAL FORM. Each proposal shall be made using the Proposal Form provided by FCSS. Any proposal that is not made on the Proposal Form shall be disregarded. All applicable taxes shall be included in each price. FCSS will pay only the sales and use taxes required by the State of California. Federal excise taxes are not applicable to FCSS because it is a public agency. The Proposal Form must state the vendor's full legal name and business address and be signed in accordance with the instructions on the Proposal Form. **Unsigned proposals will not be considered.**

3.5.3 QUESTIONNAIRE. Each vendor must complete the Questionnaire using the form included in this RFP. Vendor is required to sign and verify the Questionnaire under penalty of perjury.

3.5.4 NON-COLLUSION AFFIDAVIT. Each vendor must complete the Non-Collusion Affidavit using the form included in this RFP. Vendor is required to sign the affidavit under penalty of perjury.

- 3.5.5 IRAN CONTRACTING ACT CERTIFICATE. Each vendor must complete the Iran Contracting Act Certification using the form included in this RFP. Vendor is required to sign the certification under penalty of perjury.
- 3.5.6 EXPERIENCE SUMMARY. Each vendor must attach a summary of relevant experience, not to exceed five pages. The summary must provide the following information so that FCSS can evaluate the vendor's stability and ability to support the commitments set forth in response to this RFP. FCSS, at its option, may require a vendor to provide additional support or clarify requested information.
- (A) The vendor shall provide a description of how the vendor's experience and skills will meet the goals and fulfill the general functions identified in this RFP.
 - (B) A brief description of the vendor's size, experience and organization structure
 - (C) Any material indicative of the vendor's capabilities.
 - (D) If any of the following has occurred, please describe in detail: (i) termination or failure to complete a contract; (ii) debarment by any municipal, county, state, federal, or local agency; (iii) involvement in litigation, arbitration, or mediation; (iv) willful disregard for applicable rules, laws or regulations.
- 3.5.7 VEHICLE SUMMARY. Vendors must provide a summary of the proposed Vans, including technical capabilities, performance reliability, and warranty information. The summary may not exceed a total of ten pages.
- 3.5.8 AGREEMENT FORM. The Contract form is attached to this RFP Packet. Any respondent that desires to make any changes to the Contract form shall do so using a method to track changes and submit the proposed Agreement to FCSS at the same time as the respondent submits its RFP Response. After the Submittal Deadline, FCSS will not receive or consider from any respondent any exception, change, or reservation to the Contract form.
- 3.6 DOCUMENTATION AND ASSURANCE. Before the award of the Contract and at FCSS' request, vendors shall submit certification, documents, and written assurances that include, but are not limited to any additional information or documentation to explain or support the proposal. A vendor's failure or refusal to submit any clarification, information, or documentation requested by FCSS may result in FCSS' rejection of the proposal.
- 3.7 ADDENDA OR BULLETINS. Any addenda or bulletins issued by FCSS during the time of bidding shall be made a part of this RFP.
- 4. WITHDRAWAL OF PROPOSALS.** A vendor may withdraw its proposal by notifying FCSS of such withdrawal before the deadline for submitting proposals stated in the Notice Inviting Proposals. A successful vendor shall not be relieved of its proposal unless by FCSS' written consent or as required by applicable laws.
- 5. SCORING OF PROPOSALS AND AWARD OF CONTRACT.** FCSS will use a competitive process as set forth in this RFP to select the vendor it deems most advantageous based on the vendor's demonstrated competence, professional qualifications, cost, and strength of proposed

software solutions. If a vendor fails to meet expectations during any part of the process, FCSS reserves the right to proceed with the remaining vendors.

5.1 A team of FCSS personnel will be selected to score the proposals as follows:

| <u>CRITERIA</u> | <u>WEIGHT</u> | <u>TOTAL</u> |
|---|---------------|--------------|
| Responsiveness to the proposal specifications | Pass/Fail | N/A |
| Experience and references | 25 % | |
| Performance specifications of the proposed vans and ability to deliver timely | 25 % | |
| Total cost of the vans | 50 % | |
| <u>TOTAL</u> | 100% | |

5.2 INTERVIEW. FCSS at its discretion, may invite up to three (3) vendors to participate in interviews in order for FCSS to determine the most advantageous proposal.

5.3 NEGOTIATIONS. If FCSS elects to enter negotiations, the negotiations will be with the highest ranked proponent. If a mutually acceptable agreement cannot be reached, negotiations with that proponent will be formally closed and negotiations will be opened with the next best value proposal, and so on until an agreement is reached or FCSS cancels the process.

5.4 CANCEL AWARD OF CONTRACT. FCSS reserves the right, without any liability, to cancel the award of the Contract at any time before the full execution of the Contract between FCSS and the successful vendor.

6. COMPLIANCE WITH LAW. All vendors shall be required to comply with all applicable laws. Further, all vendors agree to comply with applicable Federal law, including but not limited to, Equal Employment Opportunity, Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements (37 CFR Part 401), Clean Air and Federal Water Pollution Acts, Debarment and Suspension, Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352), Surveillance Equipment Restrictions (2 CFR Section 200.216), Domestic Preferences (2 CFR Section 200.322), Procurement of Recovered Materials (2 CFR Section 200.323), Small and Minority Business Preferences (2 CFR Section 200.321), Federal Occupational Safety and Health Act (34 CFR 75.609), and Energy Conservation Compliance (34 CFR 75.616).

6.1 DEBARMENT AND SUSPENSION. By submitting its Proposal Form, each vendor represents that to the best of its knowledge and belief, that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) have not

within a three-year period preceding this application/proposal had one or more public transactions terminated for cause or default.

- 6.2 BUY AMERICAN. Vendor shall procure domestic materials and products as required by Federal law unless a limited exception applies.

PROPOSAL FORM
DESIGN AND BUILD MOBILE BEHAVIORAL HEALTH VANS (4)

From:

Name of Vendor: _____

Contact Person: _____ Title _____

Address: _____

Phone: _____ Email: _____

Dear Fresno County Superintendent of Schools (“**FCSS**”):

The above-named vendor hereby proposes and agrees, to design and build mobile behavioral health vans for FCSS to purchase as more fully set forth in the RFP. The vendor designates the above contact person and address as its office to which FCSS may deliver the notice of award of the Contract if the vendor is selected.

The vendor shall complete the information requested on this Proposal Form and the other Response Forms listed in the RFP and submit them to FCSS in accordance with the Instructions to Bidders. Failure to so complete and submit shall render the proposal non-responsive.

| Van # | Vehicle Make | Model | Price | Estimated Delivery Date |
|--------------|---------------------|--------------|--------------|--------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

ADDENDA. Circular letters, bulletins, addenda, and other documents issued during the RFP are included in this proposal and are a part of the Contract. The vendor acknowledges receipt of the following addenda:

Addendum No. ___ Date _____ Addendum No. ___ Date _____

Addendum No. ___ Date _____ Addendum No. ___ Date _____

The undersigned declares under penalty of perjury under the laws of the State of California and signs on behalf of the above-named vendor that the representations made in this Proposal Form and other Proposal Response Documents are true and correct.

Signature: _____ Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

NOTE: This proposal must contain the vendor's full legal name and business address. If the vendor is a partnership, this Proposal Form must be signed in the partnership's name and by a general partner authorized to bind the partnership, with the name and title of the person signing typed or printed below the signature. If vendor is a corporation, this Proposal Form must be signed in the corporation's legal name and by the chairman of the board, president or any vice president, *and* by the secretary, assistant secretary, the chief financial officer or assistant treasurer, with the name and title of each person signing typed or printed below the signature. All persons signing this Proposal Form must be authorized to bind the vendor. Upon FCSS' request, a vendor shall provide written evidence of each such person's authority.

//

QUESTIONNAIRE
DESIGN AND BUILD MOBILE BEHAVIORAL HEALTH VANS (4)

An electronic version of this form may be obtained by contacting the FCSS staff listed on the Notice Inviting Proposals.

IMPORTANT: THIS QUESTIONNAIRE IS PART OF THE PROPOSAL AND MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL FORM. PLEASE READ AND FOLLOW ALL INSTRUCTIONS AND COMPLETE CAREFULLY THIS QUESTIONNAIRE. Each vendor must answer all questions, fill in all blanks, and provide all required documentation. Any errors, omissions, or misrepresentation of information may be grounds to reject the proposal or to cancel any award of the Contract.

SECTION A: VENDOR INFORMATION AND CONTACT

1. Full legal name of vendor: []
2. Vendor’s federal tax identification number: []
3. Any DBA name(s): []
4. Business Address: []
5. Business Phone No.: []
6. Name and title of person completing this Questionnaire: []
7. Is vendor a corporation? Yes [] No [] If yes, list state of incorporation [] Date incorporated: []
8. Is vendor a partnership? Yes [] No [] If yes, list date of formation: [] State of formation: []
9. Is vendor a sole proprietorship? Yes [] No []
10. Is vendor or any of its owners, partners, or officers connected with other entities as a subsidiary, parent, holding company or affiliate? Yes [] No [] If yes, provide the following information:

| Name and Address of Entity | State of Formation/ Incorporation | Relation to Vendor (e.g., parent, subsidiary) | Lines of Business |
|----------------------------|-----------------------------------|---|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |

11. Has there been any change within the past five years, or are there any changes pending or anticipated, in the control of vendor (e.g., change in owners or management personnel, or acquisition or merger with another entity)? Yes [] No [] If yes, please explain: []

SECTION B: EXPERIENCE, PERFORMANCE, AND REFERENCE.

12. Describe vendor's business and operations within the last 10 years.

| City/State | Name of Business | Years in Business | Type of Business |
|------------|------------------|-------------------|------------------|
| | | | |
| | | | |
| | | | |

13. Describe vendor's experience designing and building mobile vans: | |

Number of years during which vendor has designed and built mobile vans: | |

14. Describe the team that will be responsible for administrating the Contract with FCSS and providing maintenance services to FCSS, including, at a minimum, the name, title, responsibility, and experience of each member of the team: | |

15. Please list contact information for at least five clients for whom vendor has provided similar services. Vendor hereby authorizes FCSS to contact such clients.

| <u>Agency Name</u> | <u>Name/Title of Contact Person</u> | <u>Phone No.</u> |
|--------------------|-------------------------------------|------------------|
| | | |

SECTION D: VERIFICATION. I, the undersigned, hereby certify and declare that I have read all of the answers to this Questionnaire and know their contents. The matters stated in such answers are true of my own knowledge and belief. I certify and declare under penalty of perjury under the laws of the State of California that the foregoing answers contained in this Questionnaire are true and correct.

Signature: _____

Dated: _____

Print Name: _____

Title: _____

//

NON-COLLUSION AFFIDAVIT

Name of Vendor: _____

The undersigned declares:

1. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham.
2. Vendor has not directly or indirectly induced or solicited any other vendor to put in a false or sham bid. Vendor has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposed price of vendor or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. Vendor has not, directly or indirectly, submitted its, his, or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.
- 4 I have full power to execute, and do execute, this Non-Collusion Affidavit on behalf of vendor and declare under penalty of perjury under the laws of the State of California that the statements contained herein are true and correct and that this Non-Collusion Affidavit is executed on the dated stated below.

Signature: _____ Date: _____

Print Name: _____

Title: _____

//

IRAN CONTRACTING ACT CERTIFICATION

INSTRUCTION: Vendor shall complete and submit this Iran Contracting Act Certification at the same time that vendor submits its proposal to Owner.

Name of Vendor: _____

The undersigned certifies that the above-named Vendor (*must mark one as applicable*):

___ Is not identified on a list created pursuant to Public Contract Code section 2203, subdivision (b) as a person engaging in investment activities in Iran described in Public Contract Code section 2202.5, subdivision (a) or as a person described in Public Contract code section 2202.5, subdivision (b), as applicable.

___ Has obtained an exemption from the certification requirement under the Iran Contracting Act (Public Contract Code § 2200 et seq.) and has attached hereto documentation of such exemption.

I have full power to execute, and do execute, this Iran Contracting Act Certification on behalf of Vendor and declare under penalty of perjury under the laws of the State of California that the statements contained herein are true and correct and that this Iran Contracting Act Certification is executed on the dated stated below.

Signature: _____

Date: _____

Print Name: _____

Title: _____

//