



**INVITATION TO BID # COARC 0016
(ITB)**

**HOUSING AND HOMELESSNESS INCENTIVE PROGRAM
(HHIP)**

STREET MEDICINE PROVIDER

By: Amy Primrose, Program Specialist II
Department of Housing and Workforce Solutions-Continuum of Care
3403 Tenth Street, Suite 310
Riverside, CA 92501
Phone: (951) 675-3612
Email: aprimrose@rivco.org

This ITB and any ensuing Addendums are available at the following links:
<https://rivcohhpws.org/continuum-care-division> and www.publicpurchase.com

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS
STATED IN THIS REQUEST TO BID AND PROVIDE A RESPONSE AS REQUIRED**

Table of Contents

I. OVERVIEW.....	3
II. FUNDING FOR SERVICES.....	3
III. DESCRIPTION OF SERVICES AND AGENCY ELIGIBILITY	4
IV. AGENCY RESPONSE	6
V. TIMELINES/SCHEDULE OF EVENTS	9
VI. CONTRACT TERM	10
VII. CONFIDENTIALITY AND PROPRIETY INFORMATION/DATA.....	10
VIII. INTERPRETATION OF SOLICITATION.....	10
IX. CONTRACTUAL DEVELOPMENT.....	10
X. CANCELLATION OR MODIFICATION.....	11
XI. COUNTY OBSERVED HOLIDAYS.....	11
XII. EVALUATION PROCESS	12
XIII. PERFORMANCE MONITORING	12

I. OVERVIEW

The County of Riverside Purchasing Department, on behalf of the Department of Housing and Workforce Solutions (HWS), is seeking proposals to identify a Street Medicine Provider to administer mobile medical and psychiatric services to the unsheltered population of Riverside County. The Street Medicine Team(s) will provide medical care and support to individuals experiencing homelessness. The program will operate in the community, bringing healthcare directly to those who may not have easy access to traditional care on their own.

The California Advancing and Innovating Medi-Cal (CalAIM) is a long-term California Department of Health Care Services (DHCS) initiative to transform and strengthen Medi-Cal, offering Californians a more equitable, coordinated, and person-centered approach to maximizing their health and life trajectory. This includes launching Enhanced Care Management (ECM) benefit and optional Community Supports (CS). DHCS has developed several incentive programs to support CalAIM implementation, one of which is the Housing and Homelessness Incentive Program (HHIP). HHIP is a voluntary incentive program that will allow health plans to earn incentive funds for making progress in addressing homelessness and housing insecurity and social determinants of health. Funds flow from DHCS to Medi-Cal Managed Care Plans (MCPs) to: 1. reduce and prevent homelessness, and 2. ensure MCPs develop the necessary capacity and partnerships to connect their members to needed housing services.

WHEREAS, the COUNTY desires to contract with SUBRECIPIENT for eligible uses of HHIP funds that are consistent with operating and providing street medicine services to unsheltered individuals in Riverside County.

II. FUNDING FOR SERVICES

On January 10, 2023, the Riverside County Board of Supervisors approved acceptance of one-time investments funds from Riverside County Managed Care Plans (MCP's): Inland Empire Health Care (IEHP) and Molina Healthcare. In alignment with the IEHP and Molina Investment Plan's submitted to The California Department of Health Care Services, street medicine has been identified as an area of funding through the use of HHIP funds. The County of Riverside Housing and Workforce Solutions-CoC is looking to fund a street medicine provider the amount not to exceed \$1,758,563.89.

1. Restricted Activities

- a) Funding cannot be used for lobbying or fundraising efforts.
- b) No payments for debt service and replenishments of rainy-day funds; no satisfaction of settlements and judgments; federal, state, and local laws and regulations.
- c) No satisfaction of settlements and judgments. Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding is itself not an eligible use.
- d) Funds must be used for costs incurred within the contractual period of performance of twelve months as stated in the SUBRECIPIENT agreement located in Attachment A.
- e) Funding cannot be used for costs related to housing individuals experiencing homelessness.

III. DESCRIPTION OF SERVICES AND AGENCY ELIGIBILITY

- 1. Street medicine is a model of health and social services practices that is tailored to the unique needs and circumstances of individuals experiencing unsheltered homelessness, delivered directly to the individual in their own environment. The fundamental approach to street medicine is to meet people experiencing unsheltered homelessness where they are and on their own terms, to reduce barriers to care, and encourage follow through to services. Street medicine is provided and administered to people experiencing unsheltered homelessness in their lived environment, places not meant for human habitation.
- 2. Street medicine is a harm reduction tool and an integral step to avoiding an emergency department visit or hospitalization. Linkage to street medicine supports provides access to medically necessary health care services by connecting MCP members to community supports that they may not otherwise access. The primary goal of street medicine is to identify and manage comprehensive needs through whole person care approaches and social drivers of health. Street medicine offers an opportunity to provide needed services to individuals who are experiencing unsheltered homelessness by meeting them where they are and utilizing a whole person, client centered approach to providing medically necessary care.
- 3. Mobile healthcare services that require the individual experiencing homelessness to receive services from a brick-and-mortar facility, do not qualify as street medicine,

this type of care is considered mobile medicine. Mobile units/RV's that do provide services to unsheltered homeless individuals in their own living environment are considered street medicine.

4. Street medicine team(s) to serve Riverside County. The street medicine program will deploy mobile, multi-disciplinary team(s) to deliver medical and mental health treatment to unsheltered homeless individuals on the streets.
5. Street medicine providers must develop and maintain protocols for identifying and transferring members to a higher level of care if needed when the member's service needs are beyond the capabilities and/or qualifications of the street medicine provider.
6. If the street medicine Provider is willing to be the Member's assigned PCP, the street medicine Provider must initiate the request via telephone call to the MCP with the Member on the line, and both parties must confirm to the MCP the Member's choice in selecting the street medicine Provider to be their assigned PCP.
7. Street medicine Providers should also be committed to ensuring that the Member is transferred to another PCP in a timely manner in the event the street medicine Provider is no longer able or willing to serve as the assigned PCP.
8. Licensed Street Medicine Providers will deliver medically necessary services on the streets to unsheltered homeless individuals in Riverside County. Street Medicine Services include, but are not limited to:
 - a. Street medicine team(s) will work collaboratively with street outreach to coordinate a regional coverage and deployment schedule and referral process for delivering services. Street medicine and street outreach will meet virtually once a week to case conference and coordinate efforts. Street medicine and street outreach will have a reciprocal relationship to provide whole person care without duplicating services.
 - b. Diagnose, treat, and prescribe medications for physical and/or mental health conditions and disorders including delivery of injectable antipsychotics and other street psychiatry services.
 - c. Prescription medication assistance/delivery
 - d. Wound care- open, infected, and festering wounds commonly experienced by unsheltered individuals.
 - e. Linkage to brick-and-mortar clinics to provide ongoing chronic disease management, or other medical needs that cannot be met by street medicine

IV. AGENCY RESPONSE

1. Agency must clearly demonstrate they meet minimum eligibility requirements of:
 - a) Have multidisciplinary team(s) in place with qualified and licensed medical professionals
 - b) Experience working with the unsheltered homeless population

Bidders must submit a detailed narrative of their experience in:

- a) Working with the unsheltered homeless population utilizing the Street Medicine Model
- b) Bidders must also include and provide a detailed list of Street Medicine Team members including credentials, and license information.

Bidder shall respond here:

2. Technical proposal, not to exceed ten (10) pages. Proposals shall provide an overview of the proposed scope of work, including detailed list of proposed:
 - a) Operating schedule
 - b) Riverside County coverage schedule

Bidder shall respond here:

3. Include resumes of all key personnel performing the work.

Bidder shall respond here:

4. A price proposal must be provided that is not more than three (3) pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the County decide to award a contract on an hourly rate basis.

Eligible expenses shall include all staffing and operation costs to manage the program. It is expressly agreed and understood that the total amount to be paid by the County under this ITB is \$1,758,563.89

Drawdowns for the payment of eligible expenses shall be made against the line-item budgets specified in this Section and in accordance with performance.

The County may require more detailed budget information, and Bidder shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the County. Any amendments to the budget must be approved in writing by County.

EXPENSE CATEGORY	FUNDING
Direct Staffing,	*Include percentage proposal for direct staffing in price proposal submission
Operations	*Include percentage proposal for operations in Price Proposal submission
Administration and Technical Assistance	5%
TOTAL BUDGET	\$1,758,563.89

Bidder shall respond here:

5. Standard set of policies and procedures for Street Medicine

Bidder shall respond here:

6. Proposals must be signed by a representative that is authorized to commit the bidder's company.

SIGNED AUTHORIZATION AND CONTACT SHEET

1. Project Director:

Name:
Title:
Telephone:
Email:

2. Grant Administrator:

Name:
Title:
Telephone:
Email:

3. Contact Person for application, if different from Project Director:

Name:
Title:
Telephone:
Email:

The Authorized Official certifies that, the best of their knowledge and belief, the data in this application are true and correct. Additionally, the parties named above are authorized to apply on behalf of the agency:

Print:
Title:
Signature:
Date:

V. TIMELINES/SCHEDULE OF EVENTS

#	Solicitation Event	Deadlines	Submission Information
1	Release of ITB	Tuesday, July 18, 2023	
2	Primary Contact		Amy Primrose (951) 675-3612 aprimrose@rivco.org
3	Non- Mandatory Bidder's Workshop	Wednesday, July 26, 2023 10:00 am -12 pm PST	Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 263 579 674 984 Passcode: FTiVNi Download Teams Join on the web Or call in (audio only) +1 951-465-8390 ,810513619# United States, Riverside Phone Conference ID: 810 513 619# Find a local number Reset PIN
4	Last day to Submit Written Questions and Requests for Interpretations	Monday, July 31, 2023 by 5:00 pm PST	Bidders must submit their questions to aprimrose@rivco.org or coc@rivco.org All questions submitted are located within the ITB are located on www.publicpurchase.com
5	FAQs Posted	Tuesday, August 1, 2023 at	Posted to website at https://rivcohpws.org/continuum-care-division
6	Proposal Submission Due Date and Time	On or before Thursday, August 17, 2023, by 11:59 pm PST	Posted to website at www.publicpurchase.com or www.Purchasing.co.riverside.ca.us
7	TENTATIVE DATE FOR AWARDDING ITB	Approximately 30 to 60 days after the ITB closes.	The Bidders are responsible for checking the Purchasing website for notice of intent to award at: www.publicpurchase.com or www.Purchasing.co.riverside.ca.us

Revisions and addenda may be issued to communicate changes, revisions, or corrections to this ITB. Information on this Funding Opportunity is available at: www.publicpurchase.com or www.Purchasing.co.riverside.ca.us.

VI. CONTRACT TERM

The period of performance anticipated for this solicitation is effective upon signature of an Agreement by both parties, unless terminated earlier. This agreement shall be based on mutually acceptable services, cost adjustments, and County requirements and there is no obligation by the County to purchase any specified amount of goods or services.

VII. CONFIDENTIALITY AND PROPRIETY INFORMATION/DATA

Subsequent to the County's evaluation and proposals, which requires application submission in response to the solicitation process, applications become the exclusive property of the County. Upon submission of an Applicant's application, the submission and any pertaining documents is subject to the State of California Public Records Act. Exceptions will be those elements in the California Government Code section 6250 et. seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County shall not be liable or responsible for the disclosure of any such records, including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a Qualification marked "trade secret", "confidential", or "proprietary" the Applicant agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act. Where applicable, Federal regulations may take precedence over this language.

VIII. INTERPRETATION OF SOLICITATION

The Applicant must make careful examination and understand all the requirements, specifications, and conditions stated in the solicitation. If any Applicant planning to submit an application finds discrepancies in or omissions from the solicitation, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the County via email to the Primary HWS Contact as specified in Section 5. Any changes to the solicitation will be made only by written addendum and may be emailed. The County is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

IX. CONTRACTUAL DEVELOPMENT

If an application is accepted, the County will enter into a contractual agreement with the selected Contractor. **A sample of the standard SUBRECIPIENT County contract is attached hereto as Attachment A** and incorporated herein to be used for this project. If an agreement cannot be reached, negotiations with the next ranking Applicant shall commence.

X. CANCELLATION OR MODIFICATION

County may cancel the procurement process at any time. All applications become the property of the County. All information submitted in the application becomes “public record” as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the application, it must be clearly identified by the Applicant; otherwise, the Applicant agrees that all documents provided may be released to the public after contract award.

The procurement process may be canceled after opening, but prior to award if the County determines that cancellation is in the best interest of the County for reasons (but not limited to) such as:

1. Inadequate, ambiguous, or otherwise deficient specifications.
2. The services are no longer required.
3. Proposals received are at an unreasonable cost.
4. Proposal did not arrive in open competition, were collusive, or not submitted in good faith.
5. The County determines, after analysis of the proposals that its needs can be satisfied through a less expensive method.

The County reserves the right to amend or modify the project Scope of Services prior to the award of contract, as necessity may dictate, and to reject any applications hereunder. This solicitation does not commit the County to award a contract or to pay any costs incurred in the preparation of an application in response to this request. The County reserves the right to accept or reject any or all applications received because of this request, to negotiate with any qualified source or to cancel in part or in its entirety this solicitation if it is in the best interest of the County.

XI. COUNTY OBSERVED HOLIDAYS

HOLIDAY	DAY OBSERVED
* New Year's Day	January 1
Martin Luther King Jr's Birthday	Third Monday in January
Lincoln's Birthday	Second Tuesday in February
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 12
*Thanksgiving Day	Fourth Thursday in November
* Following Thanksgiving	Friday following the fourth Thursday in November
*Christmas Day	December 25

*** Note:**

1. Thanksgiving Day, which shall be the fourth Thursday in November unless otherwise appointed.
2. Friday following Thanksgiving Day.
3. December 24th and 31st when they fall on Monday.
4. December 26th and January 2nd when they fall on Friday. Friday preceding January 1st, February 12th, July 4th, November 11th or December 25th, when such date falls on Saturday, the Monday following such date when such date falls on a Sunday

XII. EVALUATION PROCESS

Applications will be evaluated based on the following criteria, which may include, but not necessarily limited to the following:

1. Minimum Experience of Applicant, Subrecipient(s), and Other Partners
2. Technical Proposal
3. Overall best value to the County
4. Any other factors the County determines to be appropriate

Applications will be given thorough review. All communication during the application process and review selection phase may be directed to the primary contact. Attempts by the Applicant to contact any other County representative may result in disqualification of the Applicant's application to this or any other solicitation.

All evaluation material will be considered confidential and not released by the County. The County reserves the right to split or make the award that is most advantageous to the County.

XIII. PERFORMANCE MONITORING

The County of Riverside's Housing and Workforce Solutions Department will monitor the performance of the Bidder against goals and performance standards as stated above and in the Agreement. Substandard performance as determined by the County shall constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Bidder within a reasonable period of time after being notified by the County, contract suspension or termination procedures will be initiated.

1. Disclosure
 - a. The Bidder understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the County's or Bidder's responsibilities with respect to services provided under this contract, is prohibited by applicable federal and State law unless written consent is obtained from such persons receiving service.

- b. All Bidders records with respect to any matters covered by this Agreement shall be made available to the County, the Controller General of the United States, or any of their authorized representatives, at any
2. Bidder Special Conditions/Performance Requirements:
 1. Bidder shall agree to be a HMIS user and complete and maintain detailed records for every person served.
 2. Bidder shall submit to County by the 10th of each month a Monthly Progress Report for services rendered.

The County of Riverside Purchasing Department on behalf of the Department of Housing and Workforce Solutions is soliciting proposals from qualified agency (or agencies) to administer and coordinate the Riverside County Nonprofit Assistance Fund in accordance with the terms and conditions herein.

There will be a non-mandatory bidder's Workshop meeting on:

Date: Wednesday, July 26, 2023 **Time:** 10:00 a.m.

Location:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 263 579 674 984

Passcode: FTiVNi

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 951-465-8390,810513619#](#) United States, Riverside

Phone Conference ID: 810 513 619#

[Find a local number](#) | [Reset PIN](#)

Bid Closing Date: Thursday, August 17, 2022, no later than 5:00 p.m.

*****Proposals received after 5:00 P.M. on 8/17/2022 will not be accepted*****

Attachment A- SUBRECIPIENT AGREEMENT