

REQUEST FOR PROPOSAL # MHARC-315

MEAD VALLEY WELLNESS VILLAGE

INTERIM HOUSING PROGRAM WITH RECUPERATIVE CARE SERVICES

APPENDIX A: PURPOSE/BACKGROUND & SCOPE OF SERVICES & ATTACHMENT A: BIDDER PROPOSAL RESPONSE (SECTIONS A-I)



By: Melanie Hurst, Procurement Contract Specialist
Purchasing & Fleet Services
Riverside County Innovation Center
3450 14th Street, Suite 420
Riverside, CA 92501
(951) 955-4937
Email: mhurst@rivco.org
NIGP Code(s): 952-06 / 952-05 / 952-62 / 918-03 / 918-63 / 952-49 / 952-78

This RFP and any ensuing Addendums are available at the following links:
www.purchasing.co.riverside.ca.us and www.publicpurchase.com

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

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APPENDIX A: PURPOSE/BACKGROUND & SCOPE OF SERVICES

1.0 PURPOSE/BACKGROUND

The County of Riverside Purchasing Department, on behalf of Riverside University Health System Behavioral Health (hereinafter "COUNTY" or "RUHS-BH"), is seeking proposals from qualified bidders to operate the new Interim Housing Program Facility, on the campus of the **Mead Valley Wellness Village**. This facility is located at **20557 Harvill Avenue, Perris, CA 92570**, a COUNTY-owned property. The selected Contractor will be responsible for providing "room and board" and "care and supervision" as regulated by the State of California and RUHS-BH. Additionally, the Contractor will deliver augmented Recuperative Care services as detailed in Section 2.0, Scope of Services. Due to the time-sensitive nature of this project, this facility is projected to be **operational by the awarded bidder by January 1, 2027**, contingent upon the date of contract award and licensing of the facility.

The purpose of the RFP is to obtain a qualified Contractor who can provide Recuperative Care services and oversee a stable, safe, alcohol and drug free Interim Housing Program for eligible participants. CONTRACTOR will assist RUHS-BH in providing a full continuum of care to consumers receiving treatment in the Housing Program.

Qualified Contractors may include recuperative care facilities, interim housing programs with enhanced on-site supportive services, residential programs offering recuperative care, and other comparable residential settings designed to support individuals during recovery and stabilization.

The primary goal of this RFP is to provide a sober living environment for eligible participants (and their families if applicable) who are actively participating in behavioral health services at Mead Valley Wellness Village and have a need for Recuperative Care and transitional housing. To support continuity of care and preserve family stability, participants with dependent family members may reside together in designated apartment units when clinically appropriate and approved by RUHS-BH. The program will provide apartment-style accommodations that allow eligible participants to reside with their immediate family members, when appropriate, to support family unity while the participant receives recuperative care and behavioral health services. Eligibility is limited to members receiving behavioral health services at Mead Valley Wellness Village and is not restricted solely to individuals enrolled in the RUHS-BH Substance Abuse Prevention and Treatment Program.

The proposed services must be designed to serve the targeted population identified herein, consistent with RUHS-BH's Mission Statement which is as follows:

- A. "RUHS-BH exists to provide effective, efficient, and culturally sensitive community-based services that enable severely mentally disabled adults and older adults, children at risk of mental disability, substance abusers, and individuals on conservatorship to achieve and maintain their optimal level of healthy personal and social functions."
- B. In order to fulfill its mission, RUHS-BH provides a wide range of outpatient and residential treatment services to meet the individual needs of its members. RUHS-BH provides many of these services directly. However, in some instances RUHS-BH offers these services through contracts with qualified private Contractors.

RUHS-BH operates within a **Recovery Oriented System of Care**, delivering a coordinated continuum of services for prevention, treatment, recovery, and harm reduction. This network is person-centered and designed to build upon the strengths and resilience of individuals, families, and communities to enhance health and quality of life for those affected by substance use disorders or at risk.

1.1 **NOTICE TO BIDDERS: SCOPE OF SERVICES AND AWARD METHODOLOGY**

This Request for Proposal includes **Scope A: Interim Housing Program**, as defined in Section 2.5 and **Scope B: Recuperative Care Services**, as defined in Section 2.6. Scope A: Interim Housing Program represent the services the County will require the award bidder to provide at the facility. Scope B: Recuperative Care Services, would be in addition to Scope A, however, are

subject to budget considerations and may not be included in the final negotiated Contract. The County requires that proposers submit a comprehensive proposal, including scope and cost information, for **both the Interim Housing Program and Recuperative Care Services**.

Bidders are advised that submission of their proposals for Recuperative Care Services are solely being provided for the County's review, consideration and possible award contingent upon the availability of funding for these services. The County reserves the right to reject any or all proposals, to waive any irregularities or technicalities, and to make an award whether in whole, in part, or in any configuration determined to be in the County's best interest. **A full award for Recuperative Care Services is not guaranteed. The County reserves the right to make no award, a partial award, or a full award for these services, subject to the availability of funding.**

1.2 ANCILLARY / ADDITIONAL SERVICES

The County may request ancillary or additional services within the Contractor's capabilities that may be beneficial or necessary to support the interests of the services provided at the facility under the scopes described above.

2.0 SCOPE OF SERVICES

2.1 PROGRAM GOALS

The County of Riverside ("County"), by and through its Riverside University Health System Behavioral Health ("RUHS – Behavioral Health"), is issuing this Request for Proposals ("RFP") to solicit Proposals from qualified organizations to provide separate safe, clean and stable low barrier social model housing in which skills vital for sustaining recovery from substance use are practiced in a residential setting ("Interim Housing Program"), for eligible participants who currently receive services at the Mead Valley Village including those who have been diagnosed with opioid use disorder and are experiencing homelessness ("Target Populations"). Each Successful Proposer must have the ability to provide Interim Housing Program and recuperative care (if budget allows) equivalent to those set forth in this RFP in accordance with the requirements, specifications and protocols contained herein. This RFP is a non-binding solicitation for the provision of services as mentioned in this RFP and may be canceled by the County at any time.

The AWARDED CONTRACTOR shall provide the information specified by guests in an "Authorization for Release of Confidential Information" form. All forms must be in accordance with California Code of Federal Regulations 42 CFR (Part II), regarding alcohol and drug abuse records. Additional information regarding the Authorization for the Release of Confidential Information is available for review at: <https://lac.org/resources/substance-use-resources/confidentiality-resources/sample-forms-confidentiality/>. The AWARDED CONTRACTOR will cooperate and notify the COUNTY when an individual: (a) is not abiding by the rules of the transitional housing; (b) is suspected of using alcohol and/or other illicit drugs; or (c) is no longer living within the transitional housing.

2.2 TARGET POPULATION CRITERIA

The target population to be served are both male and female individuals and families, who are active participants in any RUHS-BH Services on the Mead Valley Wellness Village campus. Each apartment unit must have a head of household who is 18 years of age or older.

2.3 **CONTRACTOR QUALIFICATIONS**

Prior experience in operating transitional housing, recovery residences or recuperative care is highly preferred. The COUNTY seeks a Contractor that possesses, at a minimum, the following qualifications, which shall include, but are not limited to:

- 2.3.1 Business Status: Is a legally constituted business entity, including non-profit or for-profit organizations.
- 2.3.2 A Contractor who's, officers, and employees are not currently debarred or suspended from doing business with the Federal Government, State of California, or a local government;
- 2.3.3 Licensing and Certification: Has the capacity and qualifications to operate a Recuperative Care facility and, if requested by the COUNTY, become Medi-Cal certified.
- 2.3.4 Performance Record: Has no history of unsatisfactory contract performance. Contractors with a record of serious deficiencies, absent compelling extenuating circumstances—will be considered non-responsive.
- 2.3.5 Data Management: Has the ability to maintain appropriate documentation, files, and records, and meet all statistical and reporting requirements.
- 2.3.6 Administrative & Fiscal Capacity: Demonstrates sound administrative and fiscal infrastructure to manage and deliver services effectively, including maintaining a clear audit trail.
- 2.3.7 Compliance with RFP Requirements: Meets all presentation, submission, and participation requirements as detailed throughout this RFP.

2.4 **FACILITY**

- 2.4.1 This RFP is for services to be provided in a COUNTY-owned facility, located at 20545 Harvill Avenue, Perris, CA 92570, known as Mead Valley Wellness Village. The facility will be for Interim Housing Program and the awarded contractor shall obtain any necessary licensing and maintain staffing requirements as outlined to be able to perform services outlined in scope of work, and any additional sub-contracting in place. Due to the time-sensitive nature of this project, **the awarded bidder is projected to have the facility operational by January 1, 2027**, contingent upon the date of contract award and licensing of the facility.
- 2.4.2 The total square footage that will be allocated to the awarded bidder will be approximately 179,899 sq. ft.
- 2.4.3 The awarded vendor will be paying to occupy space at the facility from the County. The costs for use of the facility, utilities, maintenance and landscaping will be discussed with the awarded vendor during contract negotiations and factored into the resulting agreement.
- 2.4.4 **A MANDATORY pre-bid meeting will be held at 11:00 a.m. on October 1, 2026 virtually via Microsoft Teams for Mead Valley Wellness Village Interim Housing Program with Recuperative Care Services.** Attendance at the pre-bid meeting is mandatory, proposals will not be accepted from organizations that are not represented at the meeting. The facility is currently being constructed; therefore, we are unable to provide job walk at this time. A site visit will be scheduled with the awarded bidder at a later date.
- 2.4.5 Mead Valley is currently being constructed and will be furnished upon time of occupancy with the exception of computers. A list of the furniture can be viewed on the Public Purchase website. Any additional furniture purchased via the contract shall remain the property of the COUNTY.
- 2.4.6 RUHS-BH will support the Awarded Contractor(s) who will be responsible for ensuring that facility should have a residential appearance rather than appearing like an institutional setting.

- 2.4.7** Awarded Contractor(s) will be required to designate a work-area for RUHS-BH visiting staff/liaison during facility visits related to consultation and case management. The work area must be in location that enable staff to appropriately protect resident confidentiality and protected health information (PHI). Additionally, RUHS-BH staff shall have access to use interview rooms as necessary for private meetings with residents.
- 2.4.8** A picture and renderings of the facility have been provided on the following two pages. The Mead Valley Wellness Village Interim Housing Program **Site & Floor Plans (Attachment B)** and **Furniture Specifications (Attachment C)** can be viewed on the Public Purchase website at: www.publicpurchase.com

Mead Valley Wellness Village Interim Housing Program



2.4.9 COUNTY FACILITY RESPONSIBILITIES

The COUNTY will be responsible for the following (including, but not limited to):

- 2.4.9.1** Providing 179,899 sq. ft. for Interim Housing Program at the Mead Valley Wellness Village to the AWARDED CONTRACTOR;
- 2.4.9.2** Furnishing the facilities with the furniture, equipment and other items (e.g., all space, furniture, equipment and other items purchased by the COUNTY shall remain the sole property of the COUNTY);
- 2.4.9.3** Providing basic building maintenance services and repairs including plumbing, heating, air conditioning, garbage service, water, natural gas and electrical systems necessary to operate the facilities (Costs will be negotiated upon Contract);
- 2.4.9.4** Furnishing services of the maintenance staff, as required for the proper preventative maintenance and repair of COUNTY owned equipment;
- 2.4.9.5** Installing and maintaining cameras, panic button and intercom systems;
- 2.4.9.6** Providing care of the outside areas and periodically wash and clean the exterior windows, walls, and interior windows;
- 2.4.9.7** Providing facility structural maintenance;

- 2.4.9.8 Providing a deep clean for units once vacated;
- 2.4.9.9 Ensuring that built-in equipment is operational at start-up and throughout the term of the resulting agreement;
- 2.4.9.10 Providing utility bills to Awarded Contractor;
- 2.4.9.11 Providing site security; and
- 2.4.9.12 Facilitate and generate all resident referrals to the facility.

2.4.10 CONTRACTOR FACILITY RESPONSIBILITIES

The Awarded Contractor for Interim Housing Program at Mead Valley Wellness Village will be responsible for the following (including, but not limited to and negotiated upon Contract):

- 2.4.10.1 Providing all the services listed in the RFP and operate the COUNTY owned facility;
- 2.4.10.2 Providing office equipment for both staff and consumer use as appropriate;
- 2.4.10.3 Ensuring COUNTY staff are allowed on-site at all times;
- 2.4.10.4 Providing adequate accommodations for COUNTY staff to meet with consumer and consumer's family/support persons. Such accommodations must allow for confidentiality, privacy and safety.
- 2.4.10.5 Procuring, displaying and keeping in effect all necessary licenses, permits, and certificates required by law. All cost associated with such licenses, permits, and certificates shall be considered part of the operating cost of the business;
- 2.4.10.6 Paying a fee to occupy the COUNTY owned facility and pay utilities. These costs will be negotiated with the Awarded Contractor.
- 2.4.10.7 The awarded Contractor will be required to enter into a License Agreement with the County for the use of the designated space to operate the Interim Housing Program. The License Agreement will be incorporated into and form part of the resulting Service Agreement awarded through this RFP. The License Agreement will establish the terms and conditions governing the Contractor's use and occupancy of the County-owned space, including any applicable operational, maintenance, insurance, compliance, and other property-related requirements. The County reserves the right to negotiate the specific terms of the License Agreement to ensure alignment with County property management policies and operational needs prior to execution of the Service Agreement.
- 2.4.10.8 Providing professional linen service or sub-contracting with a Contractor of linens and professional laundering services for linen delivery and pick up services;
- 2.4.10.9 Providing janitorial/housekeeping to ensure cleanliness of the entire facility in common areas such as cleaning tables, bathrooms, common areas, emptying trash receptacles and mopping spills;
- 2.4.10.10 Replacing COUNTY-furnished or COUNTY-supplied equipment intentionally damaged or destroyed by Awarded Contractor and/or its employees;

- 2.4.10.11 Paying any cost associated with facility improvements or electrical upgrades required for additional Contractor equipment;
- 2.4.10.12 Property manager upon move-in should enter member into HMIS; and
- 2.4.10.13 Maintain the facility in sanitary and operable condition, post protocol and forms for participant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
 - A. Janitorial services in common areas, offices, and shared-use restrooms and shower facilities;
 - B. Regular removal of garbage/ trash from designated trash areas and maintenance of these areas as clean and functional;
 - C. Ensure units pass Housing Quality Standards (HQS) inspections according to the HSH HQS Inspections Policy; and
 - D. Preparation of rooms for participant move-in and move-out.

2.5 SCOPE A: INTERIM HOUSING PROGRAM

2.5.1 INTERIM HOUSING PROGRAM OVERVIEW

As part of the continuum of care, the Interim Housing Program provides safe, supportive, and substance-free living environments for individuals in early recovery or facing housing instability. This program supports individuals with substance use disorders, co-occurring mental health conditions, and those transitioning from crisis, institutional, or unsafe living situations.

The primary goal is to promote long-term recovery and housing stability by offering Interim Housing Program paired with outpatient treatment and support services. Residents are expected to actively participate in outpatient treatment for either mental health or substance use and, where appropriate, other supportive services to maintain their placement and continue their progress toward permanent housing and recovery.

Key Features:

- 2.5.1.1 Substance-Free Environment: Residents are required to abstain from alcohol and illegal drug use throughout their stay.
- 2.5.1.2 Outpatient Treatment Requirement: All residents must be enrolled and active in outpatient treatment services (for mental health and/or substance use).
- 2.5.1.3 Supportive Community Setting: While non-clinical in nature, the housing environment fosters accountability, peer support, and personal growth.
- 2.5.1.4 Time-Limited Housing: The program offers transitional stays, with the goal of helping individuals stabilize and move toward permanent housing solutions.

2.5.2 TARGET POPULATIONS

- 2.5.2.1 Individuals transitioning from homeless or facility settings (including jail, hospital, skilled nursing facility (SNF), or inpatient or residential substance use treatment) who 1) require continued support in a less intensive setting and 2) will receive their treatment services from MVWV campus and 3) do not have other appropriate housing options.
- 2.5.2.2 Persons at risk of relapse due to unstable or high-risk environments, such as homelessness, incarceration reentry, or exposure to active substance use.

- 2.5.2.3 Residents exiting crisis services, detox programs, or emergency shelters, who are eligible for outpatient treatment and in need of stable Interim Housing Program.
- 2.5.2.4 Individuals with co-occurring mental health conditions that are stable and manageable in a community-based, non-clinical setting.
- 2.5.2.5 Survivors of domestic violence, sex trafficking, or severe trauma who require safe, structured housing as they stabilize and recover.

2.5.3 CONTRACTOR PROGRAM RELATED RESPONSIBILITIES

The Awarded Contractor will be responsible for the following services, which may include but are not limited to those listed below. All bidders must outline their proposed approach to each of the identified services in their proposal.

2.5.3.1 Support Standards

- A. The CONTRACTOR communicates with the County case manager if resident compromises the safe and supportive environment of the group.
- B. The CONTRACTOR adheres to applicable confidentiality laws such as HIPAA and 42 CFR (Part II).
- C. The CONTRACTOR keeps the residents' records secure with access limited to authorized staff only.
- D. The CONTRACTOR will provide a written resident agreement that includes:
 - 1. Services provided;
 - 2. Recovery plan including move-in (goals and objectives) and move-out (contingency plan);
 - 3. Financial terms (if applicable);
 - 4. Agreement and adherence to house rules and consequences.
- E. The CONTRACTOR creates a safe, structured, and recovery supportive environment through written and enforced residents' rights and requirements.
- F. The CONTRACTOR will have an orientation process that clearly communicates residents' rights and requirements prior to them signing any agreements; collects demographic and emergency contact information and provides new residents with written instructions on emergency procedures and staff contact information.
- G. The CONTRACTOR fosters mutually supportive and recovery-oriented relationships between residents and/or staff through peer-based interactions, house meetings, community gatherings, recreational events, and/or other social activities.
- H. The CONTRACTOR fosters recovery-supportive, alcohol- and drug-free environments through written and enforced policies and procedures that address: residents who return to alcohol and/or drug use; hazardous item searches; drug-screening and/or toxicology protocols; and prescription and non-prescription medications usage and storage.
- I. The CONTRACTOR's staff encourage each resident to develop and participate in their own personalized recovery plan.
- J. The CONTRACTOR stays informed of the treatment the resident is attending and informs them of recovery support services that could include: 12 step or other mutual support groups, recover community centers, recovery ministries, recovery-focused leisure activities and recovery advocacy opportunities.

- K. The CONTRACTOR provides non-clinical, recovery support and related services.
- L. The CONTRACTOR encourages residents to attend mutually supportive, self-help groups and/or outside professional services.
- M. The CONTRACTOR provides a weekly schedule of daily activities available to residents.
- N. The CONTRACTOR provides services to referred COUNTY consumers regardless of their ability to provide personal identification.
- O. Operate stable, safe, alcohol-free Interim Housing Program for eligible participants.
- P. Provide the information specified by guests in an "Authorization for release of Confidential Information" form.
- Q. Cooperate and notify the COUNTY when an individual: (s) is not abiding by the Interim Housing Program facility's rules; (b) is suspected of using alcohol and/or other illicit drugs; and/or (c) is no longer living at the facility.
- R. Provide up to 180 days of services per household as authorized and approved by COUNTY. Extensions beyond the 180-day limit to authorized stays may be granted and approved by COUNTY on a case-by-case basis.
- S. Provide services as outlined in this RFP for up to 299 occupants concurrently. Please note that while the facility may accommodate up to 299 individuals, actual occupancy levels may vary and are not guaranteed.
- T. The Awarded Contractor is also expected to serve as the Resident Advisor, responsible for communicating and enforcing Mead Valley Wellness Village campus regulations, conducting daily room inspections, and documenting and reporting any violations or issues as they occur.
- U. Transportation Services: Provision of or arrangement for transportation to and from medically necessary treatment. CONTRACTOR shall provide for the transportation of members, including liaison for court obligations, participation in self-help groups, to medical facilities and any other local resources when appropriate. Additionally, Contractor shall provide transportation back to last known residence at the time of discharge or move out.
- V. Begin services immediately upon preliminary eligibility prior to authorization, with formal authorization request submitted within two business days of initial service.

2.5.3.2 Drug and Alcohol Testing

- A. The heart of the Interim Housing Program experience is the process of learning how to live a life free from drugs and alcohol. Requirements in this section support the important aspects of enforcing abstinence and of managing relapse situations. Other requirements ensure that toxicology screening is conducted in a consistent and fair manner by competent and trained individuals.
- B. All residents of the Interim Housing Program are required to submit to random toxicology screenings at the request of RUHS-BH (or designee), or if permitted and in accordance with all applicable regulations, at the request of the Interim Housing Program.
- C. The Interim Housing Program must document its disciplinary processes for residents who test positive for prohibited substances or who are otherwise determined to be in violation of abstinence rules.
- D. The Interim Housing Program must have and uniformly enforce a written toxicology testing protocol.

- E. The Interim Housing Program must document the training given to residents or staff responsible for administering toxicology tests.

2.5.3.3 Substance Use Policy

- A. The Awarded Contractor must adhere to a strict **zero-tolerance policy** regarding the use, possession, distribution, or influence of illegal drugs or alcohol at the program site, facility, or during the provision of services under this contract. This policy applies to all staff, subcontractors, residents, and visitors.
- B. Any violation of this policy may result in immediate removal from the program site and/or termination of the contract.
- C. CONTRACTOR must have internal policies and procedures in place to enforce this requirement, including staff training, incident reporting protocols, and clear consequences for violations.
- D. In cases involving residents, a violation of the policy will result in immediate removal from the program.
- E. The COUNTY reserves the right to conduct compliance reviews to ensure adherence to this policy.

2.5.3.4 Cultural Competency

- A. Contractor will provide a cultural competency plan showing ADA accessibility of programs.
- B. RUHS-BH will monitor for Contractor's ability to provide culturally competent services equal to services provided for non-special populations. These special populations include but are not limited to Pregnant women, Spanish speaking individuals, persons with disabilities, criminal justice individuals, adolescents, elderly, homeless, LGBTQI, and Veterans.
- C. RUHS-BH reserves the right to implement additional measurement expectations and tools.

2.5.3.5 House Rules

Specific House Rules must be reviewed with resident and should include elements of the following:

- A. Prohibitions of weapons, physical violence, threats of violence, abusive behavior or language.
- B. Abstinence is required of all residents. However, abstinence requirements do not apply to certain medications used in Medication-Assisted Treatment (MAT), prescribed by physicians who are aware of the resident's substance use disorder. CONTRACTOR agrees to allow residents to take medications, as prescribed by the resident's physician, without restriction or limited access.
- C. House rules must be based on respect for the dignity of the individual.
- D. Threats, antisocial conduct, lewdness and behavior which violates the principle of respect for the individual must be strictly prohibited, and the prohibitions must be strictly enforced.
- E. All residents must be actively involved in services on the Mead Valley Wellness Village.
- F. Policies on resident medications must be written, disclosed to residents and strictly followed.

2.5.3.6 Good Neighbor Standards

- A. The Interim Housing Program provides neighbors with the responsible person(s) contact information upon request.
- B. The responsible person(s) responds to neighbor's complaints, even if it is not possible to resolve the issue.
- C. The Interim Housing Program has rules regarding noise, lewd or offensive language, cleanliness of public space around property, smoking, loitering and parking that are responsive to neighbor's reasonable complaints.
- D. The Interim Housing Program will collect documentation that new resident orientation includes how residents and staff are to greet and interact with neighbors and/or concerned parties.
- E. The Interim Housing Program has and enforces parking courtesy rules where street parking is scarce.

2.5.3.7 Quality Environmental Services

- A. Maintain written policy and procedure for safe storage, disposal, and handling of biomedical and pharmaceutical waste, including expired or unused medications and needles.
- B. Maintain written protocol for managing exposure to bodily fluids and other biohazards.
- C. Maintain written protocols related to infection control and communicable diseases (e.g., scabies, lice).

2.5.4 OPERATIONAL STANDARD

The Awarded Contractor should provide the following:

2.5.4.1 Organizational, Operational, and Administrative Standards.

2.5.4.2 The awarded vendor is a legal business entity and will have a business license or incorporation document posted and visible to the public.

2.5.4.3 The awarded vendor will have a written mission and vision statement consistent with The Sober Living Network's quality standards and business practices.

2.5.4.4 The awarded vendor will have a written code of ethics and adhere to State and Federal laws as outlined by the Sober Living Network, or other department approved housing coalition.

2.5.4.5 The Awarded Vendor must carry general liability insurance. When applicable, they must also carry vehicle liability insurance, worker's compensation insurance and professional liability insurance.

2.5.4.6 The awarded vendor will clearly identify the responsible person(s) in charge of the Interim Housing Program to all residents.

2.5.4.7 The awarded vendor shall run a **zero-tolerance drug- and alcohol-free environment**.

2.5.4.8 The awarded vendor posts emergency numbers and follows fire and safety protocols and regulations.

2.5.4.9 Facility will have a grievance policy and procedure that is posted in resident common areas.

2.5.4.10 The awarded vendor will have comprehensive written policies pertaining to any requirement that is enforced.

2.5.5 STAFFING REQUIREMENTS

- 2.5.5.1 Background checks on all staff, including volunteers who have direct and regular interaction with residents. This may include, not limited to, conduct criminal background record checks and receive fingerprint clearance from the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) for all employees, subcontractors, and volunteers that work with, interact with, and/or who have access to the residents.
- 2.5.5.2 Confirm the identity and determining the exclusion status of its officers, board members, employees, associates, and agents through routine checks of the System for Award Management (SAM) database.
- 2.5.5.3 Current staffing plan (if applicable).
- 2.5.5.4 A staffing and leadership plan that reflects cultural diversity of the populations served.
- 2.5.5.5 Documentation of cultural responsiveness and competence staff trainings that are relevant to the cultural diversity of the population served.
- 2.5.5.6 Job descriptions for paid and volunteer staff.
- 2.5.5.7 A Staff member available 24/7 on each floor of the facility, who will conduct daily room inspections, communicate and enforce Mead Valley Wellness Village regulations, and document and report any Violations or issues as they arise.

2.5.6 MONITORING

- 2.5.6.1 CONTRACTOR will participate in RUHS-BH program monitoring. This consists of contract monitoring by RUHS-BH, which may be annually at the discretion of RUHS-BH, as well as further discretionary reviews occurring on a more frequent basis. Said review may cover clinical, fiscal and/or administrative components. Adverse findings will be shared with the Awarded Contractor's certifying body.
- 2.5.6.2 The County and any subdivision or appointee has absolute right to monitor the performance of the Contractor in the delivery of services provided under contracts resulting from this RFP.
- 2.5.6.3 Full cooperation shall be given by Awarded Contractor(s) in any auditing or monitoring conducted.
- 2.5.6.4 Contractor shall cooperate with the County in the implementation, monitoring, and evaluation of the Agreement and comply with any and all reporting requirements established by the County.
- 2.5.6.5 The Primary Contractor (defined as the agency submitting the proposal) shall ensure that all subcontracting agencies meet the monitoring requirements associated with funding regulations.

2.5.7 DOCUMENTATION OF SERVICES

- 2.5.7.1 Awarded Contractor(s) shall maintain appropriate records documenting all of the services provided to, or on behalf of, the residents served through the contract. Mental Health services provided by the Awarded Contractor(s) are not considered specialty mental health services and therefore, not eligible for third party reimbursement formal Electronic Health Record system is not required to provide services however, electronic based reporting, service documentation and outcome tracking will be required. These records shall include but are not limited to:

- A. Adverse incident reports – Awarded Contractor(s) will document all adverse incidents affecting the physical and emotional welfare of consumers in accordance with RUHS-BH policy. Examples of adverse incidents include, but are not limited to; serious physical harm to self or others, serious destruction of property, elopements, etc. Awarded Contractor(s) will notify appropriate RUHS-BH programs/staff (including the Public Guardian for public conservatee) within two (2) hours of any serious adverse incidents affecting consumers' welfare. Furthermore, Awarded Contractor(s) shall also provide RUHS-BH a copy of any organizational adverse incident review reports for serious events as requested by the designated RUHS-BH Administrative Manager.
 - B. Documentation of individuals/families participating in the program. Copies of material that was presented/discussed.
 - C. Service Documentation- Awarded Contractor(s) will maintain referrals, assessments, progress notes, and any other documentation related to residents' care in accordance with State and Federal standards and RUHS-BH policies.
- 2.5.7.2 Services will meet documentation standards of the Center for Medicare/Medi-Cal Services (CMS), DHCS, Title 9, and be consistent with RUHS-BH policies.
 - 2.5.7.3 All records maintained by the Awarded Contractor(s) on behalf of RUHS-BH are the property of RUHS-BH.
 - 2.5.7.4 Awarded Contractor(s) shall enter consumer CSI information into the COUNTY's database within 24 hours of admission.
 - 2.5.7.5 All clinical records must comply with Federal and State regulations, HIPAA, and RUHS-BH policies and procedures.
 - 2.5.7.6 Awarded Contractor(s) shall submit a monthly contract report to RUHS-BH, as outlined by RUHS-BH, which summarizes Awarded Contractor(s) activities.
 - 2.5.7.7 Maintain program and Member records as required by law.
 - 2.5.7.8 Provide daily Census to the COUNTY that includes admission date, including Member name, authorization number, ID, admission/discharge status, the current length of stay per consumer or household and notes
 - 2.5.7.9 Communicate regularly with COUNTY on Member status updates and HEDIS reporting.
 - 2.5.7.10 Submit claims and reports timely with all required documentation.

2.5.8 RECORD KEEPING & FILES

- 2.5.8.1 Maintain confidential participant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the participant, copies of payment plans or other agreements to support housing stability.
- 2.5.8.2 Track receipt and completion of maintenance work orders.
- 2.5.8.3 Maintain all eligibility and inspection documentation and maintain hard copy files with eligibility, including verification documents.
- 2.5.8.4 Maintain program and Member records as required by law.

2.5.9 REGULATORY COMPLIANCE

The Awarded Contractor(s) shall meet the following regulatory requirements, which include, but are not limited to the following:

- 2.5.9.1 Comply with any and all Federal, State, or local laws and licensing regulations including but not limited to Federal, 42 CFR Part 2, HIPAA regulations and State of California Welfare and Institutions Code Section 5328, regarding confidentiality.

- 2.5.9.2 Participate in the annual contract monitoring as well as more frequent program reviews. Any associated RUHS-BH Manager, Supervisor, or their Designee, with proper identification, shall be allowed to enter and inspect the facility.
- 2.5.9.3 Maintain at all times appropriate licenses and permits to operate the programs pursuant to State laws and local ordinances.
- 2.5.9.4 Contractor, as applicable, abide by all federal, state, local and RUHS-BH Substance Use Program regulatory guidelines and certifications for the duration of the term of the contract.
- 2.5.9.5 The Awarded Contractor shall not access any confidential personally identifiable information, except as is absolutely necessary in the course of operating the Interim Housing Program provided pursuant to the terms and conditions of the final Professional Services Agreement(s) resulting from this RFP process.
- 2.5.9.6 The Awarded Contractor shall not disclose, except as required by law, any confidential personally identifiable information obtained through the operation of the Interim Housing Program provided pursuant to the terms and conditions of the final Professional Services Agreement(s) resulting from this RFP process.
- 2.5.9.7 The Awarded Contractor shall not access any confidential proprietary information, records or reports, including, without limitation, information, records or reports which concerns RUHS – Behavioral Health’s treatment methods, operations and costs, except as absolutely necessary in the course of operating the Interim Housing Program provided pursuant to the terms and conditions of the final Professional Services Agreement(s) resulting from this RFP process.
- 2.5.9.8 The Awarded Contractor shall not disclose, except as required by law, any confidential proprietary information obtained through the operation of the Interim Housing Program provided pursuant to the terms and conditions of the final Professional Services Agreement(s) resulting from this RFP process without first obtaining RUHS – Behavioral Health’s express written consent.
- 2.5.9.9 The awarded Contractor is not required to possess National Institute for Medical Respite Care (NIMRC) certification at the time of contract award. However, RUHS-BH strongly encourages Contractors to obtain NIMRC certification, as it demonstrates adherence to recognized best practices in medical respite care. RUHS-BH reserves the right to require NIMRC certification, or compliance with future certification requirements, during the term of the resulting agreement if such standards become necessary to meet programmatic, regulatory, or funding requirements.

2.5.10 MANDATORY CONTRACTOR MEETINGS

The County will conduct mandatory meetings for all contracted providers on a monthly basis, or more frequently as deemed necessary by the County. Contractors will be expected to participate in and attend all mandatory meetings. Additional meetings may be scheduled as needed to support coordination, communication, program implementation, performance monitoring, and continuous improvement. Contractors should anticipate that some meetings may be conducted more frequently during program implementation or when matters require additional coordination. Attendance and active participation by appropriate contractor representatives will be required.

2.5.11 DISASTER PREPAREDNESS

The Awarded Contractor shall develop and update contingency plans to continue the delivery of services in the event of a man-made or natural disaster. Bidders are not required to address disaster preparedness in their proposals. However, bidders shall note that Awarded Contractor(s) will be required to develop and update contingency plans as part of any contracts resulting from this procurement. The COUNTY expects the Awarded Contractor have a disaster plan in place and RUHS-BH expects the contractor to have it available for review upon request and/or during contract monitoring visits.

2.6 SCOPE B: RECUPERATIVE CARE SERVICES*

* *PLEASE NOTE: THE SERVICES IN THIS SECTION SHOULD BE INCLUDED IN YOUR PROPOSAL; HOWEVER, THEY MAY OR MAY NOT BE INCORPORATED INTO THE FINAL NEGOTIATED CONTRACT AND ARE SUBJECT TO BUDGET CONSIDERATIONS.*

2.6.1 RECUPERATIVE CARE SERVICES OVERVIEW

Recuperative Care provides short-term residential support for individuals who are medically stable and no longer require hospitalization but still need a safe and supportive environment to complete their recovery. This service helps prevent medical/behavioral health complications that could arise from being discharged into unstable living conditions and allows individuals to access essential follow-up care, including primary care, behavioral health, case management, and other supportive services.

While up to 299 participants are anticipated to be served under the Interim Housing Program (Scope A), it is expected that approximately 200 of those individuals will qualify for Recuperative Care Services (Scope B). While the facility may have the capacity to accommodate up to 299 individuals total and 200 recuperative care participants, actual occupancy levels may fluctuate, are not guaranteed, and not all participants may qualify for Recuperative Care services.

Recuperative Care is an allowable Community Supports service if it is necessary to achieve or maintain medical stability and prevent hospital admission or readmission, which may require behavioral health interventions.

Recuperative Care cannot exceed a duration of six months per rolling 12-month period (but may be authorized for a shorter period based on individual needs).

2.6.2 TARGET POPULATIONS

- 2.6.2.1 Individuals recovering from physical illness, injury, or surgery who do not have a stable home environment;
- 2.6.2.2 Individuals with behavioral health conditions who are medically stable but at risk of deterioration due to homelessness or unsafe housing;
- 2.6.2.3 Individuals discharged from hospitals, crisis facilities, or emergency departments who need short-term stabilization and coordination of care;
- 2.6.2.4 People experiencing homelessness who need support to safely recover and transition to long-term housing and ongoing care.

2.6.3 CASE MANAGEMENT

- 2.6.3.1 CONTRACTOR will case manage Members, including completion of a Housing Support Plan (form will be provided by County) to prepare them for permanent supportive housing, collaborating with COUNTY-contracted Community Supports Housing Transition Navigation Services.
- 2.6.3.2 Case management includes assisting Members with replacing necessary documents (birth certificates, photo ID, immigration papers, Social Security cards).

- 2.6.3.3 Provide assistance applying for income-related benefits (General Relief, food stamps, SSDI, SSI, Medicare, Medi-Cal, unemployment).
- 2.6.3.4 Make referrals to primary medical care, mental health, and community services as needed.
- 2.6.3.5 Assist monitoring legal issues impacting housing, making appropriate referrals and addressing barriers such as credit history, criminal records, pending warrants.
- 2.6.3.6 Upon exit, CONTRACTOR will make reasonable efforts to connect Members to alternative facilities, shelters, or permanent housing.

2.6.4 TRANSITIONS OF CARE

- 2.6.4.1 Maintain clear policies and procedures for screening and managing referrals into the program, including:
 - A. Written admission criteria
 - B. Clinical appropriateness reviews
 - C. Referral contacts (phone/email)
 - D. 24/7 admission capacity
- 2.6.4.2 Conduct clinical summaries on admission.
- 2.6.4.3 Maintain HIPAA-compliant communication.
- 2.6.4.4 Ensure designated case manager/CONTRACTOR of record assigned to each Member.
- 2.6.4.5 Perform medication reconciliation within 12 hours of admission; residents shall keep and store their own medication in their own rooms, but CONTRACTOR shall assist with initial reconciliation.
- 2.6.4.6 Screen for and honor existing advanced directives.
- 2.6.4.7 Identify and notify Member's Primary Care Provider (PCP) about transition into program.
- 2.6.4.8 Collaborate with COUNTY housing team and Community Supports CONTRACTORS during transition, including case management and participation in interdisciplinary care team meetings.

2.6.5 POST-ACUTE CARE

- 2.6.5.1 Maintain medical records for each Member in compliance with HIPAA.
- 2.6.5.2 Conduct baseline clinical assessments including:
 - A. Current diagnosis, history, medication/allergies
 - B. Physical and mental health status (including PHQ-9)
 - C. Behavioral health and substance abuse needs
 - D. Pain status
 - E. Fall risk
 - F. Immunization status (at minimum influenza and COVID)

- 2.6.5.3 Develop individualized care plans specifying treatments and goals; share with COUNTY Housing team within 72 hours of admission.
- 2.6.5.4 Perform wellness checks at least once every 24 hours; communicate condition changes to clinical CONTRACTORS.
- 2.6.5.5 Present Members at COUNTY interdisciplinary care conference meetings.

2.6.6 CARE COORDINATION AND WRAPAROUND SERVICES

- 2.6.6.1 Ensure at least one RN, LCSW, LMFT, LPCC, or higher medical services CONTRACTOR performs evaluations and reporting as required.
 - 2.6.6.2 Support Members in developing self-management goals.
 - 2.6.6.3 Assist in navigating healthcare and building relationships with PCPs.
 - 2.6.6.4 Coordinate/provide transportation to medical and behavioral health appointments.
 - 2.6.6.5 Communicate with outside CONTRACTORS for care plan updates.
 - 2.6.6.6 Make referrals to behavioral health services as needed.
 - 2.6.6.7 Facilitate access to supportive housing services where appropriate.
 - 2.6.6.8 Identify and refer to community resources.
 - 2.6.6.9 Submit applications for SSI/SSDI and other benefits as needed.
 - 2.6.6.10 Collaborate with COUNTY-contracted Community Supports CONTRACTORS.
 - 2.6.6.11 Participate in interdisciplinary care conferences with COUNTY and partners.
 - 2.6.6.12 Use closed-loop referral systems to ensure Member access to Community Supports.
 - 2.6.6.13 Notify COUNTY staff of significant changes negatively impacting Member's housing stability.
 - 2.6.6.14 Capture encounter data according to Inbound 837 Implementation and Companion Guide or CMS 1500, including CPT codes.
 - 2.6.6.15 Confirm the Member's medical and behavioral health needs and goals which includes reviewing the Member's discharge instructions and/or care plan when available, or connecting the Member to a clinician who can complete an individual needs assessment.
 - 2.6.6.16 Provide ongoing monitoring of the Member's medical or behavioral health condition to avoid unnecessary ED utilization, keep the Member's providers informed of their progress, and ensure timely clinical consultation when a Member's condition changes.
 - 2.6.6.17 Conduct wellness checks (which may be performed by non-clinical staff) at least once every 24 hours
 - 2.6.6.18 Coordinate onsite access to the clinical services a Member needs (see also service Component number 5)
 - 2.6.6.19 Support the Member's clinical goal's for the Recuperative care period
-

- 2.6.6.20 Connect the member to Primary care provider (PCP) upon their entry into recuperative care, working with the Managed Care Provider (MCP) as necessary to identify the PCP
- 2.6.6.21 Connect the member to any other clinical services and/or social supports they may require including referral, as needed, to mental health and substance use disorder services and dental services
- 2.6.6.22 Coordinate transportation to medical appointments, diagnostic procedures, and the pharmacy
- 2.6.6.23 Conduct case conferencing and communication Medical/clinical needs with community-based medical providers
- 2.6.6.24 Conduct discharge planning to support the Member in successfully transitioning out of the recuperative care facility
- 2.6.6.25 Connect the member to ECM, which includes submitting a referral to the Member's MCP for ECM; working with the MCP, as necessary, to identify the ECM provider; and facilitating a warm handoff with the ECM provider prior to discharge from Recuperative care.
- 2.6.6.26 Onsite access must be made available to Members who need it; however, Members may access services offsite if clinically appropriate and feasible.
- 2.6.6.27 Connecting the Member to ECM, which includes submitting a referral to the Member's MCP for ECM; working with the MCP, as necessary, to identify the ECM Provider; and facilitating a warm handoff with the ECM Provider prior to discharge from Recuperative Care (see Delivery with Other Community Supports and ECM subsection of Section II.2. for additional information).
- 2.6.6.28 Provide access to the following:
 - A. Equipment (e.g., phone, computer), as needed, for any telehealth visits during the stay.
 - B. A safe space for storage (including refrigeration) and administration of the Member's own medications.
 - C. A secure space for storage of personal items.
 - D. Onsite access to appropriate clinical services (including basic nursing care; wound care; and medication prescribing, dispensing, administration, and management as may be needed) through established relationships with qualified medical or Home Health Providers.
 - E. 24 hours a day/7 days a week access to onsite staff (may be non-clinical) who are trained in first aid, basic life support, and de-escalation techniques and can coordinate access to on-call medical support that includes 24/7 nursing hotlines through the Member's MCP.
- 2.6.6.29 During a stay in a Recuperative Care setting, Members may be referred to HTNS and Transitional Rent, as well as other Community Supports that are medically appropriate. If already receiving ECM when entering a Recuperative Care setting, Members can continue receiving it during their stay.

2.6.7 COORDINATING DISCHARGES

- 2.6.7.1 Conducting discharge planning to support the Member in successfully transitioning out of the Recuperative Care facility.
 - 2.6.7.2 Maintain written discharge policies specifying authorized decision-makers.
 - 2.6.7.3 Inform Members of discharge policies and procedures.
 - 2.6.7.4 Contact COUNTY in case of authorization expiration and confer on next steps.
 - 2.6.7.5 Provide at least 24 hours' notice prior to discharge.
-

2.6.7.6 Provide discharge summaries including medication lists, follow-up appointments, and community resource instructions.

2.6.7.7 Share discharge summaries at COUNTY ICT meetings.

2.6.7.8 Update care plans with discharge information and share with COUNTY and Member's PCP.

2.6.7.9 Assist Members in identifying necessary behavioral health, medical, housing, and social service supports to facilitate timely transition to community living and/or lower levels of care. Collaborate with COUNTY on a case-by-case basis for Members requiring extended stays. Maintain an overall goal of no more than 182 days per stay, in alignment with CalAIM Recuperative Care standards.

2.6.8 ON SITE TEAM SUPERVISION REQUIREMENTS

2.6.8.1 Contractor must have a supervisor to conduct programmatic oversight of the care coordination and case management activities set forth above in the *Scope of Work*.

2.6.8.2 Supervisors are responsible for ensuring care coordination and case management decisions reflect Members' medical and behavioral health needs and facilitate timely access to appropriate services. Key supervisory responsibilities include, but are not limited to:

- A. Providing structured oversight and guidance to care coordination and case management staff to ensure Member engagement is occurring consistently and appropriately;
- B. Ensuring care coordination activities align with a Members' documented needs and goals, including discharge instructions, care plans, and referrals;
- C. Ensuring Members receive timely access to required medical, behavioral health, and social services through effective coordination, monitoring, and follow-up;
- D. Overseeing quality and accountability for care coordination and case management functions, including consistency and adherence to applicable service requirements; and
- E. Establishing clear escalation pathways to ensure medical, behavioral health, or safety concerns are referred to appropriately licensed providers in a timely manner.
- F. The supervision required does not constitute licensed clinical supervision; medical decision-making authority remains with the licensed providers delivering clinical services.

2.6.8.3 Supervisor Qualifications:

- A. The supervisor must be employed by the Recuperative Care facility and regularly available onsite.
- B. The supervisor is not required to be employed full-time. To qualify, supervisors must have experience managing staff and/or a team and hold one of the following licenses or degrees, acting within their applicable scope of practice: Registered Nurse (RN); or Licensed Vocational Nurse (LVN); or Licensed Clinical Social Worker (LCSW) with at least two years of experience in a health care delivery setting; or Master of Social Work (MSW) with at least five years of experience in a health care delivery setting.
- C. Supervisors must be regularly available in-person and cannot be solely on-call or based virtually.

- D. Each supervising clinician must operate within their applicable scope of practice, which may limit who they can supervise and the activities subject to supervision.
- E. The required years of experience in a health care delivery setting may have been obtained at any time, including prior to or during degree attainment.
- F. LCSWs and MSWs serving in the supervisory role must also demonstrate “experience in a health care delivery setting,” defined as:
 - 1. Working with patients, or supervising staff working with patients, who have complex medical, behavioral health, and social needs;
 - 2. Interpreting and executing care plans, and/or overseeing staff execution of care plans;
 - 3. Coordinating patient care activities and/or supervising staff coordinating patient care activities with other members of the healthcare team, patient representatives, and community partners;
 - 4. Routine collaboration with interdisciplinary healthcare teams that include licensed professionals; and
 - 5. Escalating care as needed to other qualified professionals.
 - 6. Health care delivery setting experience does not mean experience such as:
 - a. Working exclusively with patients on social needs care with no experience coordinating medical needs; or
 - b. Serving solely in an administrative or non-patient-facing function (e.g., human resources, billing oversight, or facilities management).

2.7 **USE OF SUBCONTRACTORS**

- 2.7.1 Proposers are permitted to use subcontractors in the delivery of services outlined in this RFP. However, all subcontractors must be clearly identified in the proposal.
- 2.7.2 The proposal must include a list of all proposed subcontractors, along with a description of the specific services they will provide. The County reserves the right to approve or reject any proposed subcontractor during the evaluation and contracting process.
- 2.7.3 The prime contractor will remain fully responsible for all services provided, including those performed by any approved subcontractors.

2.8 **REIMBURSEMENT**

RUHS-BH shall have access to occupy any beds designated as Interim Housing Program beds, if available at that time. The proposed rate shall ensure the highest quality of services can be delivered, as specified in the RFP, at the lowest price possible per resident bed. Compensation shall be paid in accordance with a properly prepared invoice submitted and to COUNTY by the Awarded Contractor within five (5) days from the last day of each calendar month. COUNTY shall pay the invoice thirty (30) working days from the date of receipt of the invoice.

BIDDER’S NOTE: APPENDIX A: BACKGROUND/PURPOSES & SCOPE OF SERVICES CONSISTS OF PAGES 1 THRU 22 OF THIS DOCUMENT. THE PAGES FROM APPENDIX A **ARE NOT** TO BE INCLUDED AS PART OF THE BIDDER PROPOSAL RESPONSE.

ATTACHMENT A: BIDDER PROPOSAL RESPONSE (SECTIONS A-I) BEGINS ON THE FOLLOWING PAGE AND CONSISTS OF 45 PAGES.

ATTACHMENT A: BIDDER PROPOSAL RESPONSE (SECTIONS A – I)

BIDDERS MAY REQUEST THIS ATTACHMENT IN AN ELECTRONIC WORD FORMAT BY SENDING AN EMAIL REQUEST TO: Melanie Hurst at: Mhurst@rivco.org

SECTION A: PROPOSAL SUBMITTAL CHECKLIST

Instructions:

- Bidder's proposal shall follow the order provided below; however, the Bidder may insert the number of pages necessary to provide the required information. Bidders are not restricted to the number of pages that have been provided in this attachment.
- Bidder's proposal must contain the following sections (**labeled Sections A – I and Sections J & K**) in the order listed below.
- The Proposal Checklist shall identify the page numbers where each of the identified sections can be located within the bidder's response. To ensure that all items have been provided, bidders shall check off each box on the checklist to verify the requested information has been provided.
- Follow the instructions provided in each section of the RFP.
- Bidder may provide additional attachments in Section I of their proposals; however, each item shall be labeled to specifically identify what it is and what page number it can be located on in the response.
- Bidders that do not follow the instructions or do not provide the information requested in Terms and Conditions document "Section 5.0, Proposal Submittal Procedures", may be found "non-responsive" and disqualified from the bid process.

NAME OF COMPANY: _____

PROGRAM NAME: INTERIM HOUSING PROGRAM WITH RECUPERATIVE CARE SERVICES

POPULATION TO BE SERVED WILL INCLUDE: MEN, WOMEN & CHILDREN

ADDITIONAL PROPOSED SERVICES INCLUDED IN PROPOSED RATE (CHECK ALL THAT APPLY BELOW):

☐ Food ☐ Meal Preparation ☐ Toiletries and Personal Hygiene Items ☐ Other (please describe): ☐ Other (please describe): ☐ Other (please describe):

PROPOSAL SUBMITTAL CHECKLIST

General Items:

- ☐ **Sections A – I** have been saved as one file (or separate files) in Microsoft Word or PDF format and uploaded to the Public Purchase website.
- ☐ **Section J: Cost Proposal** has been saved as a separate file in Microsoft Word or PDF format and uploaded to the Public Purchase website. **Section J must be uploaded separately and may NOT be included as part of Sections A-I above or Section K below.**
- ☐ **Section K: Financial Statements** which consists of **both** the balance sheet and income statement for the company have been saved as a separate file in Microsoft Word or PDF format and uploaded to the Public Purchase website. **Section K must be uploaded separately and may NOT be included as part of Sections A-I or Section J above.**

Bidders proposals shall consist of the following sections and indicate the page number where the section and attachments are located in the proposal.

Page Number

- ☐ **Section A** – Proposal Submittal Checklist (*this page*)..... _____
- ☐ **Section B** – Proposal Cover Page (*signed by Authorized Signatory*) _____

- ☐ **Section C** – Company Profile / Experience..... _____
- ☐ **Section D** – Description of Services..... _____
- ☐ **Section E** – Resumes/Credentials _____
- ☐ **Section F** – References _____
- ☐ **Section G** – Acknowledgements..... _____
- ☐ **Section H** – Iran Contracting Act & Compliance with Economic Sanctions with Russia _____
- ☐ **Section I** – Bidder Attachment _____

Any response/information that Bidders are finding difficult to include in the “Bidders Response” boxes in any section of the RFP, can be included as an attachment in Section I. Attachments provided in Section I must be labelled as “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Section I.” List all attachments with an index Section.

List all attachments included in this Section. Please add rows and use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1	_____	_____
Attachment 2	_____	_____
Attachment 3	_____	_____
Attachment 4	_____	_____
Attachment 5	_____	_____
Attachment 6	_____	_____
Attachment 7	_____	_____
Attachment 8	_____	_____
Attachment 9	_____	_____
Attachment 10	_____	_____

PLEASE NOTE: ATTACHMENT A: BIDDER PROPOSAL RESPONSE CONSISTS OF TWO SEPARATE DOCUMENTS (SECTIONS A – I, LISTED ABOVE AND SECTIONS J & K, LISTED BELOW).

ATTACHMENT A: BIDDER’S COST PROPOSAL (SECTION J) AND FINANCIAL STATEMENTS (SECTION K) MUST BE UPLOADED TO THE PUBLIC PURCHASE WEBSITE AS TWO SEPARATE FILES AND NOT AS PART OF SECTIONS A – I ABOVE.

- ☐ **Section J** – Cost Proposal*..... _____
- ☐ **Section K** – Financial Statements** _____

* Please note: Section J is the only section the Cost Proposal Sheet, Budget Worksheets or any other cost-related information should appear in the bidder’s proposal. **Do not include** cost information in any other section.

** Please note: Financial statements must include the organization’s balance sheet **and** income statement.

SECTION B: PROPOSAL COVER PAGE

The Proposal Cover Page must be signed by an authorized representative. Signature by an authorized representative of the firm on the Proposal cover page shall constitute a warranty, the falsity of which shall entitle the County of Riverside to pursue any remedy authorized by law, which shall include the right, at the option of the County of Riverside, of declaring any contract made as a result thereof, to be void.

BIDDER TO COMPLETE ALL APPLICABLE AREAS

BIDDERS ARE REQUIRED TO REGISTER (IF NOT ALREADY REGISTERED) ON THE COUNTY OF RIVERSIDE'S WEBSITE:
WWW.PURCHASING.CO.RIVERSIDE.CA.US

The County of Riverside Purchasing Department on behalf of the Riverside University Health System – Behavioral Health is soliciting Proposals from qualified providers for:

RFP #MHARC-315: INTERIM HOUSING PROGRAM WITH RECUPERATIVE CARE SERVICES

as detailed in Appendix A: Purpose/Background and Scopes of Services

NO FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED

After close of this RFP, the award will be announced within 60- 120 days. If an addendum is issued for this procurement, it will be the Bidder's responsibility to retrieve all applicable addenda from the Public Purchase / Purchasing website.

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."

Company Name:

Mailing Address:

City: State: Zip:

Remit to Address:

City: State: Zip:

Phone # () FAX # ()

Contractor Website:

Name: Title:

Signature: Date:

Email:

TO APPLY AND QUALIFY FOR PREFERENCE PROGRAM BIDDER MUST CHECK THE PREFERENCE BEING APPLIED FOR BELOW. BIDDER MUST ALSO COMPLETE AND SUBMIT THE APPLICABLE PREFERENCE PROGRAMS AFFIDAVIT AND INCLUDE IT IN THIS SECTION OF THE PROPOSAL FOR REVIEW AND CONSIDERATION.

(ONLY ONE MAY BE SELECTED)

☐

Small Business Preference
(Must submit Small Business Affidavit)

-OR-

☐

Veteran, Active Duty and/or National Guard Business Preference
(Must submit Veteran, Active Duty and/or National Guard Business Affidavit)

SECTION B: PROPOSAL COVER PAGE (CONTINUED)

PRE-BID MEETING INFORMATION

A MANDATORY PRE-BID MEETING FOR THIS RFP WILL BE HELD VIRTUALLY VIA MICROSOFT TEAMS.

Instructions on how to access the meeting and how to be added to the virtual sign-in sheet* have been provided below.

DATE: October 1, 2026

TIME: 11:00 a.m. Pacific Standard Time

LOCATION: Microsoft Teams

Registration Instructions*

- This meeting will be held virtually via Microsoft Teams
- Bidders **must register in advance by September 28, 2026** at the link provided below to attend this meeting:

[**RFP #MHARC-310: MVWV Interim Housing Program Pre-Bid Meeting Registration Link**](#)
- Registration is required to attend the meeting. If you are registering on behalf of other individuals, please be sure to register each person who will be attending the meeting from your organization. Forwarding the meeting details may result in the individual not being able to access the meeting if not previously registered.
- After registering, a confirmation email containing information about joining the meeting will be sent to each person who has registered.

** (Bidders may also request the link to register by sending an email to: mhurst@rivco.org)*

*RFP documents are available for review and may be downloaded at: www.publicpurchase.com
Please be advised these documents will be discussed during the Pre-bid Meeting.
If attendees do not have access to the documents, they will also be available for review during the meeting.*

SECTION C: COMPANY PROFILE/ EXPERIENCE

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (e.g., partnership, corporation, etc.) including state of incorporation and proof of good standing and ability to do business in California. Bidders found not to be in good standing to do business in the State of California at time of bid submission will not be considered for award.

BIDDER'S RESPONSE:

2. Company overview of services or activities performed, including the following:

BIDDER'S RESPONSE:

- a. Company hierarchy (e.g., President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract;
- b. List of Agency's Board of Directors and Advisory Board;
- c. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services;
- d. Company size – number of staff; and
- e. Location of the office from which the work under this contract will be provided and the staff allocation at that office.

3. Provide your company's mission statement.

BIDDER'S RESPONSE:

4. Proof of non-profit status (e.g., IRS Determination letter, or comparable documentation) if applicable, including proof of active charity registration with the Department of Justice (DOJ). Bidders found not to be in good standing with the DOJ at time of bid submission will not be considered for award.

BIDDER'S RESPONSE:

5. Proof of good standing with the Attorney General's Office via print out or screenshot from the California Secretary of States registry for LLCs, corporations, and LPs. Proof of non-profit status, via print out or screenshot from the California Department of Justice's charity registry.

BIDDER'S RESPONSE:

6. Please indicate whether the bidder holds controlling or interests in any other organization or is owned or controlled by any other person or organization, **if none, that must be stated**. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

7. Financial interests in any other business, **if none that must be stated**. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

8. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

9. An explanation of any **past or active** litigation involving the Bidder or any principal officers thereof in connection with any contract.
If none, that must be stated.

BIDDER'S RESPONSE:

10. An explanation of **any active investigations** involving the Bidder, or any principal officers thereof, in connection with any contract.
If none, that must be stated.

BIDDER'S RESPONSE:

11. Bidders must not be debarred, suspended or otherwise excluded from or ineligible to participate in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension," 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17. Bidders attests that it, its employees, directors/officers, contractors, subcontractors or agents (collectively "Contractor") are not suspended, debarred, excluded, or ineligible for participation in Medicare, Medi-Cal or any other Federal or state funded health care program, or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration. Contractor must notify the County in writing within thirty (30) calendar days if, at any time during the term of any resulting Agreement, Contractor or CONTRACTOR'S officers, board members, employees, associates, and agents becomes suspended, debarred, excluded or ineligible for participation in Medicare, Medi-Cal or any other Federal or State funded health care program, as defined by 42. U.S.C. 1320a-7b(f), or from receiving Federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the Federal General Services Administration. Contract will indemnify, defend and hold the County harmless for any loss or damage resulting from the conviction, debarment, exclusion or ineligibility of the Contractor.

Bidders must provide a statement in the section below that attest to and certify that they are not debarred, suspended, or otherwise excluded from or ineligible to participate in Federal Assistance or State Programs. Vendors' eligibility will be verified by the County prior to award of agreement.

BIDDER'S RESPONSE:

11. Bidders must go to the System for Award Management (SAM) at: www.sam.gov, search for their organization's name and submit a printout with their proposal that verifies the contractor is not listed on the SAM website for:

- ✓ Central Contractor Registry (CCR)
- ✓ Federal Agency Registration (Fedreg)
- ✓ Online Representations and Certifications Application
- ✓ Excluded Parties List System (EPLS)

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

BIDDER'S RESPONSE:

12. Bidder shall provide a response to the following questions pertaining to their organizations' accounting systems and prior audits.

BIDDER'S RESPONSE (CHECK ONE RESPONSE FOR EACH OF THE QUESTIONS LISTED BELOW):

- a. Type of accounting system used by your organization: Automated ☐ Manual ☐ Combination ☐
- b. Does your accounting system allow your organization to completely and accurately track the receipt and disbursements of funds related to your awarded contracts? Yes ☐ No ☐
- c. Does your organization have a system in place that allows you to account for 100% of each employee's time?
Yes ☐ No ☐ If so, please explain:
- d. Did your organization have one or more findings during your last single audit regarding program non-compliance?
Yes ☐ No ☐ If so, please explain:
- e. Did your organization have one or more findings during your last single audit regarding internal control deficiencies?
Yes ☐ No ☐ If so, please explain:
- f. Has your organization been audited by the Federal government? Yes ☐ No ☐
If so, when was your most recent Federal audit conducted?
- g. Did your Federal audit result in one or more findings? Yes ☐ No ☐ N/A ☐
If so, please explain:
- h. Has your organization been audited by the State government? Yes ☐ No ☐
If so, when was your most recent State audit conducted?
- i. Did your State audit result in one or more findings? Yes ☐ No ☐ N/A ☐
If so, please explain:

13. Bidders must go to the System for Award Management (SAM) at: www.sam.gov, search for their organization's name and submit a printout with their proposal that verifies the contractor is not listed on the SAM website for:

- ✓ Central Contractor Registry (CCR)
- ✓ Federal Agency Registration (Fedreg)
- ✓ Online Representations and Certifications Application
- ✓ Excluded Parties List System (EPLS)

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

BIDDER'S RESPONSE:

14. Conflict of Interest Statement

The Bidder covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with its performance under an agreement resulting from this solicitation. The Bidder further covenants that no person or subcontractor having any such interest shall be employed or retained under any agreement resulting from this solicitation. The Bidder agrees to inform the County of all its interests, if any, which are or may be perceived as incompatible with the County's interests.

The Bidder shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the Bidder is doing business or proposing to do business, in accomplishing any work under an agreement resulting from this solicitation.

The Bidder or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to County employees and/or consultants engaged in this project.

Compliance with California Government Code 4525 – 4529.5 (Mini-Brooks Act): Selection of services as referenced in this RFP follow applicable County ordinances, policies and procedures. These procedures specifically prohibit practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration, and shall specifically prohibit government agency employees from participating in the selection process when these employees have a relationship with a person or business entity seeking a contract under this solicitation.

Bidder must acknowledge the above requirements and provide a statement of any conflict of interest that may pertain to other projects/contracts and/or relationships with agency employees (past and present).

BIDDER'S RESPONSE:

SECTION D: DESCRIPTION OF SERVICES

This section shall provide a written general understanding of the requirements in the Scope of Services as detailed in the RFP. Space has been provided under each question for the Bidder to provide a response to the question being asked/information being requested. The description of services shall include, in the following order, each of the sections identified below. Where stated below, **Bidders are required to provide a separate response for both Scope A: Interim Housing Program & Scope B: Recuperative Care Services.** The information required for each question has been italicized and listed directly above the "Bidder's Response" within each box.

1. **Project Narrative & Description of Program Requirements:** This section should provide a detailed description that outlines your plan for delivery of services for as described in Section Program Requirements. This should include information pertaining to the facility and facility operations and address each of the requirements listed below.

1.1. Bidder must provide an overview of their proposed program, being sure to address the specific needs of the target population that will be served, and what approach and/or best practice methods they plan to utilize to provide the proposed services. Please provide an overview for both Interim Housing Program and Recuperative Care Services.

A. BIDDER'S RESPONSE FOR INTERIM HOUSING PROGRAM (SCOPE A):

B. BIDDER'S RESPONSE FOR RECUPERATIVE CARE SERVICES (SCOPE B):

1.2 Bidder shall provide a description of the approach to providing Support Standard services as listed in Appendix A, Scope of Services, Section 2.5.3.1.

BIDDER'S RESPONSE:

1.3 Bidder shall provide a description of the approach to providing Drug and alcohol testing services as listed in Appendix A, Scope of Services, Section 2.5.3.2.

BIDDER'S RESPONSE:

1.4 Bidder shall provide a description of their Substance Use policy as listed in Appendix A, Scope of Services, Section 2.5.3.3.

BIDDER'S RESPONSE:

1.5 Bidder shall provide a description of the approach to providing Culturally competent services as listed in Appendix A, Scope of Services, Section 2.5.3.4.

BIDDER'S RESPONSE:

1.6 Bidder shall provide a description of their house rules as listed in Appendix A, Scope of Services, Section 2.5.3.5. Bidders shall provide **a copy of their house rules.**

BIDDER'S RESPONSE:

1.7 Bidder shall provide a description of their Operational Standards as listed in Appendix A, Scope of Services, Section 2.5.4.

BIDDER'S RESPONSE:

1.8 Bidder shall provide a description of the approach to providing Recuperative Care Standards Case management as listed in Appendix A, Scope of Services, Section 2.6.3.

BIDDER'S RESPONSE:

1.9 Bidder shall provide a description of the approach to providing Recuperative Care Standards Transitions of Care as listed in Appendix A, Scope of Services, Section 2.6.4.

BIDDER'S RESPONSE:

1.10 Bidder shall provide a description of the approach to providing Recuperative Care Standards Post-Acute care listed in Appendix A, Scope of Services, Section 2.6.5.

BIDDER'S RESPONSE:

1.11 Bidder shall provide a description of the approach to providing Recuperative Care Standards Care Coordination and Wraparound Services listed in Appendix A, Scope of Services, Section 2.6.6.

BIDDER'S RESPONSE:

1.12 Bidder shall provide a description of the approach to providing Recuperative Care Standards Coordinating Discharges listed in Appendix A, Scope of Services, Section 2.6.7?

BIDDER'S RESPONSE:

1.13 Bidder shall provide a disaster response plan including risk assessment, emergency procedures, communication plan, evacuation and transportation, staff responsibilities, recovery and continuity, and any other key components deemed necessary by bidder.

BIDDER'S RESPONSE:

1.14 If required for residents with income, a contribution of 30% toward housing costs is required. Outline your organization's proposed strategy for collecting and monitoring these payments.

BIDDER'S RESPONSE:

1.15 Describe the toxicology testing protocol and staff training in place for your facility.

BIDDER'S RESPONSE:

1.16 Bidder shall provide a description of the approach to providing services to a population of members with severe mental illness including those with co-occurring substance use disorders. Include an example of a schedule of activities that reflect their planned method of services. Additionally, bidders must describe how these services will meet Recuperative Care in Scope B.

A. BIDDER'S RESPONSE FOR INTERIM HOUSING PROGRAM (SCOPE A):

B. BIDDER'S RESPONSE FOR RECUPERATIVE CARE SERVICES (SCOPE B):

1.17 While up to 299 participants are anticipated to be served in the interim Housing Program (Scope A), it is expected that approximately 200 of those individuals will qualify for Recuperative Care services (Scope B). In your response, please indicate the number of consumers your proposed staffing model can support for each scope of service.

A. BIDDER'S RESPONSE FOR INTERIM HOUSING PROGRAM (SCOPE A):

B. BIDDER'S RESPONSE FOR RECUPERATIVE CARE SERVICES (SCOPE B):

1.18 While the facility has the capacity to serve up to **299 eligible participants**, a portion of the apartment units may also accommodate participants residing with their dependent family members, when clinically appropriate and approved by RUHS-BH. As a result, not all occupied beds may be designated for eligible participants. In your response, please describe your proposed approach to managing households that include dependent family members. At a minimum, address the following:

BIDDER'S RESPONSE:

a. Strategies for maintaining a safe, secure, and therapeutic environment for all participants and their families.

b. Policies and procedures for addressing issues or conflicts involving dependent family members.

c. Staffing, supervision, and operational practices that support participant recovery while preserving family stability.

d. Processes for coordinating with RUHS-BH regarding family accommodations, safety concerns, and any issues that may arise.

e. Any additional measures your organization would implement to ensure the well-being of participants, their dependent family members, staff, and the overall program environment.

2. **Staffing:** Briefly describe your proposed plans for staffing the proposed program(s); this includes the use of subcontractors (i.e. doctors, nurses, etc.) and volunteers (i.e. interns). This section shall also list any pre-employment screening, testing or background checks for employees, subcontractors, and volunteers, if applicable. Provider shall be responsible for checking the Office of Inspector General (OIG) website (<http://www.oig.hhs.gov>) to validate that none of its officers, board members, employees, associates, volunteers, contractors and agents are on the list.

2.1 Bidder shall describe all positions associated with the required services including qualifications (training, certifications, licenses, etc.) for employment in each position and for each Scope type. Describe proposed timetable for hiring staff, if applicable. Also describe any special testing requirements for staff, if applicable. Description shall also indicate the Full-time Equivalent (FTE) status for each position. Bidder's description shall also identify the individual(s) who will have primary responsibility for each activity, and what qualifies this individual to oversee this aspect of the program. Bidder shall also provide a plan for supervision and how workload will be assigned. Please list out and describe positions based off of Scope A & B.

A. BIDDER'S RESPONSE FOR INTERIM HOUSING PROGRAM (SCOPE A):

B. BIDDER'S RESPONSE FOR RECUPERATIVE CARE SERVICES (SCOPE B):

2.2 Bidders shall provide a description of pre-screening employment policy, procedures and practices pertaining to background checks. The description should indicate the name of the organization(s) utilized to provide this service and how results are reviewed in determining employment offers. Please note: per the Scope of Service, awarded CONTRACTOR must conduct criminal background record checks and receive fingerprint clearance from the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) on all employees, subcontractors and volunteers that work with, interact with and/or whom have access to individuals receiving services.

If applicable, adherence to the Board of Supervisors Policy C-33 Background Check Policy, will be required for non-employees performing the services indicated in the policy. Policy C33 can be found on the Clerk of the Board's website at the following link: <https://rivcocob.org/board-policies>

BIDDER'S RESPONSE:

2.3 Describe a typical twenty-four (24) hour staff schedule for your facility. Please list out the schedules for both Scope A and Scope B.

A. BIDDER'S RESPONSE FOR INTERIM HOUSING PROGRAM (SCOPE A):

B. BIDDER'S RESPONSE FOR RECUPERATIVE CARE SERVICES (SCOPE B):

2.4 Bidder shall describe the roles, responsibilities for the resident advisor and the approach that the resident advisor will take on communicating and enforcing the Mead Valley Wellness Village regulations; such as conducting daily room inspections, and documenting and reporting any violations or issues as they occur.

BIDDER'S RESPONSE:

2.5 Bidder shall describe any plans for use of volunteers (including interns).

BIDDER'S RESPONSE:

2.6 Indicate relevant associations and memberships your organization belongs to.

BIDDER'S RESPONSE:

2.7 As noted above and in the Scope of Service, Awarded Contractor(s) shall ensure confirmation of the identity and determining the exclusion status of its officers, board members employees' associates, and agents through routine checks of Federal and State databases. This includes the Social Security Administration's Death Master File, the National Plan and Provider Enumeration System (NPPES), the List of Excluded Individuals/Entities (LEIE), the System for Award Management (SAM), and the Medi-Cal List of Suspended or Ineligible Providers. These databases shall be consulted upon appointment of board members or hiring of employees, associates and agents and no less frequently than monthly thereafter. A signed statement is required monthly validating that the required database checks were conducted. Written notification within thirty (30) calendar days is required if and when any personnel are found listed on this site and what action has been taken to remedy the matter. Bidder must provide a statement that indicates they are aware of these requirements and that the organization will comply with them if awarded a contract for these services.

BIDDER'S RESPONSE:

2.8 Bidder shall describe their staff training plan in the areas of orientation, ongoing staff skill development and health and safety as required in Scope of Services. Indicate any measures or plan used to ensure subject competency post training. Include a start-up and ongoing training plan/schedule. Identify any potential training barriers. Plan should reflect frequency and duration. Anticipated costs for this program should be included in your cost proposal and described in your budget narrative.

BIDDER'S RESPONSE:

2.9 Bidder shall provide a proposed weekly staffing schedule showing how many staff by job classification, hours scheduled and budgeted FTE are on duty, if applicable. Note: Staff schedule/classification should synchronize with activity schedule.

BIDDER'S RESPONSE:

2.10 Bidder shall provide back-up or on-call plan to ensure that staff coverage will be available to provide adequate services to all consumers at all times (avoiding admission denials due to staff vacations, illness, etc.)

BIDDER'S RESPONSE:

2.11 Bidder shall indicate what the minimum and maximum number of hours per week of administrative oversight dedicated to facility will be, and which staff positions will provide this supervision and management. Bidder shall also list the location(s)/address(es) of the site(s) where any administrative services will be provided if not at the facility. If staffing minimums vary based on the scope type (Scope A or Scope B), please clearly indicate the distinction.

BIDDER'S RESPONSE:

3. Program Compliance: Describe your history of successful program compliance.

Bidder shall describe your organization's demonstrated success with program compliance. This section shall described the internal programs and policies your company has put in place in order to ensure the standards set by government laws, regulation, and requirements were met in prior contracts.

Response should provide specific details of how your organization has ensured that prior services were provided in accordance with the program(s) requirements. This section shall also state what quality assurance procedures have been implemented to ensure program compliance.

BIDDER'S RESPONSE:

4. Quality Assurance: Describe how the interaction between your company and the County will take place to ensure the services are performed as stipulated in the contract and to the County's satisfaction, including resolving problems that may be encountered while providing these services.

Bidder shall describe what mechanisms will be put in place ensure that services are provided in accordance to the standards stipulated in the agreement. Bidder shall also describe how they will resolve problems that may be encountered while providing these services.

BIDDER'S RESPONSE:

5. Cultural Competency: In order to ensure that culturally competent services are provided, all in-service training shall include relevant aspects of culturally and linguistically appropriate services. At least once per year and upon request, CONTRACTOR shall provide County with a schedule of in-service training(s), course outlines, and a list of participants at each such training. Describe how your organization plans to ensure that the training is provided to the staff working with the consumers is effective and how you plan to measure or demonstrate how services are designed to adapt to diverse cultures and reflect competency in service delivery.

Bidder shall describe their cultural competency training program (frequency of training and the training topics offered), how their staff will work with residents from other cultures and how these services are monitored/evaluated. In addition, please indicate whether or not you are able to provide services to non-English speaking and deaf/hearing impaired residents. If so, describe what services, if any, that you will be able to provide to these individuals.

BIDDER'S RESPONSE:

6. Transportation: Bidders shall provide a description of how transportation shall be provided.

Description should identify what transportation options are available to consumers of the facility as required in the scope of services.

BIDDER'S RESPONSE:

7. Regulations: Describe how your organization plans to ensure that the facility adheres to the applicable regulations.

Bidder shall describe your adherence to the following regulations. Response should provide details of the policies and procedures that are currently in place or will be implemented if awarded a contract for this funding.

BIDDER'S RESPONSE:

- a. Title 19, Section 3.09: Pertains to emergency planning and drills in various occupancies, including procedures for evacuation and record keeping.
- b. Health and Safety Standards:
- c. Fire Safety Codes:
- d. Fair Housing

8. **Data Management:** Briefly describe how your organization currently obtains, tracks, warehouses and shares data. **In addition, please provide a statement that indicates your organization has computers, Internet access and has the capability to enter data into the County's web-based Management Information System.**

Bidder shall describe their organization's capability to obtain, track, warehouse and share data. In addition, please provide a statement that indicates your organization has computers, Internet access and has the capability to enter data into the County's web-based Management Information System.

BIDDER'S RESPONSE:

9. **Project Timeline:** Bidders shall provide a timeline outlining key milestones and actions for completing deliverables and implementing the program. The timeline should assume facility occupancy by **December 1, 2026**, and consumer admissions beginning by **January 4, 2027**. The awarded provider is expected to begin licensing applications and walkthrough activities in **October 2026**, with dates subject to construction completion and facility readiness.

Bidder shall provide a project timeline that delineates the step Bidder will take to successfully implement this program.

BIDDER'S RESPONSE:

10. **Collaboration & Subcontracting:** Briefly describe your proposed plans for collaboration in the provision of the services identified within this RFP. If Bidder already has existing subcontracts, copies of the subcontract should be submitted as well.

*Bidder shall describe their plans to collaborate in the provision of the proposed services. This description shall describe the nature of the collaboration and the responsibilities of each party. If Bidder has existing subcontracts, they should submit copies of them. Bidder shall also provide a statement that indicates whether or not your company will be subcontracting out any portion(s) of the work. If any portion of the work will be subcontracted the name of the subcontractor and the portion of the work, which will be subcontracted must be provided. **If your company will not be subcontracting out any portion(s) of the work, that must be stated.***

BIDDER'S RESPONSE:

11. **Past and Present Experience (with Riverside University Health System—Behavioral Health, formerly known as Riverside County Department of Mental Health):** Provide a listing of all current and previous contracts your organization has had with RUHS—BH and/or RCDMH.

Bidder shall list all current and previous contracts your organization has had with RUHS—BH and/or RCDMH. This list should include the contract period of performance, # of renewal options, the annual dollar amount of the contract, name of the project/program and description of services provided.

BIDDER'S RESPONSE:

Contract Period of Performance (Start Date & End Date)	# of Renewal Options	Annual Dollar Amount of Contract	Project/Program Name & Description of Services Provided

SECTION E: RESUMES/CREDENTIALS

This section shall state all employees/subcontractors/volunteers responsible for administering or providing services. Certifications/licenses, if applicable

1. Bidder shall specifically provide the following information for all individuals or positions that have been identified to provide and/or administer the proposed services. If Staff is for certain Scope A or B only, please clearly indicate the distinction:

BIDDER RESPONSE:

NAME (IF POSITION IS NOT CURRENTLY FILLED, STATE "VACANT")	POSITION TITLE	SUMMARY OF PRIMARY RESPONSIBILITIES	SUMMARY OF QUALIFICATION/ EXPERIENCE	DIRECT SUPERVISOR

2. In addition, copies of the following items shall also be provide:

- a. Resumes;
- b. Letters of reference, if available;
- c. Applicable current professional licenses, permits, and certificates; and
- d. Any additional information, which will assist in evaluating the individual's qualifications

BIDDER RESPONSE:

3. **If staff have not yet been identified and/or hired**, please include a job description which describes the minimum qualifications of each position in which the information requested in the two items above have not been provided. Please note job descriptions should correlate to the staffing requirements of the RFP.

BIDDER RESPONSE:

SECTION F: REFERENCES

This section of the proposal shall include the following:

1. Provide a minimum of three (3) **letters of reference** on the company's letterhead from current and past business associates describing:
 - a. The contractor's successful administration of a similar program;
 - b. The attributes for which they have direct knowledge that confirm the Bidder's specific skills and expertise with this population;
 - c. Affirm a history of successful community collaboration and cooperation;
 - d. Dates of work performed, if applicable; and
 - e. Type of work performed, if applicable.

Reference letters shall not be dated more than twelve (12) months prior to the date of the proposal submission. References cannot include County Elected Officials, Department Directors, or come from the requesting agency (Behavioral Health). However, references can include other County agencies that are not a party to this RFP, or one of the individuals previously listed.

2. Details of any failure or refusal to complete a contract. **If none, that must be stated.**

BIDDER RESPONSE:

3. Bidder shall also complete the following information for each of the three references. Please verify that all information is correct.

Reference 1	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 2	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 3	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

5. Provide a list detailing contracts that your company has been awarded during the **last five years (from most recent to oldest)**, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number. Please insert additional pages if necessary.

BIDDER RESPONSE:

Year	Type of Service	Dollar Amount of Services Provided	Location of Services	Contracting Company	Contact Name	Phone Number for Contact
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				

SECTION G: ACKNOWLEDGEMENTS

- G-1: Scope of Service Acknowledgement:** Bidder shall provide a statement below that they have read the Terms & Condition Document, Appendix A and Attachment A sections of this RFP and they acknowledge they will comply with the RFP requirements if awarded a contract.

Provide a statement to indicate that you have read the Terms & Condition Document, Appendix A and the Attachment A sections of this RFP and will comply in full with the RFP requirements if awarded a contract for this program.

BIDDER'S RESPONSE:

- G-2: Clarifications, Exceptions or Deviations**

All Bidder(s) shall describe any exception or deviation from the requirements of the RFP, including exceptions to the terms and conditions in the sample service agreement.. Each clarification, exception or deviation must be clearly identified in the space provided below. **If your firm has no clarifications, exceptions or deviations, a statement to that effect shall be included in this section.** The sample agreement has been attached to the RFP Terms and Conditions as **Exhibit A** and incorporated herein by this reference.

If Bidder intends to take exception to any agreement term(s) and/or any requirement(s) of the RFP, a written detailed statement of justification and/or hardship must be included in the response and will be reviewed by County Risk Management, County Counsel and/or Department Executive personnel. Exceptions to agreement terms and/or requirements of the RFP may cause the bidder to be considered non-compliant with the request and not considered for further participation in the evaluation and selection process.

*Do you have any exceptions/deviations from the terms and conditions in the agreement template and/or any requirements identified in this RFP? If so, please provide an explanation below. **If your organization has no clarifications, exceptions or deviations to the agreement template and/ or any requirements identified in this RFP, a statement to that effect shall be provided below.***

BIDDER'S RESPONSE:

- G-3 Evidence of Insurance/ Insurability**

All bidders shall submit evidence of insurance as proof of company insurability. An ACORD certificate of insurance, or comparable document, shall be acceptable for this purpose. If awarded the contract the Bidder has ten (10) calendar days to produce the required insurance documents at the coverage and limits stated in the Sample Agreement provided in the Terms & Conditions document of this RFP, unless otherwise instructed. In addition to the Certificate of Insurance for the awarded services, the bidder shall provide certified endorsements. The endorsements shall name the County of Riverside as additional insured, loss payee, or grant waiver of subrogation, as applicable to the specific coverage. Additional insurance shall not be purchased until this bid has been awarded.

Current general insurance coverage limits and requirements can be found on the Riverside County Human Resources, Risk Management internet page under Contracts / Recommended Contract Language at: <https://riskmgmt.rc-hr.com/>

Specific levels of insurance coverage required for the specific project will be provided to the selected bidder(s) during contract award negotiations. Limits noted in the template agreement may be modified depending on the actual services to be provided.

Bidders that do not provide proof of insurance at time of proposal submission may be considered non-response and removed from further participation in the evaluation and selection process.

*Provide proof of insurance (Accord form, or comparable) – **and** – a statement that your organization understands the insurance requirements and will comply in full if awarded a contract. In addition, if your company does not meet the requirements as defined by the State of California for Workers Compensation coverage a statement to that effect must be included in the response for this section.*

BIDDER'S RESPONSE:

G-4: Business Licenses/Permits

Provide a copy of current business license or other applicable licenses. If a current business license is not required, please include in the text box below the California statute (government code) exempting the company from obtaining a business license and the basis for such exemption.

Other applicable licenses that apply to the services to be provided must be included in the response (i.e. licensed veterinarian, social worker, etc.) The Bidder shall certify to the possession of any and all current required licenses and permits.

Bidders that do not provide proof of a current business license and other applicable licenses at time of proposal submission may be considered non-response and removed from further participation in the evaluation and selection process.

*Provide a copy of your current business license and other licenses (if applicable to the services requested in the RFP), – **and** – provide a statement certifying to the possession of any and all current required licenses and permits.*

BIDDER'S RESPONSE:

G-5: Transition

Upon expiration or termination of this Agreement for any reason, during the transition close-out period the Contractor agrees to

1. Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and
2. Assist RUHS-BH in the orderly transition and transfer of all collaborations and committees to RUHS-BH and the subsequent Contractor(s); and
3. Provide, in a timely manner, all file and information deemed necessary by RUHS-BH for use in subsequent contracting activities without additional cost to RUHS-BH or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and
4. Cooperate with RUHS-BH during a transition close-out period to ensure orderly and seamless delivery of services to residents of Riverside County.

Provide a statement to indicate that you have read and understand the above transition requirements and will comply in full if awarded a contract.

BIDDER'S RESPONSE:

CERTIFICATION OF ACKNOWLEDGMENTS

I, _____, a duly authorized agent of _____,
Printed Name of Agent/Officer Name of Organization

I hereby certify that _____ by submission of this proposal in response to
Name of Organization

RFP #MHARC-315: Mead Valley Wellness Village Interim Housing Program with Recuperative Care Services RFP, do hereby
acknowledge I have read items G-1 thru G-5 above and by signing below attest to our organization's acceptance of these requirements if
awarded the contract for this project.

Signature _____ Date _____

Title of Agent/Officer _____

SECTION H: IRAN CONTRACTING ACT & COMPLIANCE WITH ECONOMIC SANCTIONS WITH RUSSIA

IRAN CONTRACTING ACT

(Public Contract Code sections 2202-2208)

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

Vendor Name/Financial Institution (Printed)		Federal ID Number (or n/a)	
By (Authorized Signature)			
Printed Name and Title of Person Signing			
Date Executed		Executed in	

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

Vendor Name/Financial Institution (Printed)		Federal ID Number (or n/a)	
By (Authorized Signature)			
Printed Name and Title of Person Signing		Date Executed	

COMPLIANCE WITH ECONOMIC SANCTIONS IN RESPONSE TO RUSSIA'S ACTIONS IN UKRAINE

(Bidders)

Prior to bidding on, submitting a proposal, or executing a contract, a contractor must certify: 1) it is not a target of economic sanctions and 2) in compliance with economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any requirements related to the Russian sanctions imposed by the California Governor's Executive Order N-6-22 issued on March 4, 2022 and under state law, if any.

To comply with this requirement, please insert the contractor name and Federal ID Number (if available), complete the information described below and execute by an authorized representative of the contractor.

CERTIFICATION

I, the authorized representative for contractor named below, certify I am duly authorized to execute this certification on behalf of the contractor below, and the contractor identified below has conducted a good faith review of existing contracts. I attest that the contractor is not a target of economic sanctions, and that contractor is in compliance with the economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any requirements related to the Russian sanctions imposed by the California Governor's Executive Order N-6-22 issued on March 4, 2022 and under state law, if any.

<i>Contractor Name (Printed)</i>		<i>Federal ID Number (or n/a)</i>	
<i>By (Authorized Signature)</i>			
<i>Printed Name and Title of Person Signing</i>		<i>Date</i>	

SECTION I: BIDDER ATTACHMENT(S)

This section is for Bidders to provide any responses they are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP. If applicable, Bidder shall paste information into section I if unable to do so in any of the previous sections. When pasting attachments to Section I label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding “Attachment Number” into the Bidder’s Response box as shown in the example provided below.

EXAMPLE:

SECTION G ACKNOWLEDGEMENTS

G-3: Evidence of Insurance/ Insurability

All Bidder(s) shall submit evidence of all required insurance (an Accord cover page will suffice) or a statement indicating that the Bidder understands there will be insurance requirements, and that they will comply in full if awarded a contract. Upon notification of contract award, the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the County as additionally insured and waiver of subrogation endorsement. Do not purchase additional insurance until this bid has been awarded.

Provide proof of insurance - or - a statement that your organization understands the insurance requirements and will comply in full if awarded a contract.

BIDDER'S RESPONSE:

“Attachment 1 – Certificate of Insurance page 39”

G-4: Business Licenses/Permits

Provide a copy of current business license or other applicable licenses. The Bidder shall certify to the possession of any and all current required licenses and permits.

Provide a copy of your current business license, or other applicable licenses – and – provide a statement certifying to the possession of any and all current required licenses and permits.

BIDDER'S RESPONSE:

“Attachment 2 – Business License page 40”

BIDDER NOTE:

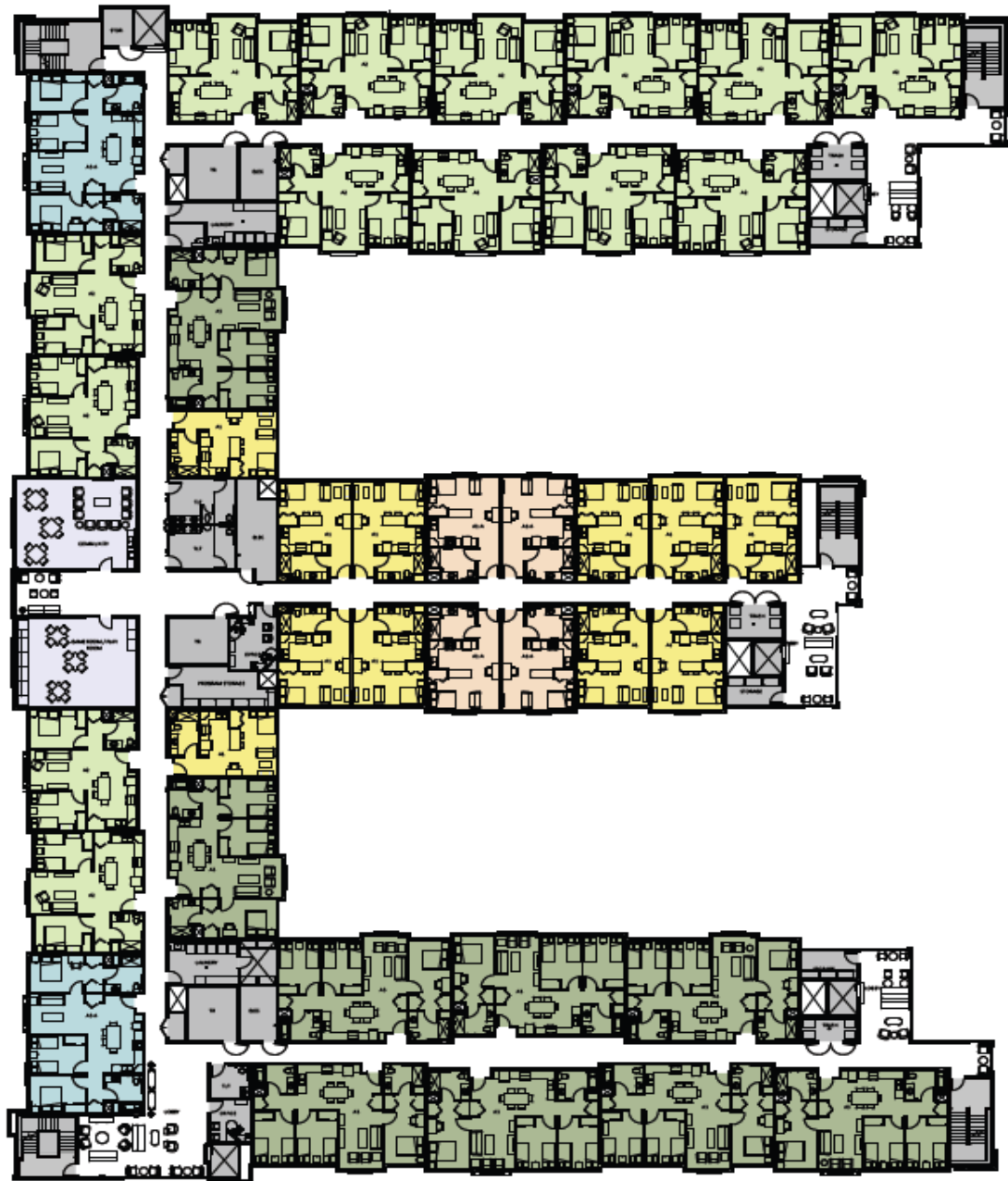
DO NOT INCLUDE ANY COST-RELATED INFORMATION (COST PROPOSAL SHEETS, BUDGET WORKSHEETS, BUDGET NARRATIVE, ETC.) IN THIS SECTION OF YOUR PROPOSAL.

ATTACHMENT B

MEAD VALLEY WELLNESS VILLAGE INTERIM HOUSING PROGRAM - FLOOR PLANS

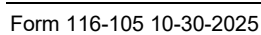






FLOOR PLAN - FLOOR 3
SCALE: 1/8" = 1'-0"

AREA / FUNCTION	AREA	AREA
Area 1	11	11
Area 2	4	4
Area 3	3	3
Area 4	2	2
Area 5	5	5
Area 6	6	6
Area 7	7	7
Area 8	8	8
Area 9	9	9
Area 10	10	10
Area 11	11	11
Area 12	12	12
Area 13	13	13
Area 14	14	14
Area 15	15	15
Area 16	16	16
Area 17	17	17
Area 18	18	18
Area 19	19	19
Area 20	20	20
Area 21	21	21
Area 22	22	22
Area 23	23	23
Area 24	24	24
Area 25	25	25
Area 26	26	26
Area 27	27	27
Area 28	28	28
Area 29	29	29
Area 30	30	30
Area 31	31	31
Area 32	32	32
Area 33	33	33
Area 34	34	34
Area 35	35	35
Area 36	36	36
Area 37	37	37
Area 38	38	38
Area 39	39	39
Area 40	40	40
Area 41	41	41
Area 42	42	42
Area 43	43	43
Area 44	44	44
Area 45	45	45
Area 46	46	46
Area 47	47	47
Area 48	48	48
Area 49	49	49
Area 50	50	50
Area 51	51	51
Area 52	52	52
Area 53	53	53
Area 54	54	54
Area 55	55	55
Area 56	56	56
Area 57	57	57
Area 58	58	58
Area 59	59	59
Area 60	60	60
Area 61	61	61
Area 62	62	62
Area 63	63	63
Area 64	64	64
Area 65	65	65
Area 66	66	66
Area 67	67	67
Area 68	68	68
Area 69	69	69
Area 70	70	70
Area 71	71	71
Area 72	72	72
Area 73	73	73
Area 74	74	74
Area 75	75	75
Area 76	76	76
Area 77	77	77
Area 78	78	78
Area 79	79	79
Area 80	80	80
Area 81	81	81
Area 82	82	82
Area 83	83	83
Area 84	84	84
Area 85	85	85
Area 86	86	86
Area 87	87	87
Area 88	88	88
Area 89	89	89
Area 90	90	90
Area 91	91	91
Area 92	92	92
Area 93	93	93
Area 94	94	94
Area 95	95	95
Area 96	96	96
Area 97	97	97
Area 98	98	98
Area 99	99	99
Area 100	100	100



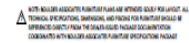
ATTACHMENT C

MEAD VALLEY WELLNESS VILLAGE INTERIM HOUSING PROGRAM - FURNITURE PLANS









RUHS WV -
SUPPORTIVE
TRANSITIONAL
HOUSING

CONSTRUCTION
DOCUMENTS

DATE			1/8/2024
REVISIONS			
	DESCRIPTION	DATE	
0	BACKSHEET A2	1/7/2024	
1	BULLETIN 1	1/10/2024	
7	BULLETIN 7	01/12/2024	

SHEET TITLE

SECOND FLOOR
FURNITURE PLAN -
OVERALL

SHEET NUMBER

5-FN2.12



BA
BOULDER ASSOCIATES
300 SPECTRUM CENTER DR, SUITE 700
IRVINE, CA 92618-1000
949.723.3000

PROJECT NO. 220388-001
BA PROJECT 220388-001

RHHS WV - SUPPORTIVE TRANSITIONAL HOUSING

CONSTRUCTION DOCUMENTS

DATE: 5/18/2024

REVISIONS:

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	5/18/2024
2	ISSUED FOR PERMIT	5/18/2024

5-FN2.12A



BA
BOULDER ASSOCIATES
300 SPECTRUM CENTER DR, SUITE 700
IRVINE, CA 92618-1000
949.723.3000

PROJECT NO. 220388-001
BA PROJECT 220388-001

RHHS WV - SUPPORTIVE TRANSITIONAL HOUSING

CONSTRUCTION DOCUMENTS

DATE: 5/18/2024

REVISIONS:

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	5/18/2024
2	ISSUED FOR PERMIT	5/18/2024

5-FN2.12B









ATTACHMENT D

VETERAN, ACTIVE DUTY AND /OR NATIONAL GUARD BUSINESS AFFIDAVIT

The County of Riverside Veteran, National Guard, and/or Active Duty Business Preferences may be applied to this Request for Proposal/Quotation/Qualification. If you qualify for any of these preferences, please submit this form along with your response to this RFP/Q/Qu.

DEFINITIONS OF VETERAN, NATIONAL GUARD, AND/OR ACTIVE-DUTY BUSINESSES

PLEASE CHECK THE CATEGORY YOU ARE APPLYING FOR:

- ☐ **A Service-Disabled Veteran-Owned Business (SDVOB) shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more service-disabled veteran(s).** A service-disabled veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard, Federal Reservists, or National Guard and who possesses either a disability rating letter issued by VA establishing a service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense.
- ☐ **A Veteran-Owned Business (VOB) shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more veteran(s).** A veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.
- ☐ **A National Guard and Federal Reserve Veteran-Owned Business shall mean a business concern, consultant or contractor is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more National Guard or Federal Reservist veteran(s).** Federal Reservists or National Guard veteran is a member who served honorably in the Reserves or National Guard but has no active-duty time other than for training purposes only.
- ☐ **An Active member of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more active members of the U.S. Armed Forces, National Guard or Federal Reservist(s).** An active member is a person who is a current member of the U.S. Armed Forces serving on active duty or who is a current member of the National Guard or Federal Reserve forces serving on Title 10 or Title 32 active duty or current members of the National Guard and Reserve forces.
- ☐ **A Veteran-Qualified Business (VQB) shall mean a business concern, consultant or contractor that maintains a workforce in which no less than 10% of its total are veteran employees.** A veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.

The supporting documentation to be provided along with this form and your response to this RFP/Q includes:

SDVOB, VOB, VQB Business

A valid DD Form 214 (long form) or NGB Form 22 along with a VA disability rating letter for each veteran owner(s) to establish confirmation of military service and discharge status. National Guard members and Federal Reservists with twenty (20) years or more service shall provide a copy of retirement orders or Military identification card showing retired status from the reserves

National Guard and Federal Reserve Veteran-Owned Business

A valid NGB Form 22 for each National Guard veteran owner(s) to establish confirmation of service. A valid DD Form 214 (long form) and an honorable discharge certificate for each Federal Reservist veteran owner(s) to establish confirmation of service.

Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business

Proof of service orders or military ID card showing active Reserve, National Guard or Active-Duty status in the U.S. Armed Forces.

The County of Riverside Veteran Business and Veteran Qualified Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/RFQU/Q.

Definition of Veteran Business and Veteran Qualified Business

A **Veteran Business** shall mean a business that is at least fifty-one percent (51%) owned by one or more veterans.

A **Veteran Qualified Business** shall mean a business which can provide proof of their workforce containing no less than ten percent (10%) veterans.

Veterans as used in this policy means a person who has served or is currently serving in the U. S. armed services, reserves or active, and is serving honorably or has been honorably discharged.

Additional supporting documentation that may be requested by the County to verify qualification includes:

Please check the category you are applying for:

☐ **Veteran Business:**

Company must be registered with Vet Biz at www.vetbiz.gov/cve_completed_s.jpg. This site provides verification information about Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs). Companies who want to participate in the County's Veterans Preference Program must be listed in this database in order to be eligible for veteran preferences. Company must submit DUNS # for website verification.

☐ **Veteran Qualified Business:**

Company must submit payroll records that demonstrate that 10% of your workforce is comprised of veterans. DD214 Forms must be submitted for all employees claiming veteran status.

Business Name:		
Physical Address:		
Phone:	Fax:	E-Mail:
Total Number of Company Employees (where applicable):		Total Number of Veteran Employees:
DUNS # (where applicable):		
Hours of Operation:		
Printed Name of Company Official:		Title:
Signature of Company Official:		Date:

Submittal of false data will result in disqualification of Veteran Preference and/or doing business with Riverside County.

ATTACHMENT E SMALL BUSINESS AFFIDAVIT

The County of Riverside Small Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/Q.

DEFINITION OF SMALL BUSINESS

A small business shall mean a business concern, consultant or contractor that meets the following requirements:

1. Be independently owned and operated.
2. Not be nationally dominant in its field of operation.
3. Operate primarily within the U.S. and make contributions to the U.S. economy through payment of applicable local, state, and federal taxes.
4. Meet size standards established by the U.S. Small Business Administration which specifies firm size by North American Industrial Classification System (NAICS) codes.

The supporting documentation to be provided along with this form and your response to this RFP/Q/Qu includes:

1. **Proof of payment of applicable local, state, and federal taxes.**
2. **A current business license** if required for the political jurisdiction the business is located.
3. **Proof of annual business revenue and number of company employees.**

Business Name:		
Physical Address:		
Phone:	Fax:	E-Mail:
Number of Company Employees:		Annual Revenue:
NAICS Code(s):		
Business License # (where applicable):		Jurisdiction:
Established Hours of Operation:		
Printed Name of Company Official:		Title:
Signature of Company Official:		Date:

Submittal of false data will result in disqualification of Small Business Preference and/or doing business with Riverside County.

Additional information about the application of these preferences can be found in Board Policy B-34 at:

<https://www.rivcocob.org/wp-content/uploads/2019/06/POLICY-B34.Revised.05-21-19.pdf>

ATTACHMENT A: BIDDER PROPOSAL RESPONSE - SECTION J

BIDDERS MAY REQUEST THIS ATTACHMENT IN AN ELECTRONIC WORD FORMAT BY SENDING AN EMAIL REQUEST TO: Melanie Hurst at: Mhurst@rivco.org

SECTION J: COST PROPOSAL & BUDGET WORKSHEETS

In this section, complete the Cost Proposal Sheet(s). Bidders may also include any other documents as information to further explain proposed costs. Proposals must fully describe all costs of operating the facility. **SECTION J is the only section in which your proposed costs and budget worksheets should be included.** Cost information **shall not be** included in any of the other sections of the proposal. This information is being submitted separately because it pertains to the proposed cost, which will be evaluated independently after the review of the other sections of the proposal has been completed.

Please note: The Total Cost Proposal provided on the Cost Proposal Sheet and the Total Program Budget in the Program Budget Worksheets need to match each other.

In addition to the Cost Proposal Sheet and Budget Worksheets, Bidders shall also include the following items within this section of the proposal:

1. Budget Narrative that describes and details each line item being requested under each of the categories, including if applicable, other service-related expenses and administrative costs. Narrative should also include how the costs were calculated and provide justification for the request.

BIDDER'S RESPONSE:

2. Description of any and all opportunities to leverage existing resources and any in-kind contributions (e.g., space, tenant improvements to the existing facility and/or grounds, childcare, transportation, etc.) that will enhance the proposed services.

BIDDER RESPONSE:

COST PROPOSAL SHEET FOR
RFP # MHARC-315: MEAD VALLEY WELLNESS VILLAGE
INTERIM HOUSING PROGRAM WITH RECUPERATIVE CARE SERVICES

(Name of Organization)

A. OVERALL PROJECT COST

I, _____, have thoroughly reviewed the "Mead Valley Wellness Village Interim
(Name)
Housing Program with Recuperative Care Services Scope of Services" and propose to operate the facility for the total all-inclusive cost as listed below:

SUMMARY OF COST PROPOSAL FOR FY26/27

1. TOTAL PROPOSED COST FOR INTERIM HOUSING PROGRAM (FROM J-1: PROGRAM BUDGET WORKSHEET) (Maximum Capacity: 299 Beds) - Total Proposed Cost for Interim Housing Program = Total Proposed # of Beds (Maximum Capacity) × (Total Proposed # of Bed Days Per Bed) × (Proposed Bed Day Rate). For example, at the maximum capacity of 299 beds and a proposed bed day rate of \$30 per day then the total cost proposal, at maximum capacity, would be calculated as follows: 299 Beds x 365 Days x \$30.00 Per Day = \$3,274,050. <u>Scope A – Interim Housing</u>: Required base service (Recuperative Care Services costs not included)	\$
2. TOTAL PROPOSED COST FOR RECUPERATIVE CARE SERVICES (FROM J-1: PROGRAM BUDGET WORKSHEET) (Maximum Capacity: 200 Beds) - The Total Proposed Cost for Recuperative Care Services should reflect the additional costs associated with providing Recuperative Care services. A full award for Recuperative Care Services is not guaranteed. The County reserves the right to make no award, a partial award, or a full award for these services, subject to the availability of funding. <u>Scope B – Recuperative Care</u>: Optional add-on service (Interim Housing costs not included)	\$
3. TOTAL START-UP BUDGET REQUEST (FROM J-4: START-UP BUDGET REQUEST WORKSHEET)	\$
4. TOTAL PROPOSED COST FOR FISCAL YEAR 26/27 (TOTAL COST FOR INTERIM HOUSING PROGRAM + TOTAL COST FOR RECUPERATIVE CARE SERVICES + START-UP COST)	\$

Please note: The Bidder shall submit a comprehensive proposed total cost for both Interim Housing and Recuperative Care Services. The County will utilize these proposed costs to determine the applicable bed-day rate for contractual execution and financial reimbursement purposes.

B. ATTACHMENT J: BUDGET WORKSHEETS

- **Attachment J-1:** Program Budget Worksheet – Mead Valley Wellness Village Interim Housing Program with Recuperative Care Services (Page 5)
- **Attachment J-2:** Program Staffing Detail Worksheet – Mead Valley Wellness Village Interim Housing Program with Recuperative Care Services (Page 6)
- **Attachment J-3:** Mead Valley Wellness Village Interim Housing Program with Recuperative Care Services Start-up Budget Request Worksheet (Page 7)

THE BUDGET WORKSHEETS ARE AVAILABLE IN EXCEL AS A SEPARATE ATTACHMENT TO THE RFP AT: WWW.PUBLICPURCHASE.COM
(DO NOT INCLUDE THESE BUDGET WORKSHEETS IN ANY OTHER SECTION OF THE PROPOSAL).

FOR REFERENCE PURPOSES, THE BUDGET WORKSHEETS HAVE ALSO BEEN PROVIDED ON PAGES 5-8

C. BUDGET NARRATIVE

In addition to this Cost Proposal Sheet and Budget Worksheets, **BIDDERS MUST ALSO SUBMIT A BUDGET NARRATIVE** that describes and details each line item being requested under each of the categories, including personnel expenditures, operating expenditures, indirect administrative costs for each fiscal year. If applicable, Budget Narrative should also identify any Start-up Cost being requested. Start-up costs include one-time expenditures required to prepare the proposed program for operation. The Budget Narrative should also include how the costs were calculated and provide justification for the request.

Budget Narrative describes and details each line item being requested under each of the categories, including if applicable, other service-related expenses, administrative costs and start-up costs. If applicable, start-up costs should be factored into the overall first year budget. Budget for Year 2 will be based on service units billed and actual cost up to the capped maximum.

D. COST PROPOSAL CERTIFICATION

The undersigned, having carefully examined this Request for Proposal for the Mead Valley Wellness Village Interim Housing Program with Recuperative Care Services, hereby propose and agree to operate the facility for the all-inclusive amounts listed on the Cost Proposal Sheet(s) and budget worksheets. Payment for services will be rendered upon submission of eligible and allocable billing claims, which will be submitted at least monthly.

I, _____, a duly authorized agent of _____, hereby certify that by
(Typed / Printed Name of Agent/Officer) (Name of Organization)

submission of this proposal in response to **RFP #MHARC-315 for Mead Valley Wellness Village Interim Housing Program with
Recuperative Care Services** that _____, agrees that upon contract award to carry out the
(Name of Organization)

requirements specified and obligations set forth therein.

Signed: _____

Dated: _____

Title of Agent/Officer: _____

Address: _____ / Phone: _____

**BIDDERS ARE REQUIRED TO COMPLETE AND SIGN THE ABOVE CERTIFICATIONS.
FAILURE TO DO SO MAY RESULT IN THE BIDDER'S PROPOSAL BEING DETERMINED NON-RESPONSIVE.**

ATTACHMENT J-1: PROGRAM BUDGET WORKSHEET MEAD VALLEY WELLNESS VILLAGE INTERIM HOUSING PROGRAM WITH RECUPERATIVE CARE SERVICES			
INSTRUCTIONS: Please provide the detailed <u>all-inclusive</u> annual costs of the itemized categories in sections 1-3 of the table below. While up to 299 members are anticipated to be served under the Interim Housing Program (Scope A), it is expected that approximately 200 of those members will qualify for Recuperative Care services (Scope B). Please provide proposed cost based on serving 299 members for Interim Housing and 200 members for Recuperative Care. If your organization does not have any costs associated with any of the categories below, please indicate that by placing a zero (0) in the cost column for that category.			
COMPANY NAME:			
PROGRAM NAME: MEAD VALLEY WELLNESS VILLAGE INTERIM HOUSING WITH RECUPERATIVE CARE SERVICES			
PROPOSED REGION: HHOPE/HOUSING			
TYPE OF MODALITY:	A. INTERIM HOUSING PROGRAM (for 299 members)	B. RECUPERATIVE CARE SERVICES (for 200 members)	TOTAL PROPOSED COST (INTERIM HOUSING PROGRAM + RECUPERATIVE CARE SERVICES)
1. Personnel Expenditures			
a. Personnel Expenditures (from Staffing Detail)			
b. Employee Benefits			
Total Personnel Expenditures	\$ -	\$ -	\$ -
2. Operating Expenditures			
a. Professional Services			
b. Translation and Interpreter Services			
c. Equipment			
d. Transportation / Travel (supported by service plan)			
e. General Office Expenditures			
f. Client Supplies (treatment)			
g. Medication (Describe What Type(s) - House Medication Only):			
h. Utilities *			\$ -
i. Cost to Occupy Space (179,899 sq. ft.) at the Facility*			\$ -
j. Custodial/Housekeeping			
k. Communication / Data			
l. Other Operating Expenses / Auxiliary Costs (provide description in budget narrative)			
Total Operating Expenditures	\$ -	\$ -	\$0.00
Total Personnel & Operating Expenditures	\$ -	\$ -	\$0.00
3. Indirect Administrative Expenses			
a. Quality Support, Training & Development & Regional Support			
b. Executive, Finance, Human Resources and MIS Network/Helpdesk			
Total Indirect Administrative Expenses	\$ -	\$ -	\$0
Total Program Cost			\$0.00
Total Indirect Administrative Expenses % (Shall Not Exceed 15% of Total Program Cost)			#DIV/0!
<i>* The awarded vendor will be required to pay a cost, to be determined, to occupy the space at the facility from the County. Therefore, the line items for space at the facility and utilities have been greyed out, and bidders shall leave the cost for both line items as \$0. These costs will be discussed with the awarded vendor during contract negotiations and incorporated into the final agreement.</i>			
BUDGET WORKSHEET PREPARED BY:			
EMAIL ADDRESS:			
PHONE #:			
DATE:			

**ATTACHMENT J-2: PROGRAM BUDGET STAFFING DETAIL WORKSHEET
MEAD VALLEY WELLNESS VILLAGE INTERIM HOUSING PROGRAM
WITH RECUPERATIVE CARE SERVICES**

INSTRUCTIONS: While up to 299 members are anticipated to be served under the Interim Housing Program (Scope A), it is expected that approximately 200 of those members will also qualify for Recuperative Care services (Scope B).

In your response, please provide staffing estimates as follows:

- In the first table, base your estimates on serving 299 members under Interim Housing.
- In the second table, base your estimates on serving 200 of the same members from Interim Housing who will receive Recuperative Care services. Please note that these costs should be in addition to those reflected in the first table and should include only the costs associated with providing Recuperative Care services.

The classifications listed below represent the minimum positions the County has identified as necessary to operate these programs. If your organization uses different job titles that fulfill the same roles and responsibilities, please include your organization's title alongside the corresponding County classification in the worksheet.

Additionally, if you are proposing any additional classifications that are not listed but are necessary for program operations, you may include them for the County's review and consideration. Kindly propose the staffing structure you recommend and deem necessary to successfully deliver these services. Only the staffing outlined in this submission will be considered for cost evaluation and contractual purposes.

INTERIM HOUSING PROGRAM STAFFING*:

*(Staffing for a Total of 299 Members)

Classification	Function	Total Number of FTEs	Salary, Wages and Overtime per FTE	Total Salaries, Wages and Overtime
Direct Support Staff				\$ -
Peer Support / Community Workers				\$ -
Office Support Staff				\$ -
Program Administrator/Manager				\$ -
Transportation Staff				\$ -
Custodial/Housekeeping Staff				\$ -
				\$ -
				\$ -
				\$ -
Total Base Bid staffing positions:		0.00		
Total Base Bid staffing Salary Cost:			\$ -	\$ -

RECUPERATIVE CARE STAFFING:**

** (Staffing for a Total of 200 Members out of the 299)

Classification	Function	Total Number of FTEs	Salary, Wages and Overtime per FTE	Total Salaries, Wages and Overtime
Clinical Director				\$ -
Licensed Clinical Staff				\$ -
Licensed Registered Nurses				\$ -
Direct Support Staff				\$ -
Peer Support / Community Workers				\$ -
Office Support Staff				\$ -
Program Administrator/Manager				\$ -
Transportation Staff				\$ -
Custodial/Housekeeping Staff				\$ -
Medical Assistants				\$ -
Behavioral Staff (LCSW, LMFT or similar)				\$ -
Care Coordinator/Case Manager				
				\$ -
Total Recuperative Care Staffing positions:		0.00		
Total Recuperative Care Staffing Positions Cost:			\$ -	\$ -
Total Salary and Benefit Cost for Both Base Bid & Recuperative Care:				\$ -

* PLEASE NOTE: THE FIGURES PROVIDED ON THE STAFFING DETAIL WORKSHEET MUST MATCH THE PERSONNEL EXPENDITURES (LINE ITEMS 1.a and 1.b) LISTED ON THE PROGRAM BUDGET WORKSHEET

ATTACHMENT J-3: START-UP BUDGET REQUEST WORKSHEET* MEAD VALLEY WELLNESS VILLAGE INTERIM HOUSING	
IF REQUESTING START-UP FUNDING, THIS WORKSHEET ALONG WITH A BUDGET NARRATIVE THAT DESCRIBES AND JUSTIFIES EACH LINE ITEM SHALL ALSO BE PROVIDED.	
COMPANY NAME:	
PREPARED BY:	DATE:
TELEPHONE NUMBER:	PAGE: _____ OF _____
IF REQUESTING START-UP FUNDING, THIS WORKSHEET ALONG WITH A BUDGET NARRATIVE THAT DESCRIBES AND JUSTIFIES EACH LINE ITEM SHALL ALSO BE PROVIDED.	
A. CAPITAL EQUIPMENT COSTS	
TOTAL FUNDING REQUEST FOR CAPITAL EQUIPMENT	\$ -
B. EQUIPMENT COSTS	
TOTAL FUNDING REQUEST FOR EQUIPMENT	\$ -
C. FACILITY COSTS	
TOTAL FUNDING REQUEST FOR FACILITY	\$ -
D. FURNISHINGS / SUPPLIES COSTS	
TOTAL FUNDING REQUEST FOR FURNISHINGS / SUPPLIES	\$ -
E. OTHER COSTS	
TOTAL FUNDING REQUEST FOR OTHER COSTS	\$ -
TOTAL START-UP REQUESTED* (ADD TOTALS FOR CATEGORIES A - E)	\$ -
* Start-up costs include one-time expenditures required to prepare the proposed program for operation. Start-up funding may be available for these services. However, the COUNTY is seeking the most cost-effective proposal(s), therefore Bidders are encouraged to submit their most competitive rates and keep in mind that start-up cost will be factored into evaluate process when determining the overall cost to the COUNTY. Approval of request for start-up funds is contingent upon the availability of funds and prior authorization by RUHS-BH. If approved, start-up cost(s) will only be allowable during the first year of the agreement. All start-up costs must be approved in advance and will be reimbursed at actual cost, invoiced separately and receipts must accompany the invoices. The budget narrative shall describe and justify the need for any start-up costs.	

ATTACHMENT A: BIDDER PROPOSAL RESPONSE – SECTION K

SECTION K: FINANCIAL INFORMATION

*The Bidder must submit financial statements **(which shall include BOTH the organization's balance sheet and income statement)** for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements shall clearly identify the financial status and condition of the Bidder's entire business entity.*

Financials should provide sufficient detail to assure the County of Riverside that bidder can support services being offered and as a Contractor the firm will not seek early payment for services delivered and/or expedited payments from the County Auditor/Controller's Office.

If your firm requires this information to be kept confidential, it should be marked "Confidential". The County will make a reasonable effort to keep this information confidential; however, the County does not guarantee that the financial statements submitted will be kept confidential.