

COUNTY OF MARIN



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF BEHAVIORAL HEALTH & RECOVERY SERVICES

REQUEST FOR PROPOSALS (RFP)

**Behavioral Health Services Act
Individual Placement and Support Model of Supported Employment**

RFP-HHS-2026-01

DATE ISSUED:

January 16, 2026

DEADLINE FOR SUBMISSIONS:

March 13, 2026 at 12:00 PM PST

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I. BACKGROUND

A. County of Marin Department of Health and Human Services

Marin County is located in the San Francisco Bay Area, immediately north of the Golden Gate Bridge. Covering 520 square miles, the County is home to approximately 262,321 residents. Most residents live in urban areas along the Highway 101 corridor within 11 incorporated cities and towns, while rural communities are primarily located in West Marin.

Marin County has one of the highest median household incomes among California's 58 counties. According to the [2022 County Health Rankings & Roadmaps](#) report by the University of Wisconsin and the Robert Wood Johnson Foundation, Marin ranks among the healthiest counties in the state, scoring highly in areas such as quality of life, clinical care, and social and economic factors. At the same time, the [Race Counts](#) report identifies Marin as having some of the largest racial disparities in California across health, housing, income, and education.

The Department of Health and Human Services (HHS) is committed to promoting and protecting the health, well-being, self-sufficiency, and safety of all Marin County residents. HHS plays a critical role in providing safety net services, including those for individuals who are uninsured, enrolled in Medi-Cal or Medicare, or in need of crisis services.

The [2025–2028 HHS Strategic Plan](#), Future Forward: Redefining Health and Wellness in Marin County, outlines key priorities and commitments to guide the department's work. The plan emphasizes:

- Using data to identify and address disparities
- Engaging communities in shaping solutions
- Supporting staff and partners in delivering culturally responsive services
- Collaborating across sectors to reduce barriers and promote equity-driven change

These commitments are organized around five strategic priorities:

1. **Advance Racial Equity** – Lead with race to address and reduce systemic disparities
2. **Improve Community Conditions and Services** – Expand access to inclusive, place-based services
3. **Foster Community Partnerships** – Strengthen collaboration and trust with community organizations
4. **Optimize Workforce** – Build and support a diverse, resilient HHS workforce
5. **Boost Data Collection and Analysis** – Leverage data to support equity and continuous improvement

This strategic plan reflects both the department's ongoing efforts and the input of community members, staff, and partners. It builds on prior achievements while setting a course for equitable and effective health and human services delivery throughout Marin County.

B. Behavioral Health Services Act (BHSA)

In March 2024, California voters approved Proposition 1 reforming the Mental Health Services Act of 2004 into the Behavioral Health Services Act (BHSA). The BHSA prioritizes services for people with the most significant mental health needs while adding the treatment of substance use disorders, expanding housing interventions, and enhancing accountability at the state and local levels.

The BHSA has three components: Behavioral Health Services and Supports, Full-Service Partnerships, and Housing Interventions. Marin's BHSA Integrated Plan FY2026/27 – FY2028/29 can be found here: MarinBHRS.org/MHSA

BHSA Goals:

- Reaching and serving high need priority populations
- Increasing access to substance use disorder services, housing interventions, and evidence-based and community-defined practices, and building the behavioral health workforce
- Focusing on outcomes, transparency, accountability, and equity

All BHSA-funded contractors must comply with:

- All program requirements applicable to the contractor's BHSA-funded services
- [BHSA fiscal policies](#) on Medi-Cal participation and seeking reimbursement from Medi-Cal and other payers (if applicable to the service)
 - Securing Medi-Cal Payment
 - Participate in the County's Medi-Cal Behavioral Health Delivery System (BHDS)
 - Check for and support Medi-Cal enrollment
 - Consistently Bill Medi-Cal BHDS
 - Securing Payment from Commercial Health Insurance
 - Check commercial health plan insurance status
 - Consistently bill commercial insurance
 - Report complaints about commercial health plan conduct
- BHRS and BHSA contractor standards including meeting minimum provider qualifications, nondiscrimination requirements, and providing culturally competent services
- Marin County Behavioral Health and Recovery Services (BHRS) BHSA contractor monitoring activities, including annual compliance monitoring and triennial onsite monitoring
- Any requests for records, information, or onsite access by Marin County, DHCS or their designees for purposes of BHSA oversight. (In general, DHCS expects counties to monitor BHSA contractors, while DHCS monitors counties. However, DHCS reserves the right to directly monitor BHSA contractors as needed.)

C. Individual Placement and Support Model of Supported Employment

The Behavioral Health Community-Based Organized Networks of Equitable Care and Treatment (BH-CONNECT) is an initiative of the Department of Health Care Services to increase access and strengthen the continuum of community-based behavioral health services for Medi-Cal members living with significant behavioral health needs. BH-CONNECT includes a focus on implementing Evidence Based Practices (EBPs). Among those is the Individual Placement and Support Model of Supported Employment (IPS).

IPS is designed to support individuals living with behavioral health needs in obtaining and sustaining competitive employment in the community to support their recovery. Research on IPS has shown it to be effective among a wide range of individuals with mental health conditions, substance use disorders, and co-occurring mental health and substance use disorders. IPS is characterized by the following principles:

- Competitive, integrated employment
- Systematic job development
- Rapid job search
- Integrated services
- Benefits planning
- Zero exclusion
- Time-unlimited supports
- Worker preferences

Beginning in July 2026, Marin County intends to implement IPS within our outpatient services including Full-Service Partnerships. IPS is a Medi-Cal benefit and training, support, and fidelity evaluation is provided by the IPS Center of Excellence. Marin County seeks to identify a qualified provider to establish a new IPS program that meets all BH-CONNECT, DHCS, Medi-Cal, and County requirements.

Only one proposal may be submitted from a single proposer. Collaborative proposals that show a strong inter-agency partnership to develop a robust program that does not lead to duplicative or fragmented services are permissible

When preparing a proposal in response to this request, please:

- Carefully read the entire RFP document before you start, and make sure that all procedures and requirements of the RFP are accurately followed and addressed.
- Review answers to questions posted by proposers (Pre-Submittal Conference and/or questions and answers from website), as noticed in this document.
- Carefully review the entire proposal prior to submittal and use the checklist provided in this RFP to make sure everything has been completed as instructed.
- Submit a complete proposal by the required deadline.

II. PROJECT DESCRIPTION AND EXPECTATIONS

A. Project Period

The contract award will be made on a competitive basis. The anticipated contract period is 36 months from July 1, 2026 through June 30, 2029, in line with the Marin County BHSA Three-Year Integrated Plan. This contract may be renewed for an additional two years before a new procurement process. The County reserves the right to: increase or decrease the contract amount, fund the proposed service in whole or in part, and terminate or extend the program/contract based on funding availability and meeting of contract deliverables.

B. Available Funding

Funding for this program will be paid as a monthly bundled rate in accordance with BH-Connect policies and expectations. There will be a 3% increase to the rate for year two and for year three of the initial contract period.

Supported Employment: FY26/27 Full Month contractor rate per participant: \$1,400

Supported Employment: FY26/27 Partial Month contractor rate per participant: \$700

- FY 26/27: expected contractor capacity to serve at least 100 individuals over the course of the year
- FY 27/28: expected contractor capacity to serve at least 150 individuals over the course of the year
- FY 28/29: expected contractor capacity to serve at least 150 individuals over the course of the year

See below for additional information on full monthly rate and partial monthly rate determination.

C. Target Population

The IPS program will serve:

1. Adults and transition age youth (age 16 and older) with serious mental illness, substance use disorders, or co-occurring serious mental illness and substance use disorders
2. Individuals enrolled in County behavioral health programs at all levels of care (outpatient, full-service partnership intensive case management, assertive community treatment)
3. Individuals from marginalized racial and ethnic communities disproportionately impacted by unemployment
4. Individuals experiencing homelessness or justice involvement

5. Individuals with limited or no work history

We expect to serve 100 individuals during the first year of the program, and 150 individuals during the second and third years of the program.

D. Project Description

The selected contractor must implement Individual Placement and Support (IPS) consistent with the standards in the [BH-CONNECT EBP Policy Guide](#), including:

1. IPS Core Services

Contractor must provide the full IPS model, including:

- Rapid engagement and job search (within 30 days of program entry)
- Competitive integrated employment (no volunteer-only or sheltered work)
- Systematic job development and employer engagement
- Ongoing, time-unlimited follow-along supports
- Integration with behavioral health treatment teams
- Benefits planning for all members
- Zero exclusion based on readiness, symptoms, substance use, or justice history
- Services aligned with client strengths and preferences

2. Integration with Behavioral Health Teams

- Joint treatment planning
- Weekly team meetings with FSP/ACT/FACT clinicians
- Shared EHR documentation standards
- Collaborative crisis and care coordination

3. Fidelity and Training Requirements

Providers must:

- Participate in training and technical assistance through the IPS Center of Excellence
- Complete required core and role-specific training
- Participate in required fidelity reviews
- Achieve fidelity within DHCS timelines (e.g., 9 months for bundled rate claiming)

4. Medi-Cal Billing Requirements

In order to qualify for the **full rate**, the contractor must have:

- A Minimum of four services per month on four different days
- At least three face-to-face services
- Documentation meeting Medi-Cal standards entered into the County's SmartCare Electronic Health Record system

In order to qualify for the **partial rate**, the contractor must provide:

- A minimum of two services per month on two different days
- At least one face-to-face service

- Documentation meeting Medi-Cal standards entered in SmartCare

It is expected that contractors meet at least the *partial rate* standards every month of service delivery

E. Eligible Applicants

To be eligible for funding, organizations should have the following:

1. Demonstrated experience and capacity to lead the proposed program, with evidence of at least one year of providing vocational and independent living skills services to individuals living with behavioral health conditions
2. A willingness to serve Marin County residents living with behavioral health conditions. This will include a willingness to provide services in-person in Marin County.
3. Demonstrated ability to coordinate with local community-based organizations, county behavioral health agencies, and employment sites. This should include demonstrated ability to place clients in Marin County businesses, as evidenced by a list of businesses the organization has partnered with in past projects
4. A willingness to document services in Marin County's SmartCare electronic health record for the purpose of Medi-Cal billing and care coordination (this EHR has no cost to contractor)

F. Intended Outcomes, Goals, or Objectives:

The contractor must support clients in achieving the following outcomes:

1. Increase in number of clients placed in competitive integrated employment
2. Increase in hours worked, wages, and job tenure
3. Client self-report of improved recovery and self-sufficiency
4. Racial and ethnicity data indicating decreased disparities in employment access and outcomes
5. Fidelity scores meeting the IPS national standard (will work with the IPS Center of Excellence). Specific reporting requirements will be detailed in forthcoming DHCS guidance as written in the Evidence Based Practice Policy Guide, page 51.

G. Reporting and Performance Requirements

The contractor will have a variety of reporting requirements including:

1. Competitive job placements and retention
2. Hours worked, wages, and tenure
3. Fidelity scores and improvement plans
4. Client demographic and equity indicators
5. Member-reported outcomes and satisfaction
6. Medi-Cal documentation supporting claims
7. Monthly invoices
8. Monthly list of insurance screenings and activities to support enrollment in Medi-Cal
9. Annual Report and evaluation to include total clients served, appropriate demographic and outcome data, any changes to the program, a summary of the reasons for changes, a description of whether program objectives were met, additional data as relevant to regulations, program, or County request
10. Names of staff under the BHSA Program, the fluent languages they speak, and any cultural humility training they have completed annually
11. Satisfaction and outcome surveys annually

12. Contractors may also be asked to provide service level data even if the service is not Medi-Cal billable in alignment with DHCS requests and policies

III. REQUIREMENTS AND EXPECTATIONS FOR GRANTEES

In addition to the below standard requirements and expectations, several IPS specific requirements and expectations include:

A. Staffing Requirements

Contractor must provide an IPS team consistent with national standards:

- IPS Team Lead/Supervisor
- Employment Specialists (approx. 20:1 caseload ratio)
- Benefits Specialist (internal or contracted)
- Behavioral health clinician for integration activities
- Data/quality improvement support staff

B. Workforce Competency

Staff must demonstrate:

- Cultural and linguistic competence
- Experience serving people with Serious Mental Illness (SMI), Serious Emotional Disturbance (SED), Substance Use Disorder (SUD), and diverse communities
- Knowledge of employer engagement and vocational rehabilitation
- Ability to integrate services within a multidisciplinary team

C. Equity Expectations

Contractor must:

- Demonstrate experience reducing disparities in employment access
- Use data to evaluate racial and ethnicity inequities
- Implement CLAS standards
- Ensure ADA accessibility and accommodations

If you are an organization that does not meet these requirements independently, consider partnering with an organization that does.

D. Summary of Contract Terms, Conditions and Requirements

The contractor shall be required to comply with the Americans With Disabilities Act of 1990, Sections 504 and 508 of the Rehabilitation Act of 1973 as amended, and all other applicable Federal and State accessibility laws and regulations; this Request for Proposal HHS-RFP-2026-01; and the terms and conditions required by the original funding source for the programs and services described by this RFP and the terms and conditions of the County of Marin's Professional Services Contract. The County's Professional Services Contract contains specific provisions, including but not limited to nondiscrimination in hiring and in the provision of services, program evaluation, record keeping, payments, limitations and obligations, conflict of interest, indemnification and insurance, assignment, and HIPAA. By submitting an Proposal, the applicant agrees to be bound by all terms and conditions of the County's Standard Professional Services Contract.

E. Insurance

The County requires that contractors carry \$1,000,000 in liability insurance (\$2,000,000 aggregate). The County must be named as an additional insured, and specific language must be included on the signed endorsement to the policy. The required insurance coverage requirements include automobile insurance and is described in the County of Marin's Standard Professional Services Contract. Prior to submitting a proposal, it is strongly suggested that applying entities be certain of the ability to secure this insurance and the additional insured endorsement if they are awarded the contract. The County reserves the right to impose additional insurance requirements based on the type of service delivered, examples include but are not limited to cybersecurity liability insurance or sexual misconduct and molestation liability.

Insurance can be waived in some instances by submitting Exhibit C – attached to a Professional Services Contract. Some valid reasons for waiving insurance include:

- No employees/ sole contractor – Workers Comp can be waived
- Not driving on county business or on county property – Auto Insurance can be waived
- Not a certified/ licensed “professional” – certain professional liability can be waived

F. Administrative and Legal Requirements

1. Contractors will be paid on a monthly basis, following the submission of an invoice for services performed to County's satisfaction. Specific instructions will be provided to the contractor upon award of a contract. Services will be reimbursed for contracted services provided on the monthly invoices, not to exceed the total contract amount. It is the responsibility of the contractor to track expenditures and any services provided by contractor and/or subcontractors. Expenses that exceed the allocation will not be reimbursed.
2. This RFP and any resulting agreement, contract, and purchase order shall be governed by all applicable federal, state and local laws, codes, ordinances and regulations, including but not limited to, those promulgated by CAL-OSHA, FED-OSHA, EPA, EEOC, DFEH, the California State Department of Health Services, and the County of Marin. All matters and subsequent contract shall be governed by, and in accordance with, the substantive and procedural laws of the State of California. The applicant agrees that all disputes arising out of or in connection with the Professional Services Contract and the procurement process shall be construed in accordance with the laws of the State of California and that the venue shall be in Marin County, California.
3. Nuclear Free Zone: The County is a nuclear free zone, in which work on nuclear weapons or the storage or transportations of weapons-related components and nuclear material is prohibited or appropriately restricted. The County is prohibited or restricted from contracting for services or products with, or investing County funds in, any nuclear weapons contractor.
4. Non-Appropriations: The County's performance arising from this RFP process is contingent upon the availability of funds. Should funds not be appropriated or otherwise made available to the County, any contract entered into pursuant to this RFP will be terminated with respect to any payments for which such funds are not available.
5. Applicant must be legally authorized to conduct business in the State of California and have established administrative and program resources to provide services in Marin County. The applicant must also have appropriate federal, state and local permits or certifications necessary to perform the services that are the subject of this RFP.
6. Prior to executing a contract, the applicant (and any subcontractors/partners) must be able to provide the following written policies and procedures that comply with and are otherwise acceptable to the federal, state and local statutes, laws, regulations, and ordinances:
 - a. Conflict of interest policy for staff and governing boards, if applicable.

- b. Grievance procedure for customers and clients.
 - c. Does not discriminate against nor deny employment or services to any person on the grounds of race, color, religion, sex, national origin, age, disability, citizenship, political affiliation or belief.
 - d. Complies with the 1990 ADA, the Americans with Disabilities Act, Sections 504 and 508 of the Rehabilitation Act of 1973 as amended, and all other applicable Federal and State accessibility laws and regulations.
7. Applicants must have proven fiscal capacity including capacity for fund accounting.
 8. Applicants must have access to non-County funds sufficient to cover any disallowed costs that may be identified through the audit process.
 9. Applicants must agree that state, federal, and local monitors or auditors may review provider facilities and relevant financial and performance records to ensure compliance with funding requirements.
 10. Applicants must be eligible to receive Federal funds.
 11. Applicants must comply with the Levine Act and all applicable laws regarding political campaign contributions.
 12. Contractors must comply with all reporting requirements set forth by the Marin Department of Health and Human Services and the State Department of Health Care Services.
 13. Applicants must have the demonstrated ability to collect outcome data, which measure performance to plan.
 14. If applicable, Contractor shall maintain medical records required by the California Code of Regulations. Notwithstanding the foregoing, Contractor shall maintain beneficiary medical and/or clinical records for a period of ten (10) years, except that the records of persons under age eighteen (18) at the time of treatment shall be maintained: a) until one (1) year beyond the person's eighteenth (18th) birthday or b) for a period of ten (10) years beyond the date of discharge, whichever is later.
 15. Contractor agrees to administer/utilize any and all survey instruments as directed by the County Department of Health and Human Services, including outcomes and satisfaction measurements if applicable. Contractors must also comply with all reporting requirements set forth by the Department of Health and Human Services and the State Department of Health Care Services, including, but not limited to, completion of cost reports, annual provider self-audits and site visits.
 16. Cultural Competency: All program staff shall receive at least four hours of in-service training per year on some aspect of providing 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) and a list of participants at each such training. Programs should implement National Culturally and Linguistically Appropriate Services (CLAS) Standards.

Applicants who do not meet these minimum requirements may be deemed non-responsive and may not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated and no score will be assigned.

IV. Tentative Time Schedule

All applicants are hereby advised of the following schedule and will be expected to adhere to the applicant- related deadlines below:

RFP Advertised	January 16, 2026
RFP Released to Prospective Applicants	January 16, 2026
Question/Answer Period Opens	January 16, 2026
Non-Mandatory Virtual Pre-Proposal Conference	January 29, 2026 at 12:00 PM PST
Question/Answer Period Closes	February 6, 2026 at 3:00 PM PST
RFP Answers Posted	February 13, 2026
RFP Due	March 13, 2026 at 12:00 PM PST
Proposal Review and Selection Process	March and April, 2026
Notification of Intent to Award (tentative)	April 2026
Protest Period (tentative)	Five days post notice of non-acceptance
Public Announcement (tentative)	April 2026
Board of Supervisors contract approval*	June 2026
Contract Start Date**	July 1, 2026

*Date subject to Board of Supervisors schedule and County budget and contract processes.

**Contract start date is contingent upon the approval of the Board of Supervisors.

V. PROPOSAL INSTRUCTIONS

In responding to the RFP (the submission is hereinafter referred to as “proposal”) use the outline as it appears below and label your responses accordingly. If the total number of pages exceeds the parameters stated below, the additional pages will be discarded and will not be reviewed by the Proposal Review Committee. A non-response will result in disqualification of the Proposal. Ensure that all applicable fields are completed and that the cover page is signed.

A. Cover Page (Attachment A – See template)

Complete and sign the attached Cover Page (Attachment A; 1 point) to the County of Marin. Include (1) Legal Name of Individual or Organization Submitting Letter of Interest, (2) Address, (3) Telephone Number and E-mail, (4) Contact Person, (5) Contact Person’s E-mail Address, (6) Type of Organization, if applicable, (7) Date of Submission, (8) Federal Tax ID, and (9) Funding requested

B. Applicant Capability (Limit 3 pages)

1. Describe how your organization meets the eligibility requirements – 1 page (see page 5 of this RFP; 20 points)
2. Describe your plan to provide IPS services to eligible Marin County residents. Include a staffing plan – 1 page (20 points)
3. Describe how your organization would work collaboratively with BHRS, local community-based organizations, and employers to ensure the success of clients – ½ page (10 points)
4. Describe your experience, if any, in providing IPS or other employment services and working with state Centers of Excellence or other outside entities focused on ensuring quality of IPS services – ½ page (10 points)

5. What is your experience with and current capacity to provide services through an equity and inclusion perspective which meets the diverse linguistic, cultural, gender and other needs of the target population, as appropriate? – ½ page (15 points)

C. Budget (Attachment B – See Template)

1. Please complete the budget worksheet in Attachment B to demonstrate your projected costs for operating an IPS program and your projected revenue. (20 points)

D. Non-Collusion Affidavit (Attachment E)

E. Supplemental Materials (No Page Limit)

1. Resumes of project lead(s) (Required);
2. Provide a minimum of 2-3 references for which your agency has provided services similar to those described in this RFP. References shall include: entity, contact name, address, title, phone number, and term of contract (Required);
3. Samples from previous related efforts that could serve as an example of your work (optional). This could include program brochures, outcomes evaluations, client testimonials, or other methods of sharing examples of your work; and
4. Letters of commitment if you/your agency is proposing to subcontract or establish a formal collaboration to provide services (Required for proposers planning to subcontract or establish a formal collaboration to provide services.)

VI. PROPOSAL SUBMISSION REQUIERMENTS

A. General Policies

1. The County assumes no obligation for any of the costs associated with responding to this RFP including, but not limited to, development, preparation, and submission of proposals.
2. This RFP is in no way an agreement, obligation, or contract between County and any applicant.
3. The proposals will become the property of the County upon submission and may be subject to the terms of the California Public Records Act (“PRA”), as required by law.
4. By submitting an proposal, applicants acknowledge and agree as follows: that the County is a public agency subject to the disclosure requirements of the PRA; that applicants must clearly identify all proprietary information that is contained in the proposal submitted to the County, if applicant claims that such information falls within one or more PRA exemptions; that applicants must mark said proprietary information as “CONFIDENTIAL AND PROPRIETARY” and must identify the specific lines containing the information; that the County will make reasonable efforts to provide notice to the applicants prior to such disclosure in the event of a PRA request; that applicants are required to obtain a protective order, injunctive relief, or other appropriate remedy from the Marin County Superior Court, before the County’s deadline for responding to the PRA request; that if an applicant fails to obtain such remedy within County’s deadline for responding to the PRA request, County may disclose the requested information without penalty or liability; and that applicants shall defend, indemnify, and hold County harmless against any claims, action, or litigation, including but not limited to all judgments, costs, fees, and attorney fees that may result from denial by County of a PRA request for information arising from any representation or any action (or inaction), by the applicants.

5. After submission of the proposal and closing of the proposal period, no information other than what is outlined in this RFP will be released, until an award becomes final.
6. The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms from both a technical and cost standpoint.
7. While it is the intention to award the contract to one applicant, the County reserves the right to split the award in any manner deemed most advantageous to the County. The County also reserves the right to increase or decrease the award amount.
8. The County reserves the sole right to interpret, change or terminate any provision of the RFP at any time prior to the submission date. Any such interpretation or change shall be in the form of a written addendum and shall become part of the RFP. The County also reserves the right to accept and reject any or all of the RFP, cancel the RFP in whole or in part, or terminate the process and elect to operate by other means.
9. An applicant may not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with the requirements of HHS or other funding source or poor past or current contract performance with any HHS or other funding source. The applicant may be given a provisions award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.
10. A proposal may be **immediately** rejected and disqualified for any of the following reasons:
 - a. The proposal is not received at the time and place specified in the RFP;
 - b. The proposal does not adhere to the required material elements of format and guidelines or substantive requirements set forth in this RFP;
 - c. Evidence indicates that the proposer, proposer's staff or consultants have in any way attempted to influence the confidential nature of the review through contact with Marin County staff or members of the selection review committee.

B. Submission Deadline and Format

Submittal Requirements

The Marin County Department of Public Works has transitioned its bidding processes to the Bid Express® online platform. Please submit your proposal including all attachments by March 13, 2026 at 12:00 PM PST. No verbal proposal will be considered.

Proposers can access current solicitations and a how-to guide for first-time Bid Express users County of Marin Bid Express home page at <https://www.bidexpress.com/businesses/53528/home> Bidders must register for a free Bid Express account to view project solicitations; download bid documents; see the plan holder's list and submit bid RFIs.

Submitted responses must include the form(s) provided with this solicitation package. All items shall be filled in and the signatures of all persons signing shall be written and printed in longhand. All proposals submitted must have a completed Offer form signed by a duly authorized officer of the proposing contractor. Proposals not submitted on the form(s) provided, unless otherwise specified, may not be considered by the County of Marin Procurement Division.

Electronic submissions via Bid Express® OR one (1) written original (marked as such) and one electronic copy on a USB are due on March 13, 2026 at 12:00 PM PST. Sealed Proposals must be received by the due date and time. Once received, all original and/or copies of the proposal become property of the County of Marin and will not be returned. Proposals will be considered late if not received by the above due date and time, regardless of postmark date, and will be rejected and returned to the proposer unopened.

Proposals shall be submitted electronically via BidExpress or in-person by an appropriate date/time. An acknowledgement email will be sent to you when your proposal has been received. If you do not receive an email indicating "Received" it is your responsibility by March 14, 2026, 24 hours from submission deadline to follow-up with staff at Procurement@MarinCounty.Gov to confirm receipt. If you do not obtain a "Received" email and also do not follow-up, staff is not required to consider your submission.

Delivery Address:

Marin County Department of Health and Human Services,
C/O: David Lawlor
3501 Civic Center Drive #304
San Rafael, CA 94903

All proposals shall be clearly marked "HHS-RFP-2026-01- Do Not Open" on the outside of the proposal package.

The County of Marin reserves the right to reject any and all proposals and to elect not to enter into any contract for the services described in the scope of work. The County reserves the right to make multiple awards of this proposal. The County of Marin also reserves the right to request clarification of information from the proposer.

1. Proposals must be received by the date and time recited above. It is up to the applicant to ensure that the proposal was received by the date and time recited above. Proposals, modifications, or corrections received after the deadline specified will not be considered, except if such modifications or corrections were at the County's request.
2. Only Proposals submitted in the format described within this RFP will be considered. Proposals must be submitted via website and uploaded via PDF on standard 8-1/2" x 11", typed, in no less than 12-point typeface, with 1" margins and pages numbered consecutively. Must be in accessible format.
3. A proposal may be rejected if incomplete, if it contains any alterations of form, or if it contains other irregularities of sufficient magnitude or quantity to warrant a finding of being substantially non-compliant.
4. The County may in its discretion, accept or reject in whole or in part any or all Proposals, may cancel, amend or reissue the RFP at any time prior to contract approval and may waive any immaterial defect in a proposal. The County's waiver of an immaterial defect shall in no way modify the Proposal requirements or excuse the applicant grantee from full compliance with the objective if awarded the contract.
5. The proposer agrees and certifies that they or any of their agents, servants, or employees is not an agent or employee of the County of Marin. The proposer is an independent solely responsible for proposer's acts. The resulting Contract and/or Purchase Order shall not be construed as an agreement for employment with the County. The Non-Collusion Affidavit – Attachment E shall be signed and returned with the submitted proposal.

C. Contact between Applicant and County

- (1) **County staff contact:** During the period from issuance of this RFP and the award of the contract to a successful applicant, contact regarding the specific subject of this RFP between potential or actual applicant and County staff is restricted under the terms of this section. Except as otherwise expressly authorized in this RFP, neither applicant nor County staff shall discuss, question or answer questions, or provide or solicit information, opinion, interpretation, or advocate or lobby regarding this RFP. A documented instance of such contact by an actual or

potential applicant shall be grounds for disqualification from the process. County staff shall be defined as any County employees, agents or contractors involved in or connected with this RFP process.

- (2) **Questions regarding the RFP:** All questions and responses will be available on the County's website on or before February 13, 2026. No telephone consultation will be provided. **Questions must be submitted via email to Procurement@MarinCounty.Gov or via BidExpress.**

- (3) **Pre-Proposal Conference:** There will be a non-mandatory pre-proposal conference at the date and time listed below. Attendance is optional and not a pre-requisite for submission of a proposal. All questions asked and answers given will be posted via the County website at <https://www.marincounty.gov/contracting-opportunities>

Date: January 29, 2026

Time: 12:00 noon

Location: Microsoft Teams Meeting

[Join the meeting now](#)

Meeting ID: 251 129 522 991 77

Passcode: At7kA7Zs

Dial in by phone

[+1 707-324-1762](tel:+17073241762), [741468463#](tel:+17073241762) United States, Santa Rosa

[Find a local number](#)

Phone conference ID: 741 468 463#

VII. PROPOSAL REVIEW AND SELECTION PROCESS

A. Proposal Review and Selection

HHS staff will conduct an initial technical review to ensure that the format requirements outlined in this RFP have been fulfilled. If any of the material format or substantive requirements is missing or incorrect, the proposal may be disqualified.

All proposals that pass the initial technical review will be submitted to a selection committee that shall evaluate and rank the proposals. The committee will be comprised of parties knowledgeable about the services sought by this RFP from diverse backgrounds, **including persons with lived experience from the target population of this RFP**, representatives from other county departments, representatives from local advisory boards or community based organizations, and/or any other individuals that HHS deems capable and appropriate for the selection of potential providers. The committee shall not include any potential contractors, and no committee member may apply or assist others in applying for this contract.

The purpose of the evaluation is to determine which applicants demonstrate the skills, expertise and experience to successfully perform the tasks specified in the RFP. Each committee member will read and score each proposal using a standardized scoring instrument. The scoring instrument will reflect the requirements of the RFP. A copy of the scoring instrument that will be used can be found in Attachment C. The County reserves the right to seek clarifying or additional information from applicants, potentially including site visits or agency interviews.

The committee will make an award recommendation to the Director of Behavioral Health & Recovery Services or the Director of Health and Human Services, or designee, who will make the final recommendation to the Marin County

Board of Supervisors or County Administrator.

Prior to making an award, the County may choose to conduct interviews with applicants. The purpose of the interviews would be to ask follow-up questions that may arise from the review committee and collect any additional information not gleaned from the Proposals. The County may also request additional information necessary to determine the applicant's financial stability, ability to perform on schedule or willingness to incorporate additional features in the proposal, and any other relevant information necessary to make the award.

Once a decision is made, a Notice of Intent to Award will be emailed to all applicants evaluated by the committee.

B. Protest Procedure

Within five calendar days of the issuance of a notice of intent to award the contract, any Applicant that has submitted a proposal may submit a written notice of protest. The notice of protest must include a written statement specifying in detail each and every ground asserted for the protest. The protest must be signed by an individual authorized to represent the Applicant, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the Applicant must specify facts and evidence sufficient for the County to determine the validity of the protest.

Delivery of Protest:

All protests must be submitted in writing and received by noon five days post notice of non-acceptance via email to Procurement@MarinCounty.Gov or at the following address:

Marin County Department of Health and Human Services,
C/O: David Lawlor
3501 Civic Center Drive #304
San Rafael, CA 94903

If a protest is mailed via U.S. Mail, it must be postmarked within 5 calendar days of the notice issuance. The Applicant bears the risk of non-delivery.

The protest will be forwarded, through the appropriate administrative channels, to the Director of the Marin County Department of Health and Human Services, or designee. The Department Director or designee may review the original RFP Proposal(s), the public notice, the Request for Proposal document, and the scoring instruments of the Proposal review committee, and any other document deemed appropriate. The Department Director or designee will provide a written response to the protest, including any action that will be taken, if applicable. The decision of the Department Director or designee shall be final.

C. Post Award

Once the Notice of Intent to Award has been issued, the provider selected will be contacted to execute the County's Standard Professional Services Contract. At that time, the selected provider and the County may discuss adjustments to the budget and the scope of work. **No other provisions of the County's Standard Professional Services Contract will be negotiated.** Refer to Attachment D for a copy of the County's Standard Professional Services Contract.

The applicant grantee awarded a contract under this proposal process will be required to adhere to the reporting requirements set forth by HHS, as well as to provide any additional data needed to satisfy other County, state, or federal reporting requirements.

For the duration of the contract period, contract renewals are contingent upon the demonstration of progress in achieving measurable results to the County's satisfaction and compliance with all contract requirements, as well as the continued availability of contract project funding.

Award of a contract under this process does not preclude the County from conducting another RFP process for these services at a future date.

ATTACHMENT A

**MARIN COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF BEHAVIORAL HEALTH & RECOVERY SERVICES**

INDIVIDUAL PLACEMENT AND SUPPORT MODEL OF SUPPORTED EMPLOYMENT

RFP-HHS-2026-01

Date: _____

<u>Legal Applicant:</u> Organization Name: Address: Telephone: E-mail: Contact Person: Contact Person's E-mail Address: Type of Organization (if Applicable): Date of Submission: Federal Tax ID No. Funding Requested	
<u>Certifications</u> I certify that to the best of my knowledge the information contained in this application is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I understand that final funding for any service is based upon funding levels and the approval of the Marin County Board of Supervisors. I further certify that the costs of the proposed project can be carried by the applicant for at least 60 days at any point during the term of the contract. Signature: _____ Date: _____ Name: Title:	

For County Use Only

Date Received:	Time Received:
Marin County Staff Signature Acknowledging Receipt of Application:	

Attachment: D

Health and Human Services Required Documents List

HHS-RFP-2026-01

IPS Supported Employment

1. Cover Page
2. Completed RFP Application
3. Completed Budget Template
4. Signed Non Collusion document
5. Resumes for project lead(s)
6. 2-3 references for similar services
7. Letter(s) of commitment if you are planning to subcontract or establish a formal collaboration to provide services.

Attachment: C

Health and Human Services RFP Scoring Tool

Employee Name, Agency, Role

HHS RFP Scoring Tool: HHS-RFP-2026-01; IPS for Supported Employment

Threshold Criteria

	Yes	No
Applicant has submitted a <u>complete</u> proposal	<input type="checkbox"/>	<input type="checkbox"/>
Proposal was received by the deadline of 12:00 PM Pacific on March 13, 2026	<input type="checkbox"/>	<input type="checkbox"/>

If project does not meet threshold criteria, further review is not necessary.

Category	Total pts	Score	Notes
Cover Page – Does the cover page include all requested items?	1 points		
Applicant Capability – To what extent does the application address all RFP questions of capability?			
1. Describe how your organization meets the eligibility requirements	20 points		
2. Describe your plan to provide IPS services to eligible Marin County residents, including a staffing plan	20 points		
3. Describe how your organization would work collaboratively with BHRS, local CBOs, and employers	10 points		
4. Describe your experience, if any, providing IPS or other employment services and working with state Centers of Excellence or other outside entities	10 points		
5. Experience and current capacity to provide services through an equity and inclusion perspective	15 points		
Budget – Are the applicant’s budget narrative assertions realistic, competitive and complete?	20 points		
Submission Format	4 points		

ATTACHMENT – E

NON-COLLUSION DECLARATION TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL

The undersigned declares: “I am the _____ of _____, the party making the foregoing proposal. The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from proposing. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose. Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [date], at _____ [city], _____ [state].”

(Amended by Stats. 2011, Ch. 432, Sec. 37. (SB 944) Effective January 1, 2012.)

Printed Name of Document Signer

Signature of Document Signer