



DEPARTMENT OF HEALTH AND HUMAN SERVICES
**BEHAVIORAL HEALTH AND
RECOVERY SERVICES**

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.

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Subject: Solicitation Submission Guidance

This Request for Proposals (RFP) permits proposers to submit a single proposal that may include one or multiple projects.

Proposers seeking consideration for more than one project must ensure that each project is clearly documented and submitted as follows:

- A separate Applicant Capability Statement must be completed for each individual project.
- A separate Attachment B – Budget must be submitted for each individual project.
- Each Applicant Capability Statement and corresponding Attachment B must be clearly labeled and numbered by project (e.g., Project #1, Project #2, etc.).
- Proposers may submit one (1) Attachment A – Cover Page and one (1) Attachment E – Non-Collusion Affidavit, which may apply collectively to all proposed projects.

If submitting via BidExpress, a single PDF file and Excel file may be uploaded with pages, spreadsheets or tabs clearly labeled and numbered indicating the project.

Guidance for 'How to Bid' and other guidance documents are available on BidExpress on the Marin County page:

<https://www.bidexpress.com/businesses/53528/home>