

COUNTY OF MARIN



DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISIONS OF HOMELESSNESS AND COORDINATED CARE AND BEHAVIORAL HEALTH AND RECOVERY SERVICES

REQUEST FOR PROPOSALS (RFP) Adult/Youth Homeless Outreach Teams

RFP-HHS-2026-10

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DEADLINE FOR SUBMISSIONS:

September 28th, 2026, at 3pm PST

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Contents

CONTENTS	2
I. BACKGROUND.....	3
A. Overview	3
B. Underlying Philosophies	4
II. PROJECT DESCRIPTION AND EXPECTATIONS.....	5
A. Project Period	5
B. Available Funding.....	5
C. Target Population	7
D. Project Description	8
1. <i>Service Delivery Model</i>	8
2. <i>Core Services</i>	8
E. Intended Outcomes, Goals, or Objectives:.....	10
F. Reporting and Performance Requirements.....	11
1. <i>Required Data Systems and Documentation</i>	11
2. <i>Required Reports</i>	12
3. <i>Minimum Performance Measures Aligned to Program Outcomes</i>	13
4. <i>Continuous Quality Improvement (CQI) and Coordination</i>	13
III. REQUIREMENTS AND EXPECTATIONS FOR GRANTEES	13
A. Summary of Contract Terms, Conditions and Requirements.....	14
B. Insurance	14
C. Administrative and Legal Requirements.....	14
IV. TENTATIVE TIME SCHEDULE	16
V. PROPOSAL INSTRUCTIONS	16
A. Cover Page (Attachment A – See template)	17
B. Applicant Capability (Limit 5 pages per Program Proposal)	17
C. Budget (No Page Limit)	18
D. Non-Collusion Affidavit (Attachment E)	19
E. Supplemental Materials (No Page Limit)	19
VI. PROPOSAL SUBMISSION REQUIREMENTS	19
A. General Policies	19
B. Submission Deadline and Format	20
C. Contact between Applicant and County.....	21
VII. PROPOSAL REVIEW AND SELECTION PROCESS.....	22
A. Proposal Review and Selection.....	22
B. Protest Procedure.....	22
C. Post Award.....	23

I. BACKGROUND

County of Marin Department of Health and Human Services

In 2018, Marin County Health and Human Services (HHS) launched a strategic plan to achieve health and wellness equity in Marin. While income, education, and other socioeconomic and cultural factors play key roles in shaping outcomes in our communities, the direct effects of racism – whether covert or overt, intentional or unintentional, systemic or individual – must be acknowledged and addressed to achieve equity. Research demonstrates independent associations of racial discrimination on driving inequities, including downward mobility.

Central to our efforts on leading with race to achieve equity is treating clients respectfully and with cultural humility. HHS commits to systematically expanding this work throughout the Department and to support contracted service providers to do the same. By deepening our understanding of how individuals experience accessing and receiving services and understanding how services result in outcomes by race and ethnicity, HHS and contracted service providers can identify opportunities to improve service delivery.

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.

A. Overview

Marin County Department of Health and Human Services (HHS), Divisions of Homelessness and Coordinated Care (HCC) and Behavioral Health and Recovery Services (BHRS), are seeking to create a pool of eligible applicants consisting of one or more providers to deliver coordinated housing-focused outreach services that provide direct field engagement, safety, stabilization, and connection to housing and homeless, behavioral health, public health, and social service supports.

Outreach efforts will be structured across a total of five (5) teams as follows:

- Four (4) geographically focused teams in designated areas of Marin County serving individuals and families across the lifespan
- One (1) countywide Youth and Young Adult (YYA) outreach team focused on unaccompanied youth (ages 12–17) and transitional-aged youth (ages 18–24).

Applicants may choose to support one or more geographically focused outreach teams or the youth outreach team, or any combination of these options. Geographic team areas are: (1) Novato, (2) San Rafael, (3) Southern Marin (Sausalito, Mill Valley, Tiburon, Belvedere), and (4) Central/West Marin (Larkspur, Corte Madera, San Anselmo, Fairfax, Ross). Each geographic area also includes any County unincorporated territory, State land, or body of water commonly understood to be associated with the County or an incorporated municipality. The Youth Outreach Team covers all incorporated and unincorporated areas of the County.

Outreach teams funded through this RFP will conduct proactive, field-based engagement and serve as a bridge into the coordinated homeless system of care and behavioral health continuum, including Coordinated Entry access/assessments, linkage to shelter and housing pathways, and rapid connection to substance use services (including medications for addiction treatment when indicated and desired), as well as referrals to CalAIM Enhanced Care Management and Community Supports when appropriate.

This opportunity is open to organizations of varying sizes with demonstrated experience providing outreach, housing navigation, and engagement services with people experiencing homelessness, including youth/young adults.

Only one proposal may be submitted from a single bidder. Collaborative proposals that show a strong inter-agency partnership to develop a robust program that does not lead to excessive administrative costs; duplicative or fragmented services are highly desirable.

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 bidders at the Bidders' Conference and/or questions and answers from website, as noticed in this document.
- Carefully review the entire proposal prior to the submission and follow the instructions provided in this RFP to make sure everything has been completed.
- Submit a complete proposal by the required deadline.

B. Underlying Philosophies

Housing-focused street outreach is an engagement strategy that prioritizes connecting people experiencing unsheltered homelessness to lifesaving, person-centered, and culturally responsive housing, mental health and substance use, public health, and social services and resources while actively working toward stable and permanent housing solutions. A copy of the evidence-based framework and training opportunities are located at: <https://endhomelessness.org/resources/toolkits-and-training-materials/housing-focused-street-outreach-framework/>

The County's homelessness response is grounded in Housing First, person-centered engagement and a Coordinated Care approach. Coordinated Care is a commitment by Marin Health and Human Services and its contracted partners to ensure that individuals and families experiencing homelessness are connected to all entitlements and services available through HHS. The County expects outreach teams to build trusting relationships through consistent field presence; respond to immediate needs when appropriate; serve as a critical link in the pathway to housing and connecting vulnerable individuals and families to basic mental health, substance use, public health, and social services and supports in a dignified manner.

All outreach services must be aligned with the broader County Homelessness and Coordinated Care system and Behavioral Health and Recovery Services (BHRS) system of care.

Outreach services funded through this RFP must be voluntary, respectful, and non-coercive, and delivered using:

- Trauma-informed care
- Harm reduction
- Motivational Interviewing
- Culturally responsive practices that reduce racial and ethnic disparities

The Housing Focused Outreach Teams will also be responsible for conducting targeted, on-going field-based outreach that engages individuals living with substance use disorders (SUD) and facilitates rapid access to low-barrier substance use treatment, including Medications for Addiction Treatment (MAT). The Outreach Teams can either provide rapid access to MAT directly or through referrals to existing programs.

Additionally, the County expects Outreach Teams to develop strong partnerships that support warm handoffs to: housing pathways matched with client needs through the Coordinated Entry system; behavioral health and substance use services (including medication-assisted treatment for opioid, alcohol, and/or tobacco use disorders when indicated and desired); CalAIM Enhanced Care Management and Community Supports when appropriate; and other critical supports.

To ensure that Outreach Teams are connecting with individuals most in need, the County expects data-informed decision-making and accountability, including: accurate and timely documentation; use of disaggregated outcome data to identify and address disparities; continuous quality improvement to improve outcomes and reduce reliance on emergency, crisis, and law enforcement systems; and information-sharing that is consent-based and transparent.

Outreach operations must prioritize health and safety for participants and staff through clear protocols and coordinated response practices. Outreach serving youth and young adults must also be youth-centered and developmentally appropriate, including use of age-appropriate engagement strategies and YYA-appropriate referral pathways for minors and transitional-aged youth.

II. PROJECT DESCRIPTION AND EXPECTATIONS

A. Project Period

The contract award(s) will be made on a competitive bid basis. The anticipated initial contract period will run through the remainder of FY 2026-2027. The County may, at its sole discretion, renew the contract(s) for up to two (2) additional one-year periods, subject to funding availability, satisfactory performance, and County approval.

The County reserves the right to increase or decrease the contract amount, fund proposed services in whole or in part, and terminate, extend, or modify the program/contract(s) based on funding availability, performance, or programmatic need. The County anticipates re-procuring these services in FY 2028–2029.

B. Available Funding

There is a maximum of \$1,659,198 annual funding under this RFP (pro-rated for the first Fiscal Year based on program start date). Funding is to support four (4) adult-focused outreach teams geographically focused on Novato, San Rafael, Southern Marin, Central/West Marin; and one (1) youth/young adult countywide outreach team focused on unaccompanied youth (ages 12–17) and transitional-aged youth (ages 18–24).

The County may, at its discretion and subject to available funding, award additional funding in the future to one or more proposers determined qualified under this RFP, without issuing a new solicitation.

Applicants may propose to operate one or more outreach components (geographically focused team(s), the countywide YYA team). The County may make one or multiple awards and may fund components through separate awards based on best value and system needs.

Funding for outreach services is currently available through a combination of AB109 (Public Safety Realignment) and the Behavioral Health Services Act (BHSA) funds.

The projected sources of funds are:

- \$906,797: AB109 (Public Safety Realignment)
- \$269,198: Homelessness Housing and Prevention (HHAP)
- \$333,203: BHSA – Housing Interventions (Outreach and Engagement)
- \$150,000: BHSA - Full-Service Partnership (Assertive Field-Based Initiation for Substance Use)

AB109

Contractor(s) funded through AB109 must be prepared to comply with applicable program, fiscal, and reporting requirements. In Marin County, AB109 (Public Safety Realignment) requires the Probation Department to supervise non-violent, non-serious, non-sex offenders through intensive community-based programs, focusing on rehabilitation via local treatment, job training (such as embedded EDD counselors), and strict monitoring, aiming to reduce recidivism by offering support services alongside compliance checks, with coordination through the Community Corrections Partnership (CCP). Key requirements involve [case management](#), [reentry planning](#), connecting clients to services (mental health, housing), and collaborating with law enforcement for operations and data sharing, all under local control.

Outreach teams do not provide probation supervision or law enforcement functions. When appropriate and with participant consent, outreach staff may coordinate with the Probation Department to support engagement in services, facilitate warm handoffs, and reduce barriers to housing and behavioral health care.

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](https://www.marincounty.org/behavioral-health-services-act). Contractor(s) funded through BHSA must be prepared to comply with applicable BHSA program and fiscal requirements, including expectations related to insurance screening/enrollment support and billing when services are reimbursable.

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 contractor(s) 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 on complaints about commercial health plan conduct
- BHRS and BHSA contractor(s) standards include meeting minimum provider qualifications, nondiscrimination requirements, and providing culturally competent services
- Marin County Behavioral Health and Recovery Services (BHRS) BHSA contractor(s) monitoring activities, including annual compliance monitoring and triennial onsite monitoring
- Participation in BHSA-related training and technical assistance (TTA) opportunities. For the Field-Based Substance Use Treatment Initiation components, DHCS has selected Health Management Associates to provide TTA.
- 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 contractor(s), while DHCS monitors counties. However, DHCS reserves the right to directly monitor BHSA contractor(s) as needed.)

C. Target Population

- This project is intended to serve people experiencing **unsheltered homelessness** in the County of Marin with a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including but not limited to a car, park, abandoned building, bus or train station, RV or trailer without hookups to electricity, water and plumbing, or camping ground.
- Outreach teams must prioritize engagement with individuals and families who are **most disconnected from services** and face elevated risks and barriers, including the following priority populations:
 - People disconnected from, or reluctant/unable to access, the homeless system of care and/or behavioral health services
 - People with mental health and/or substance use conditions
 - People at elevated overdose risk including those with a known history of overdose reversal and/or active substance use while unsheltered
 - People recently involved with the justice system, including reentry populations, CARE Court, BHRS-eligible and enrolled populations
 - People experiencing racial, linguistic, or other disparities, including immigrant communities and underserved groups
 - Youth and Young Adults (YYA) experiencing homelessness or housing instability, including Unaccompanied Youth (ages 12–17) and Transitional Aged Youth (ages 18–24). Priority should be given to YYA disproportionately impacted by homelessness, including Black, Indigenous, and youth of color; LGBTQIA+ youth; pregnant and parenting youth; youth with disabilities; and youth with child welfare or juvenile justice involvement.
 - BHSA Outreach funding should be used primarily to outreach to people with potential serious behavioral health conditions with a focus on those in encampments or who are chronically homeless.
- Services must be culturally responsive and designed to reduce racial and ethnic disparities in access and outcomes. Services must include **linguistic capacity to effectively engage diverse communities including, at minimum, at least one outreach worker per team must be fluent in Spanish.**
- The **geographically focused outreach teams** may serve people of all ages, including youth and young adults, and must be prepared to appropriately engage and refer youth and young adults encountered

in the field, consistent with safety, consent, and youth-serving protocols to youth-appropriate resources.

- The **countywide Youth and Young Adult (YYA) outreach team** is exclusively dedicated to serving unaccompanied youth (ages 12–17) and transitional-aged youth (ages 18–24).

D. Project Description

Marin County Health and Human Services (HHS), Divisions of Homelessness and Coordinated Care (HCC) and Behavioral Health and Recovery Services (BHRS), are seeking one or more providers to design and implement:

- Four (4) geographically focused, housing-focused outreach teams to serve
 - (1) Novato,
 - (2) San Rafael,
 - (3) Southern Marin (Sausalito, Mill Valley, Tiburon, Belvedere), and
 - (4) Central/West Marin (Larkspur, Corte Madera, San Anselmo, Fairfax, Ross)
- One (1) countywide Youth and Young Adult (YYA) housing –focused outreach team focused on unaccompanied youth (ages 12–17) and transitional-aged youth (ages 18–24).

Applicants may propose to operate one or more components.

Teams will conduct proactive, field-based engagement and serve as a bridge into Coordinated Entry (CE), shelter and housing pathways, mental health and substance use services, including MAT, and CalAIM Enhanced Care Management (ECM) and Community Supports, as appropriate.

1. Service Delivery Model

Contractor(s) must provide services utilizing the following minimum model approaches:

- **Field-based, proactive engagement:** Staff spend most of their time in the field identifying, engaging, and building relationships with people experiencing unsheltered homelessness, with services delivered in locations where people are living and congregating.
- **Paired outreach and peer involvement:** Staff will work at minimum in pairs and incorporate people with lived experience of homelessness to strengthen engagement and navigation through the system of care.
- **Timely response capacity:** Services will be delivered on a regular schedule and include capacity to respond to outreach requests and wellness checks as soon as possible, and no later than 48–72 hours.
- **Temporary caseload approach:** Proposers may include a temporary, time-limited caseload model in which outreach staff carry no more than 6–8 participants per worker to provide intensive engagement and follow-through for individuals not currently enrolled in CalAIM ECM or County-funded housing-based case management. Caseloads must align with best practice standards, including a defined transition plan, and be limited to participants within the team’s assigned geographic area. This approach must not supplement core outreach functions and may not impede full coverage of the designated service area.
- **YYA countywide team – youth-centered approach:** Outreach and engagement must be youth-centered, trauma-informed, voluntary, and culturally responsive, prioritizing relationship-building with youth and young adults who may be disengaged, system-avoidant, or at risk of entering homelessness. Services should include street-based and community-based outreach and prevention-focused engagement when appropriate.

2. Core Services

Contractor(s) must provide or actively facilitate the following services, directly and/or through documented partner arrangements:

- **Basic needs and immediate stabilization:** Survival aid, hygiene kits, and harm reduction supplies; wellness checks; and support during emergencies (e.g., severe weather), including facilitation of access to emergency shelter when activated.
- **Housing-focused problem solving and linkage:** Housing navigation and referrals to shelter and housing resources; support with documents and steps needed to access housing pathways; transportation support to critical appointments as feasible.
- **Coordinated Entry (CE) access:** Conduct CE-approved assessments and support timely completion of assessments and necessary revisions/decliner forms consistent with County process.
- **Benefits, healthcare, and behavioral health linkage:** Connection to County benefits and partner resources (food, clothing, healthcare, behavioral health), including transportation support as feasible.
- **SUD screening, engagement and overdose prevention:** Outreach teams must be equipped to identify and engage individuals living with SUD and directly provide or connect them to substance use services, including MAT when indicated and desired; provide naloxone/harm reduction tools, and overdose education consistent with program protocols. Outreach teams are also expected to conduct assertive field-based outreach in settings where significant numbers of individuals living with SUD are located and/or areas with high rates of overdose reversals, which may include hospital Emergency Departments (EDs), homeless encampments, interim housing and permanent supportive housing units set aside for people formerly living in homeless encampments, syringe services programs, jails, and other identified areas may also be expected.

YYA Countywide Team – Additional Required Components

- **Youth Outreach, Engagement, and Systems Navigation:** Conduct countywide outreach and engagement with unaccompanied youth (ages 12–17) and transitional-aged youth (ages 18–24) experiencing homelessness or housing instability, and support YYA to understand and access Coordinated Entry, housing pathways, and related resources.
- **YYA Coordinated Entry (CE) Case Conferencing:** Organize and facilitate **bi-weekly** CE housing placement case conferences for YYA, in coordination with the Marin County HCC CE Team. Use CE/HMIS priority lists to maintain a youth-specific By-Name List, confirm assessment status, identify barriers, assign action steps, and distribute follow-up notes documenting decisions and next steps.

Warm Handoffs and Participant Choice

Outreach must prioritize warm handoffs to housing and service partners (e.g., accompaniment to first visit, being present on first call, coordinated introductions) to reduce barriers and increase follow-through. Information sharing must be consent-based and transparent: Providers must explain what information is needed for referrals, support participants in weighing risks/benefits, and ensure participants control how, when, and with whom information is shared. Written Releases of Information may be required for certain services and are preferred in all instances. Releases of Information **must be revocable, with reasonable alternatives offered when appropriate.**

Partnerships and Coordination

Teams will participate in Coordinated Entry and outreach coordination structures (e.g., outreach coordination, encampment coordination, and Coordinated Entry case conferencing as applicable) and collaborate with HCC's Coordinated Care Initiative, BHRS Justice Care Links and BHRS Full-Service Partnerships/Substance Use System of Care. **Teams will coordinate support and referrals with justice-system partners (e.g., Probation) as applicable to reduce unnecessary justice involvement and improve access to services.**

Data and Documentation

Contractor(s) must maintain accurate and timely documentation in County-required data systems, including HMIS/WIZARD, and update records for street outreach engagement consistent with County data

quality expectations. **A full description of Reporting and Performance Requirements is located in Section F.**

Training and Staff Readiness

Providers must ensure staff are trained and supported to deliver housing-focused, trauma-informed, culturally responsive outreach. Training topics should include, at minimum:

- Housing First
- Motivational interviewing and engagement strategies
- Harm reduction, naloxone distribution, and overdose prevention/response
- Crisis response and de-escalation
- SUD screening, engagement and service linkage, including MAT pathways
- Cultural responsiveness, language access, and equity-centered practice
- Safety protocols for field-based outreach
- Awareness of available services and referral/linkage pathways

E. Intended Outcomes, Goals, or Objectives:

GOALS

1. Deliver integrated, low-barrier, housing-focused outreach that meets people where they are—combining housing navigation and CE access with harm reduction and practical supports that build trust, improve immediate safety, and reduce barriers to services.
2. Strengthen integration and coordination with BHRS, CE/Homeless System of Care, CalAIM partners, and justice-system partners (as applicable) using warm handoffs, shared referral pathways, accurate and timely data, and ongoing case coordination.
3. Engage and connect individuals living with Behavioral Health conditions to mental health and substance use services, including MAT.
4. Provide countywide, youth-centered outreach and navigation that improves YYA access to Coordinated Entry, housing resources, and supportive services.

OUTCOMES

1. Increased entries and enrollment into Coordinated Entry (CE) and the homelessness system of care, including increased placement into shelter and housing from street outreach, increased enrollment in CalAIM Enhanced Care Management (ECM) and Community Supports, and faster completion of CE assessments and necessary revisions (within 3–5 days of engagement for initial assessment when feasible).
2. Improved safety and overdose prevention among people experiencing unsheltered homelessness and substance use disorders (SUD), including reduced fatal and non-fatal overdoses, increased access to naloxone/harm reduction tools, increased referral to and linkage with SUD treatment, including MAT, overdose education, and timely crisis response supports.
3. Increased engagement with individuals with criminal justice involvement, resulting in reduced need for law enforcement involvement, and reduced engagement with the criminal justice system through appropriate referral pathways and coordination.
4. Increased engagement of underserved populations, reflected in outreach engagement with people experiencing racial and ethnic disparities.
5. Increased engagement of youth and young adults (YYA) experiencing homelessness or housing instability and increased successful connections to youth-appropriate housing pathways and services.
6. Increased enrollment of YYA in Coordinated Entry processes and improved identification/resolution of barriers through regular YYA case conferencing.

OBJECTIVES

1. Engagement, equity, and data accuracy (person-centered, culturally responsive):
 - Conduct consistent field-based engagement (encampments, street locations, shelters/drop-in points as appropriate) using nonjudgmental, autonomy-centered practices.
 - Provide culturally responsive services; and maintain accurate, up-to-date information on the location and needs of people experiencing homelessness in Marin County who are not assigned to case management, including documentation of unduplicated participants engaged, repeat contacts, and participant-identified needs/priorities.
2. Harm reduction, SUD engagement, and overdose prevention (health and safety):
 - Provide harm reduction tools and education (including naloxone distribution and overdose response training).
 - Actively engage and connect individuals living with SUD to substance use services, including MAT when indicated and desired; implement an overdose response and follow-up approach (as feasible); report referral and linkage to treatment counts.
 - Report distribution/training counts and overdose response activity (e.g., reversals when reported).
3. Coordinated Entry access, rapid assessments, and warm handoffs to housing and services (timeliness + coordination):
 - Connect people experiencing homelessness to the CE and the system of care; provide CE-approved assessments and prioritize revisions/decliner forms when appropriate.
 - Facilitate completion of assessments within 3–5 days of engagement when feasible and necessary revisions as soon as possible.
 - Support placements into shelter and housing; facilitate warm handoffs (including accompaniment/first-call support when possible) to BHRS, CalAIM ECM/Community Supports, and other providers.
 - Coordinate referrals as appropriate with the Marin County Probation Department to reduce criminal justice involvement.
 - Maintain participant control of information-sharing/consent; and track referral outcomes and timeliness (e.g., time from referral to appointment/service connection and key housing milestones—vendor proposes targets aligned with County/BHRS/CE workflow).
4. Conduct consistent countywide outreach and engagement with YYA:
 - Provide warm handoffs to Coordinated Entry, shelter/housing pathways, and youth-appropriate supportive services.
 - Facilitate bi-weekly YYA Coordinated Entry case conferencing, maintain a youth-specific By-Name List, track action steps, and document barriers and resolutions.

F. Reporting and Performance Requirements

Contractor(s) will be required to submit reports and maintain data as described below. Additional instructions, templates, and due dates will be provided in the awarded contract.

1. Required Data Systems and Documentation

- Contractor(s) must enter and update participant engagement and service encounters in HMIS/WIZARD and/or other County-required data systems such as tracking Individual Service Level data in SmartCare when applicable, consistent with County data quality standards.
- Contractor(s) must maintain accurate, timely information on participant location, needs, referrals, and outcomes, including documentation needed for Coordinated Entry processes, service linkage, and program monitoring.
- **YYA-specific tracking:** Contractor shall track and report Youth and Young Adult (YYA) outreach activity under all outreach teams separately from adult outreach, including unduplicated YYA engagements, frequency of contacts, referrals and warm handoffs completed, Coordinated Entry engagement (e.g., assessments initiated/completed), and housing/shelter placements.

- **YYA By-Name List documentation:** Youth specific team contractor shall maintain up-to-date YYA records sufficient to support a youth-specific By-Name List and to track barriers, action steps, and resolution status.
- **YYA case conferencing documentation:** Youth specific team contractor shall maintain basic documentation for each YYA Coordinated Entry case conference, including Dates held; attendance/partner participation; number of YYA reviewed; key barriers identified; action steps assigned; and follow-up status. *(If case conferences occur bi-weekly, monthly reporting may include two meetings.)*

2. Required Reports

A. Monthly:

- Invoice(s) and required fiscal documentation.
- List of insurance screenings and activities to support Medi-Cal enrollment (as applicable).
- All items from the required data systems and documentation results, Section 1.

B. Quarterly:

- Demographic and performance report, including (at minimum):
 - Number of unduplicated individuals engaged and outreach contacts
 - CE-related activity (assessments completed, revisions/decliners as applicable, and timeliness where feasible)
 - Shelter/housing referrals and placements
 - CalAIM ECM and Community Supports referrals/enrollments (as applicable)
 - Substance use outreach metrics, including number engaged with SUD, number offered connection to SUD services (including MAT), and number successfully linked to an admission/assessment appointment.
- **YYA Outcomes and Equity Summary (Quarterly):** YYA engagement and outcomes summarized by key demographic indicators as available (e.g., age band, race/ethnicity, LGBTQIA+ when voluntarily disclosed), including trends in housing pathway progress, barriers, and service connections.

C. Biannual (every six months):

- Narrative report addressing equity work, client input/feedback, referrals/linkages, and grievances.
- Mid-year fiscal reconciliation demonstrating on target spending or formal request from contractor to adjust contract to ensure full annual expenditure.
- **YYA System Coordination Narrative (Biannual):** Narrative summary of YYA outreach and system coordination efforts, including highlights and challenges related to Coordinated Entry access, partner coordination, and service/housing bottlenecks; and any proposed improvements.

D. Annual:

- Annual report and evaluation including total clients served, demographics and outcomes, description of program changes and reasons, assessment of whether objectives were met, and any additional data required by regulation or County request.
- End of year fiscal reconciliation demonstrating on target spending.
- Names of staff funded under BHSA (as applicable), fluent languages spoken, and cultural responsiveness training completed.
- Client and caregiver satisfaction and outcome survey summary.
- **YYA Annual Performance Summary (Annual):** Annual unduplicated YYA served; engagement intensity; key outcomes (CE engagement, shelter/housing placements, service connections); progress on barriers; and recommended system improvements.

3. Minimum Performance Measures Aligned to Program Outcomes

Contractor(s) will track and report performance measures that align with the program's outcomes and objectives. At minimum, reporting should include:

- Engagement: unduplicated participants served; repeat engagement rate
- Timeliness: response to outreach requests/wellness checks; time from engagement to CE assessment/revision when feasible; time from referral to first BHRS/ECM appointment when feasible
- Housing/Shelter: referrals; placements into shelter; placements into housing; housing navigation milestones (as applicable)
- Harm reduction/SUD: naloxone distribution and overdose education; harm reduction supply distribution; connections to SUD services including MAT; overdose response activity when reported
- Equity: key outcomes disaggregated by race/ethnicity, language, gender, age, and geography where feasible.
- System impact (as feasible): referrals/supports that reduce unnecessary law enforcement involvement and justice-system contact

4. Continuous Quality Improvement (CQI) and Coordination

Contractor(s) must participate in County-led coordination and CQI meetings (at a frequency established by the County, at minimum quarterly) to review performance data, identify implementation barriers, and adjust outreach strategy, staffing coverage, partnerships, and referral workflows.

Additional Data Requests

Contractor(s) may be asked to provide service-level data even if the service is not Medi-Cal billable, in alignment with DHCS requests and County policies.

III. REQUIREMENTS AND EXPECTATIONS FOR GRANTEES

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

Minimum Programmatic Qualifications

In addition to the County's standard contract requirements, applicants must demonstrate the ability to implement housing-focused street outreach integrated with Coordinated Entry (CE) and BHRS service pathways. At a minimum, applicants must demonstrate:

- Experience providing housing focused street outreach and engagement to people experiencing unsheltered homelessness, including persistent engagement and relationship-based service delivery.
- Ability to conduct or support CE-approved assessments and related documentation, and to coordinate effectively with CE and homeless system-of-care partners.
- Capacity to provide harm reduction and overdose prevention services in the field (including naloxone distribution and overdose education) and to connect participants to BHRS substance use services, including MAT.
- Demonstrated ability to complete warm handoffs (e.g., accompaniment/first-call support) and to operate using consent-based information sharing and confidentiality practices.
- Ability to maintain accurate, timely documentation in County-required systems (e.g., HMIS/WIZARD) and to report on outcomes, including disaggregated equity-related measures where feasible.
- Field-based operations capacity, including working in pairs and following staff safety/crisis response protocols.
- Language access and culturally responsive practice capacity appropriate to Marin County; at minimum, one outreach worker must be fluent in Spanish.

Additional Requirements for YYA and YAB Components (if applicable)

- **Youth engagement protocols:** Contractors serving YYA must maintain written protocols for consent, confidentiality, and safe information-sharing when engaging minors and transitional-aged youth, including clear procedures for warm handoffs to youth-appropriate services and coordination with youth-serving partners as appropriate

A. Summary of Contract Terms, Conditions and Requirements

The contractor(s) 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 Application RFP-HHS-2026-10; 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 application, the applicant agrees to be bound by all terms and conditions of the County's Standard Professional Services Contract.

B. Insurance

The County requires that contractor(s) 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, attached hereto as Attachment D. 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

C. Administrative and Legal Requirements

1. Contractor(s) 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(s) 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(s) to track expenditures and any services provided by contractor(s) and/or subcontractor(s). 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(s).
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 subcontractor(s)/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. Contractor(s) 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. Applicants must have the operational capacity to train, supervise, and support outreach staff to safely deliver field-based services. At a minimum, applicants must maintain protocols and staff training for Housing First, motivational interviewing/engagement, crisis response and de-escalation, harm reduction and overdose response, and safety procedures for field-based outreach.
15. If applicable, Contractor(s) shall maintain medical records required by the California Code of Regulations. Notwithstanding the foregoing, Contractor(s) 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.

16. Contractor(s) 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. Contractor(s) 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.
17. 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 for people experiencing homelessness. At least once per year and upon request, Contractor(s) 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	August 27th, 2026
RFP Released to Prospective Applicants	August 27th, 2026
Question/Answer Period Opens	August 27th, 2026
Bidder's Conference	September 8th, 2026 at 3:30 PST
Question/Answer Period Closes	September 15th, 2026, at 3pm PST
RFP Answers Posted	September 21st, 2026
RFP Due	September 28th, 2026, at 3pm PST
Application Review and Selection Process (Tentative)	Beginning October 1st, 2026
Notification of Intent to Award (Tentative)	Week of October 5th, 2026
Protest Period (Tentative)	Five days post notice of non-acceptance
Public Announcement (Tentative)	October 12th, 2026
Board of Supervisors contract approval*	November 10th, 2026
Contract Start Date**	Tentative

*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) 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 5 pages per Program Proposal)

Applicants must describe their qualifications and capacity to successfully implement the scope of work described in this RFP. Responses should be clear and specific and must address each item below. The County may consider demonstrated experience, staffing readiness, operational capacity, and past performance in determining responsiveness and scoring.

Component(s) Proposed and Service Area

Applicants must clearly identify which RFP component(s) they are proposing to operate, and the proposed service coverage for each component:

- Geographically focused outreach team(s): Novato; San Rafael; Southern Marin; Central/West Marin
- Countywide Youth and Young Adult (YYA) Outreach Team (ages 12–24)

YYA Team Proposal (if applicable)

Applicants proposing the YYA team must include:

- A brief description of the YYA outreach model, including countywide coverage approach, outreach settings, service hours, and engagement strategy.
- A plan to coordinate and facilitate bi-weekly YYA Coordinated Entry case conferencing, including how the applicant will maintain a youth-focused By-Name List, track barriers/action steps, and document follow-up.
- A staffing plan describing youth-specific experience and how the team will ensure youth-centered, trauma-informed, and culturally responsive engagement.
- A summary of protocols for consent, confidentiality, and safe referrals/warm handoffs when working with minors and transitional-aged youth.

At a minimum, applicants must address the following:

1. Relevant experience and past performance

- a. Describe the applicant's experience delivering street outreach and engagement services to people experiencing unsheltered homelessness, including examples of outcomes achieved (e.g., CE enrollment, shelter/housing placements, behavioral health linkages, overdose prevention).

2. Program approach and service delivery model

- a. Describe how the applicant will implement housing-focused, low-barrier outreach, including how outreach staff will identify locations, build relationships over time, and support participants through housing and service pathways.

3. Staffing plan, coverage, and supervision

- a. Provide an organizational chart and staffing plan for each outreach team (roles, FTE, supervision).
(Note: Organizational chart can be included as an attachment and not included as part of 5-page limit.)
- b. Describe field coverage by geography, hours/days of operation, how staff will work in pairs, and how caseloads will be managed to support intensive engagement and follow-through. Describe plan to ensure daily capacity to manage urgent outreach requests.

4. Coordinated Entry (CE) integration and timeliness

- a. Describe the applicant's experience with CE-approved assessments and how the applicant will complete assessments and process revisions/decliner forms.
- b. Describe how the applicant will support the expectation to complete assessments within 3–5 days of engagement when feasible and necessary revisions as soon as possible.

5. Warm handoffs, confidentiality, and participant choice

- a. Describe the applicant's warm handoff protocol (e.g., accompaniment to first appointment, first-call support, coordinated introductions) and how information-sharing will be consent-based and transparent.
- b. Describe how the applicant will obtain, document, and manage participant consent (including revocable releases of information) and how participants will be supported to make informed choices.

6. Mental health, SUD, and overdose prevention capacity

- a. Describe the applicant's approach to harm reduction and overdose prevention in the field, including naloxone distribution and overdose education/response protocols.
- b. Describe how the applicant will engage and connect participants to BHRS substance use services, including MAT, and how linkages will be tracked. Include if the applicant has direct experience providing SUD screening, assessment and/or treatment services.

7. CalAIM ECM and Community Supports linkage (as applicable)

- a. Describe the applicant's capacity to refer and connect eligible participants to CalAIM ECM and Community Supports, including coordination with managed care and provider partners when applicable.

8. Data systems, reporting, and equity accountability

- a. Describe the applicant's ability to maintain accurate, timely documentation in County-required data systems (e.g., HMIS/WIZARD), including data quality assurance practices.
- b. Describe how the applicant will monitor outcomes and disparities using disaggregated data where feasible and use CQI processes to improve performance.

9. Partnerships and coordination

- a. Describe current and proposed partnerships relevant to this work (housing, CE, shelters, healthcare, behavioral health, CalAIM partners, community-based organizations).
- b. Describe capacity to coordinate with justice-system partners (e.g., Probation) when applicable to reduce unnecessary criminal justice involvement and reliance on law enforcement.

10. Training and staff readiness

- a. Describe training plan and onboarding for outreach staff, including engagement strategies, harm reduction/overdose response, crisis response/de-escalation, housing first, cultural responsiveness/language access, and safety protocols.

11. Indicate whether any of the following applies to your organization in the past three years (for applicants consisting of multiple organizations, this question applies to the lead organization only):

- a. Loss (either voluntary or involuntary) of federal, state, or county funds in the last three years, including funding reallocation, suspension of reimbursement, repayment of grant funds or de-obligation of grant funds due to performance issues (If yes, please describe circumstances).
- b. Unresolved funder (e.g., HUD, state, County, or other) or financial audit findings or concerns (If yes, please describe and attach any communications pertaining to such findings or concerns. Attached communications will not count against the page limit.)

C. Budget (No Page Limit)

Applicants proposing more than one team/component must submit budget detail in a way that clearly distinguishes costs by component (e.g., geographic team(s) and/or YYA team) and demonstrate costs are reasonable and aligned to the proposed scope.

1. Provide a list of any other funding sources tied to this project.
 2. Provide a detailed project budget for the project period for the remainder of FY 2026-2027, including any one-time expenses, not to exceed the total amount allowable per section II(B) using the template in Attachment B-RFP Budget.
- D. Non-Collusion Affidavit (Attachment E)
- E. Supplemental Materials (No Page Limit)
1. Organizational Chart
 2. Provide a minimum of 2 references for which your agency has provided services similar to those described in this RFP or a reference that can speak to your ability to take on new things or ability to start programs with limited previous experience. References shall include entity, contact name, address, title, phone number, and term of contract. At least one of the references should include previous funders that can speak to your organization's administrative capacity to manage government funding, including timely submission of invoices, proper documentation and reporting, and appropriate data collection.
 3. Letters of commitment from all proposed subcontractor(s) if you/your agency is proposing to subcontract or establish a formal collaboration to provide services.
 4. If your organization does not have a history of managing government grants or has not previously had the administrative capacity to do so, please submit documentation of your organization's plan to ensure administrative capacity to manage this funding.

VI. PROPOSAL SUBMISSION REQUIREMENTS

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 Health and Human Services has transitioned its bidding processes to the Bid Express® online platform. Please submit your proposal including all attachments by September 28th, 2026, at 3pm PST. No verbal proposal will be considered.

Bidders can access current solicitations and a how-to guide for first-time Bid Express users on the 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(s). 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 September 28th, 2026, at 3pm 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 September 29th, 2026, at 3pm 24 hours from submission deadline to follow-up with staff at email to: 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 "RFP-HHS-2026-10 - 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 EMAIL 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 Application 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 contractor(s) involved in or connected with this RFP process.
- (2) **Questions regarding the RFP:** To maintain a fair and impartial process, all questions regarding this RFP must be submitted in writing via the County's website and contain a contact name and address. All questions and responses will be available on the County's website on or before September 21st, 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: September 8th, 2026

Time: 3:30pm PST

Location: Virtual meeting via [Zoom](#).

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 contractor(s), 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 Directors of HCC, BHRS and 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.

All protests must be submitted in writing and received Five days post notice of non-acceptance by 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 Application(s), the public notice, the Request for Application document, and the scoring instruments of the Application 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 HOMELESSNESS AND COORDINATED CARE**

ADULT/YOUTH OUTREACH TEAMS

RFP-HHS-20xx-xx

Date: _____

Legal Applicant:

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

Certifications

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 B - RFP Budget

Projected Expenditures	Description, Title, or %	Estimated Cost
Personnel		
Benefits		
subtotal		\$ -
Direct Costs		
subtotal		\$ -
Subcontractors		
subtotal		\$ -
Program Total		\$ -
Indirect		\$ -
Total Expected Program Costs		\$ -

<i>Any additional planned revenue?</i>	Projected Revenue
TOTAL PROJECTED REVENUE FROM ALL SOURCES	#REF!

Attachment: c

Health and Human Services RFP Scoring Tool

Employee Name, Agency, Role

HHS RFP Scoring Tool: RFP 2026-10

Threshold Criteria

	Yes	No
Applicant has submitted a <u>complete</u> proposal	☐	☐
Proposal was received by the deadline of 3:00 PM Pacific on September 20 th , 2026	☐	☐
Applicant met minimum eligibility criteria	☐	☐

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 pts		
Applicant Capability – To what extent does the application address all RFP questions of capability?	30 pts		
Program Design and Sustainability	10pts		
Alignment with Community Priorities	10pts		
Organizational Experience and Capacity	10pts		
Budget and Budget Narrative	35 pts		
Submission Timeliness and Format	4 pts		

COUNTY OF MARIN
PROFESSIONAL SERVICES CONTRACT
2025 - Revised

THIS CONTRACT is made and entered into this _____ day of _____, 20_____, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and _____, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following service: _____; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$ _____ including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

5. TIME OF CONTRACT:

This Contract shall commence on _____, and shall terminate on _____. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has

employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least ten years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

The County of Marin shall be entitled to use any and all work product resulting from this Contract, and Contractor hereby grants County an irrevocable, non-exclusive and royalty-free license to use, copy, publish, reproduce, and make derivative use of the same.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written Contract of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. DIGITAL ACCESSIBILITY:

Contractor shall ensure that all digital content and deliverables shall meet the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), Version 2.2, level AA or most recent version, including any and all other applicable law regarding accessibility requirements. Contractor is responsible for addressing accessibility problems in any implementation, configuration, or documentation delivered or performed by Contractor, and in any software, documents, videos, and/or trainings given and published by Contractor and delivered under this contract. Applicable laws include but are not limited to Americans with Disabilities Act (ADA), 21st Century Communications and Video Accessibility Act (CVAA), and California Government Code Sections 7405 and 11135.

Contractor will engage in good faith with open and effective communication with County of Marin to solve and address accessibility issues. County of Marin will collaborate with Contractor around accessibility, understanding that it is the Contractor's responsibility to conduct accessibility testing, provide proof of compliance, and create accessible deliverables.

21. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

- 1. Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.**
- 2. Contractor agrees to meet all applicable program access, digital access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**
- 3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.**

Exhibit D - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
 - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);

- Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

22. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager: _____

Dept./Location: _____

Telephone No.: _____

Notices shall be given to Contractor at the following address:

Contractor: _____

Address: _____

Telephone No.: _____

23. ACKNOWLEDGEMENT OF EXHIBITS

☒ Check applicable Exhibits

CONTRACTOR'S
INITIALS

<u>EXHIBIT A.</u>	☐ Scope of Services	
<u>EXHIBIT B.</u>	☐ Fees and Payment	
<u>EXHIBIT C.</u>	☐ Insurance Reduction/Waiver	
<u>EXHIBIT D.</u>	☐ Contractor's Debarment Certification	
<u>EXHIBIT E.</u>	☐ Subcontractor's Debarment Certification	
<u>EXHIBIT F.</u>	☐ Federal Provisions Exhibit/ Attachment 1	
<u>OTHER REQUIRED</u>	☐	
<u>EXHIBITS (HHS</u>	☐	
<u>USE ONLY)</u>	☐	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

By: _____

Name: _____

Title: _____

APPROVED BY COUNTY OF MARIN:

By: _____

=====

COUNTY COUNSEL REVIEW AND APPROVAL *(required if template content has been modified)*

County Counsel: _____ Date: _____

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



LEVINE ACT DISCLOSURE STATEMENT & FORM

The Levine Act applies to all agencies whose members are directly elected by the voters. It precludes these elected officials from participating in or influencing a decision to issue a "license, permit, or other entitlement for use" if he or she receives any political contributions totaling more than \$500 in the 12 months before the pendency of the license, permit or other entitlement for use, and for 12 months following the final decision, from the person or company awarded the license, permit or use.

The Levine Act requirements do not apply to (i) competitively bid contracts that are required by law, agency policy, or agency rule to be awarded pursuant to a competitive process; (ii) labor contracts; (iii) personal employment contracts; (iv) contracts valued under fifty thousand dollars (\$50,000); (v) contracts where no party receives financial compensation; (vi) contracts between two or more agencies; (vii) the periodic review or renewal of development agreements unless there is a material modification or amendment proposed to the agreement.

You must complete this form if you are a party, participant or agent that has contributed more than \$500 to a member of the Board of Supervisors, or to the Assessor, District Attorney, or Sheriff, within the 12 months prior to a proceeding involving a license, permit or other entitlement for use, as defined in Government Code section 84308, subd. (a). Agents to a party include an attorney, engineer, architect, or other representative, and are subject to the requirements of the Levine Act in the same manner as parties and participants.

Parties are solely responsible for completing this form accurately and should refer to Government Code section 84308, et seq. and to California Code of Regulations, Title 2, section 18438, et seq. If you are uncertain about whether you are required to report or combine a contribution, you should consult with an attorney. Submit separate forms for each elected County officer to whom a contribution was made.

You must complete this form if you are a party, participant or agent that has contributed more than \$500 to a member of the Board of Supervisors, or to the Assessor, District Attorney, or Sheriff, within the 12 months prior to a proceeding involving a license, permit or other entitlement for use, as defined in Government Code section 84308, subd. (a). Agents to a party include an attorney, engineer, architect, or other representative, and are subject to the requirements of the Levine Act in the same manner as parties and participants.

Parties are solely responsible for completing this form accurately and should refer to Government Code section 84308, et seq. and to California Code of Regulations, Title 2, section 18438, et seq. If you are uncertain about whether you are required to report or combine a contribution, you should consult with an attorney. Submit separate forms for each elected County officer to whom a contribution was made.

Title or Short Description of Proceeding:

Name of County Officer that Received Contribution: _____

Name of Party to the Proceeding: _____

Name of Person/Entity that Made the Contribution: _____

Contribution Date: _____ Contribution Amount _____

By signing below, I certify that the statements made herein are true and correct and that, as the party or agent to a party, I represent will comply with California Government Code section 84308. I also agree to disclose any contributions made to an elected County Official that participates in this proceeding

Date

Signature of Party or Agent

Name of Party or Agent