

**Request For Bids
For County Substance Abuse Prevention Services
FY 2014**

Amendment #2

Effectively immediately, the Division of Behavioral Health Request For Bids (RFB) FY 2014 is amended by including a required minimum score of 60 to qualify for funding as follows in Section VI.D:

VI EVALUATION CRITERIA

An evaluation committee made of up employees of the Department will review bid Proposals. The committee will consider all information provided in the bid Proposal when making its recommendation and may consider relevant information from other sources. The Department may also consider geographical distribution, budget information and any other information received pursuant to the procurement process. The evaluation committee will award the contract to the responsible Applicant submitting the best bid Proposal. The lowest priced bid Proposal is not necessarily the best bid Proposal. The evaluation committee's selection will be subject to the final approval of the Department.

The bid Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFB objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as budget, project management plan and availability of staff.

Points will be assigned for each item listed as follows:

- 5 Applicant's Proposal or capability is exceptional and exceeds expectations for this criterion.
- 4 Applicant's Proposal or capability is superior and slightly exceeds expectations for this criterion.
- 3 Applicant's Proposal or capability is satisfactory and meets expectations for this criterion.

- 2 Applicant's Proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's Proposal or capability is not acceptable or applicable for this criterion.

A minimum average score of 60 or greater is required for the bid proposal to be considered for funding. Bid proposals scoring less than 60 will not be funded.

The maximum points to be awarded for each Proposal section are as follows:

PROPOSAL COMPONENT	WEIGHT	POTENTIAL SCORE
Cover Page/Key Personnel	-----	Required
Minority Impact Statement	-----	Required
Cost of Services (Budget) (Is origin of match identified in narrative?)	4	20
Description of Work or Services	12	60
Experience/Ability	4	20
Disclaimer Statements (Budget Section D and Subcontract)	-----	Required
Subcontract (if applicable)	-----	Required
Possible Score		100

E. TECHNICAL REQUIREMENTS

- 1) Application documents must be submitted in a single zipped file (preferred) or single PDF file format, no larger than 20MB, and emailed per the instructions outlined in Section III. ADMINISTRATIVE MATTERS. Shortcuts or links to application documents will not be accepted and shall result in documentation rejection, which may result in rejection of the application.
- 2) Applications must follow the format delineated herein:

Aspect	Requirement
Format	Documents must be created in MS Office Word or Excel. MS Office 97-2003 format is the minimum product accepted. 8 ½ x 11 format must be used for all pages.
Length	There is no page limit for the narrative sections.
Font size	TYPEWRITTEN. Applications must be in a minimum of 12 point font. A smaller font may be used for tables, figures or maps.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name and page number and the RFB number . All pages are to be sequentially numbered (1, 2, 3...) inclusive of all documents at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and

	beginning with the cover page as number one. If applicant is submitting an audit report (if required from RFP section 3.04), this audit appendix does not need to be included in the sequentially numbered appendices.
Signature on Cover Page	The cover page (page 1 of Attachment A) must be complete and contain electronic signatures by an individual authorized to obligate the county board of supervisors.
Minority Impact Statement	The minority impact statement must be complete and contain an electronic signature by an individual authorized by the applicant agency.
Application content	Failure to adhere to prescribed instructions, technical requirements, format, or application content may result in disqualification (rejection) of the application.

- 3) Do not submit promotional materials. Promotional materials or items other than required by this RFB will not be considered during the review process.
- 4) Any information or materials submitted separately from the application will not be considered in the review process.