

SELMA HEALTHCARE DISTRICT  
Request for Proposal (RFP)

I. Introduction:

Selma Healthcare District (the "District") is a California local healthcare district formed pursuant to the Local Health Care District Law (Health & Safety Code section 32000 et seq.). The District was formed to improve the quality of health care in the communities served by the District, which include the City of Selma and a portion of the City of Parlier. In order to carry out its mission to improve the health and well-being of its residents, the District is empowered to make grants to qualified parties so long as such grants are related to the purposes of the District.

In 2022, the District adopted an updated comprehensive grant funding program. As part of this effort, its Board of Directors adopted a program related to District-led healthcare initiatives. As part of this effort, the District's Board of Directors would determine its own priorities directly related to health, wellness, and mental health services within the District. During its December 2, 2022 meeting, the District's Board of Directors took action to release an RFP, which focuses on the provision of mental health services within the District. The District's Board did not specify which mental health services would be funded under this program but rather expressed its desire to partner with a qualified and experienced mental health services provider on a program of mutual interest.

By this RFP, the District seeks to pair with a qualified agency on any project that is directly related to the provision of mental health services within the District. This program must provide mental health services to residents within the District's boundaries, which are attached hereto. Such services could include, but not be limited to, providing direct mental health counseling and support services to minors and/or adults. The provision of such services shall not merely be the byproduct of unrelated service by a provider. For example, programs that provide exercise opportunities for minors may offer physical and mental health benefits to the minors but the primary purpose of the activity is not direct mental health services.

The District will make a total of \$100,000 available to qualified recipients. Moreover, any qualified recipient shall make a minimum cash or in-kind contribution matching the District's contribution to the effort. Each qualified recipient will be limited to governmental agencies, hospitals, and other public benefit 501(c)(3) corporations. Moreover, each qualified recipient shall have experience providing mental health services within Fresno County. Experienced agencies interested in providing these services for District residents are encouraged to submit a proposal. Any agency selected will have demonstrated understanding in providing similar services and must be exceptionally capable of producing the desired services in a highly professional, timely and cost-conscious manner.

Anyone contracting with the District must agree to comply with the District's Grant Policy. No District funds shall be used to supplant (i.e., take the place of or replace) state or local General Fund money for any purpose.

A. Review Process:

Each proposal that complies with the mandatory requirements will be evaluated by a Review Committee comprised of the Chair, another District Board member and other members of the public as determined by the Chair. A proposal found to be in compliance with the RFP requirements, may become finalists for funding. However, there is no guarantee this will result in funding. The District reserves the right to request an oral interview at any time during the review process to obtain clarification on subject matter proposed by an organization.

Therefore, a finalist organization may be asked to make a presentation to the Board of Directors during a publicly noticed meeting. Proposers will receive no less than one-week advance notice regarding the date, time and location.

B. Notification of Decision:

Notification of approval will occur during a publicly noticed District Board meeting.

C. Protest Process:

The Review Committee will make a recommendation to the Board of Directors. Upon notice by District of a recommendation to award, any applicant may protest such award at the District Board meeting. The protest should provide evidence that the award violated District's procurement procedures or state law. Mere disagreement with the Review Committee's recommendation or the Commission's decision shall not be the basis for a successful protest. The protest shall be filed with the District's Administrative Secretary by no later than forty-eight (48) hours before the day of the meeting at which the District is scheduled to award the subject contract. The protest shall be in writing addressed to the Administrative Secretary and contain the exact basis for the protest, and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought.

D. Contract Period:

July 1, 2023 to June 30, 2024. The contract period may be extended by the District at its own discretion.

E. Timeline:

Release of RFP            March 22, 2023

Proposal Submission Deadline            May 1, 2023 at 5:00 PM

Notification to Meet with Review Committee: May 15, 2023

Recommended Proposer Presented to District for Approval: The month of June, 2023

**Submission Requirements:**

**A. Review for Compliance with Mandatory RFP Requirements:**

Proposals must be received by email or US Mail by the proposal submission deadline of May 1, 2023. Each proposal received by the District by the deadline will be reviewed for compliance with the requirements provided in this document.

Proposals that do not comply with the requirements will be considered non-responsive and excluded from the review. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement, may lead to rejecting the proposal prior to the formal review. The District reserves the right to reject any and all proposals and to waive any informalities or irregularities.

## **B. Questions on the Request for Proposal:**

Any questions about this RFP must be submitted via e-mail to [adminsec@selmahealthcaredistrict.com](mailto:adminsec@selmahealthcaredistrict.com).

Questions will be accepted until April 21, 2023@ 5:00 pm. A summary of questions received and their responses will be posted on the District's website: [www.selmahealthcaredistrict.org](http://www.selmahealthcaredistrict.org).

## **C. Proposal:**

1. **Proposal Cover Sheet** — Identify the contact person for the proposal, their address, telephone, fax, and e-mail. Include a statement to the effect that the proposal will remain valid for a period of no less than 90 days from the date of submittal. There must be a signed statement by an official authorized to bind the organization/agency to the terms of the proposal.

2. **Proposal Narrative** — A narrative description of the proposed project is required. The narrative, excluding attachments, should not exceed 5 typewritten pages. All portions of the narrative must be double-spaced, no smaller than 11-point Arial font, and have consecutively numbered pages. Each response should be numbered and labeled in the order requested in the RFP.

The Narrative must include the following elements:

Staff samples (Staff requester & OPS)

- A brief description of your organization/agency.
- Your organization/agency qualifications and relevant experience in providing the proposed activities in the scope of services of this RFP.
- An overview of your approach to this project.
- Delineate how your agency will contribute to the project either in-kind or with cash.

- A copy of your organization/agency's license. List any affiliations, and associations that may strengthen your proposal. (Only applicable if seeking agencies where licensed staff are required).
- A statement describing any potential or known conflict of interest regarding this RFP and/or District, or affirm that you do not have a conflict of interest.

**3. Other Attachments** Please include the following attachments labeled as below.

- Three references.
- Completed W-9 with signature.

**D. Submission Instructions:**

**The proposal submission requirements must be completed as stated herein. An initial review of the proposal will be done to determine if instructions were followed. Failure to follow the submission instructions may result in disqualification and is determined at the sole discretion of the District.**

1. Proposals can be mailed via email or delivered via US Mail but regardless of the postmark date, must be received by DISTRICT on or before **5:00 PM** on May 1, 2023.
2. Proposals shall be packaged appropriately and labeled as stated in the next item below.
3. Mail one (1) original and seven (7) copies of the proposal to:  
Selma HealthCare District  
C/O Administrative Secretary  
1710 Tucker Street  
Selma, CA 93662
4. Proposals may also be dropped off at the City Hall prior to no later than May 1, 2023 on or before 5:00 PM. Address is 1710 Tucker Street, Selma, CA 93662

**I. Proposal Evaluation and Scope of Services:**

## **A. Proposal Evaluation:**

The District will evaluate the proposals received based on but not limited to the following criteria:

Staff samples (Staff requester & OPS)

1. Experience of staff who will be assigned to this project.
2. Qualifications of individuals within the agency/organization directly responsible for the work.
3. Demonstrated ability to work effectively with the District, other public agencies, and related parties.
4. Delineation of how agency will contribute to the project either in-kind or with cash.
5. Whether the agency is currently engaged in another project which has direct and substantial physical relationship to the proposed projects.
6. Completeness/thoroughness of proposal.
7. Cost for direct services breakdown.

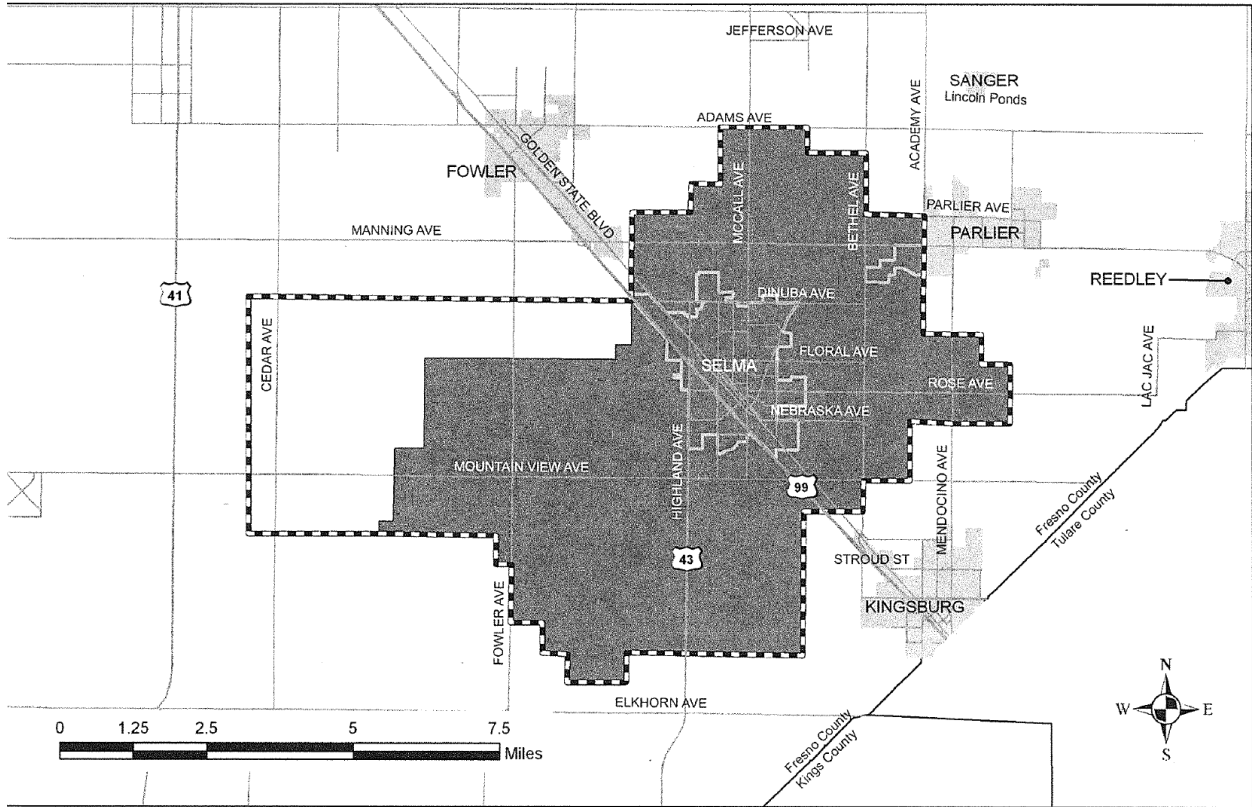
## **II. Confidentiality of Responses:**

The District cannot guarantee the confidentiality of information submitted by the organization/agency. In the event that the District receives a request for records or court order that the District reasonably determines compels its disclosure of the proposal, the District shall provide such records as it deems appropriate. All materials submitted as part of an applicant's response to this proposal become the property of the District.




## **III. Miscellaneous Information:**

1. Issuance of this RFP does not constitute a commitment by the District to award a contract. The District reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the District to do so.
2. By submitting a proposal, proposers authorize the District to verify any or all information and/or references given in the proposal.
3. The District reserves the right to approve all subcontractors proposed by the primary contractor. Approval is based on the subcontractor contract language and budget with the primary contractor.

4. The Contractor shall execute an agreement consistent with the District's standard grant agreement.
5. The District staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.



**Legend**

-  District SOI
-  District Area
-  City Areas

**Selma Health Care District**

District Formed: 1969  
 SOI Adopted: 05/19/1976  
 SOI Updated: 10/10/2007

Map Date: November 2007  
 District Area: 33,979 Acres  
 Sphere Area: 41,062 Acres