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OPEN

25-0622-RFP Grant Program Evaluator Services for Treatment for Individuals Experiencing Homelessness (TIEH) Grant

★ Solicitation

 HUMAN SERVICES 91803, 91867, 94886, 95200, 95205... show all**Project ID:** 25-0622-REQ**Release Date:** Tuesday, April 29, 2025**Due Date:** Thursday, May 22, 2025 3:00pm **Posted**  Tuesday, April 29, 2025 9:45am☒ Bid Sealed☒ Pricing Sealed*All dates & times in Eastern Time*Edit   Preview

1. Notice

Add optional description to section

SOLICITATION

SUBMITTALS ARE OPENED PUBLICLY AND ARE ACCEPTED VIA OPENGOV

RFP - Informal / Formal

25-0622-REQ

25-0622-RFP Grant Program Evaluator Services for Treatment for Individuals Experiencing Homelessness (TIEH) Grant

ALL QUESTIONS MUST BE SUBMITTED IN OPENGOV WITHIN THE QUESTION & ANSWER SECTION.**SOLICITATION MEETINGS:** Site Visit: None; Pre-Conference: None**SUBMITTALS MAY NOT BE WITHDRAWN FOR 120 DAYS AFTER OPENING DATE.**

The Purchasing and Risk Management Division for the Pinellas County Board of County Commissioners has transitioned to OpenGov Procurement for Contractor/Vendor registration, and for posting, submitting and receiving bids, quotes and proposals for active solicitations. Contractors/Vendors must register with OpenGov Procurement (<https://procurement.opengov.com/signup>) to participate in active County solicitations.

Should you need technical assistance with OpenGov, the following options are available:

Phone: (855) 680-4747, 8 a.m. to 8 p.m., Monday - Friday

Email: procurement-support@opengov.com

Chat is available in the OpenGov application

Web: <https://help.procurement.opengov.com>

Please Note:

From time to time, addenda may be issued to this solicitation. Any such addenda will be posted to <https://procurement.opengov.com/portal/pinellasfl>. Receipt of addenda confirmation is required in OpenGov.

AUTHORIZED BY:

Merry Celeste, CPPB
Division Director of Purchasing

 Information for Internal Use Only

Budget Amount:
\$150,000.00
Budget Description:
Not provided
Budget Account ID:
Not provided

 Post Information

Posted At:
Tue, Apr 29, 2025 9:45 AM
Sealed Bid Process:
Yes (Bids Sealed / Pricing Sealed)
Private Bid:
No

2. Introduction

Add optional description to section

2.1. Summary

Add optional description to subsection

Pinellas County intends to obtain proposals from qualified organizations to provide Grant Program Evaluator Services, including research for the Treatment for Individuals Experiencing Homelessness (TIEH) program. Pinellas County, FL, received a grant from the Substance Abuse and Mental Health Administration (SAMHSA) to increase behavioral health and social services at the County’s largest emergency shelter for unhoused individuals.

2.2. Background

Add optional description to subsection

The TIEH program is designed to address the County’s goal to increase the capacity of services, including case management, recovery support services, evidence-based mental health and substance use treatment services, and/or housing navigation.

2.3. Contact Information

Add optional description to subsection

Patricia Cortez, CPPB, NIGP-CPP
Lead Procurement Analyst
400 S. Fort Harrison Ave 6th Fl
Clearwater, FL 33756
Email: pdcortez@pinellas.gov
Phone: [\(727\) 464-3766](tel:(727)464-3766)

Department:
HUMAN SERVICES

2.4. Timeline

Add optional description to subsection

Issue Date:
April 29, 2025

Question Submission Deadline:
May 7, 2025, 12:00pm

Proposal Submission Deadline:
May 22, 2025, 3:00pm

3. Instructions & General Conditions for Submittals

Add optional description to section

3.1. DEFINITIONS

- A. Agreement means the final written agreement between the County and the successful Contractor under this solicitation, regardless of the title of that final document, and may be used interchangeably with "Contract".
- B. Contractor means the entity submitting a response to this solicitation, and may be used interchangeably with the terms "bidder", "respondent", "contractor", "vendor", "submitter", or "proposer".
- C. County or means Pinellas County, a subdivision of the State of Florida and may be used interchangeably with "Pinellas County".
- D. Submittal means a Respondent's submissions in response to this solicitation, and may be used interchangeably with the terms "submission", "bid", "quote" or "proposal," as applicable to the specific solicitation. For example, these terms should be interpreted to mean "bid" if this is an ITB, "quote" if this is an ITQ, and "proposal" if this is an RFP.

3.2. INSTRUCTIONS & PROCEDURES

A. PREPARATION OF SUBMITTAL - Submittal will be prepared in accordance with the following:

1. Submittals must be uploaded on forms furnished, utilizing the OpenGov procurement website. Failure to comply could result in the submission being rejected.
2. If price is factor, unit prices must be shown and where there is an error in extension of price, the unit price will govern.
3. Alternate submittals will not be considered unless authorized by the solicitation.
4. Proposed delivery time must be shown and any date calculations must include weekends and holidays.
5. Contractor is advised that exceptions to any terms and conditions contained or referenced in this solicitation must be stated with specificity in its response to the solicitation. Contractor is deemed to have accepted and to be bound by the solicitation and referenced agreement terms and conditions that Contractor does not take exception to in its response. The County reserves the right to modify or add terms and conditions based upon the exceptions stated by the Contractor, or to declare any terms and conditions non-negotiable, as determined by the County in its sole discretion.
6. Contractors will thoroughly examine the drawings, specifications, schedule, instructions and/or all other solicitation documents.
7. Contractors will make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the solicitation. Plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the solicitation documents, will not be accepted as a basis for varying the requirements of the County or the compensation to the Contractor.
8. Contractors are advised that all County solicitations are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

B. SUBMITTAL METHOD & FORMAT

1. Submittals must be uploaded utilizing the OpenGov procurement website (<https://procurement.opengov.com/portal/pinellasfl>). Failure to comply could result in the submittal being rejected.
2. Submittals must be uploaded in the Vendor Questionnaire section of this solicitation. Submittals sent via email will not be considered.
3. The preferred format for submittal is PDF conversion from your source files (to minimize file size and maximize quality and accessibility) rather than scanning. Instructions for Providing Files in PDF Format to Pinellas County Government:
 - a. How do I convert my files to PDF format?
 - b. Answer- If you have a program such as Adobe Acrobat, creating a PDF of any file is a simple print function. Rather than printing to a traditional printer, the file converts to a PDF format copy of your original. Any program (such as Word, PowerPoint, Excel, etc.) can be converted this way by simply selecting the print command and choosing PDF as the printer.

c. Should I scan everything and save as PDF?

d. Answer- Not unless you are scanning with OCR (optical character recognition). Scanning will create unnecessarily large files because a scan is just a picture of a page rather than actual page text. Furthermore, the result of scanning is that your pages will not look nearly as "clean" or professional as simply using the print to PDF method from the program from which the file originates. Additionally, since scan pages are pictures of text, not really text, they may not be considered accessible* under Federal ADA guidelines (*unless the scans are OCR.)

C. SUBMITTALS FROM RELATED PARTIES OR MULTIPLE SUBMITTALS RECEIVED FROM ONE CONTRACTOR

1. Where two (2) or more related parties each upload a submittal, or multiple submittals are received from one (1) Contractor, for any solicitation, such submittals will be judged non-responsive. Related parties mean Contractors or the principles thereof, which have a direct or indirect ownership interest in another Contractor for the same solicitation or in which a parent company or the principles thereof of one (1) Contractor have a direct or indirect ownership interest in another Contractor for the same solicitation.

D. INTEGRITY OF SOLICITATION DOCUMENTS

1. Contractors will use the original solicitation form(s) provided by the Purchasing & Risk Management Division and enter information only in the spaces where a response is requested. Contractors may use an attachment as an addendum to the solicitation form(s) if sufficient space is not available on the original form for the Contractor to enter a complete response. Any modifications or alterations to the original solicitation documents by the Contractor, whether intentional or otherwise, will constitute grounds for rejection of a solicitation. Any such modifications or alterations a Contractor wishes to propose must be clearly stated in the Contractor's submittal response and presented in the form of an addendum to the original solicitation documents.

E. LATE SUBMISSION OR MODIFICATIONS

1. Submittals and modifications received after the time set for the submission will not be considered. This upholds the integrity of the process.
2. Modifications in writing received prior to the time set for the submittal will be accepted.

F. WITHDRAWAL OF SUBMITTAL

1. The submittal may be withdrawn prior to the solicitation opening date, however, a submittal may not be withdrawn for a period of time as specified in this solicitation document.

G. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

1. No oral interpretations will be made to any firms as to the meaning of specifications or any other Contractor documents. All questions pertaining to the terms and conditions or scope of work of this solicitation must be sent in writing (electronically) to the Purchasing and Risk Management Division and received by the date specified in solicitation. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the solicitation. All such addenda will become part of the agreement documents. The County will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the agreement. The Purchasing and Risk Management Division will be unable to respond to questions received after the specified time frame.

H. REJECTION OF SUBMISSION

1. The County may reject a submittal if:
 - a. The Contractor incorrectly states or conceals any material fact in the solicitation.
 - b. The solicitation does not strictly conform to the law or requirements of solicitation including insurance requirements.
 - c. The solicitation is conditional, except that the Contractor may qualify its submittal for acceptance by the County on an "all or none" basis, or a "low item" basis. An "all or none" basis submittal must include all items upon which the Contractor was invited.
 - d. The respective constitutional officer, County Administrator, on behalf of the Board of County Commissioners or within their delegated financial approval authority, or Director of Purchasing, within their delegated financial approval authority, has the authority when the public interest will be served thereby to reject all submittals or parts of submittals at any stage of the procurement process through the award of an agreement.
 - e. The County reserves the right to waive minor informalities or irregularities in any submittal.

I. PUBLIC REVIEW AT OPENING

1. Pursuant to Florida Statute, Section 119.071(1)(b)2, all submittals will be subject to review as public records after 30-days from opening, or earlier if an intended decision is reached before the thirty-day period expires. Unless a specific exemption exists, all documents submitted will be released pursuant to a valid public records request. All trade secrets claims must be dispositively determined by a court of law prior to trade secret protection being granted.

J. TABULATION INQUIRIES

1. Inquiries relating to the results of this solicitation, prior to the official award by the Pinellas County Board of County Commissioners may be made by visiting OpenGov or calling the Purchasing Office after 30 days to comply with Florida Statute, Section 119.071(1)(b)2.

3.3. JOINT VENTURES

Contractors intending to submit as a joint venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry Licensing Board and any other state or local licensing Agency prior to submitting (see Section 489.119 Florida Statutes). Joint ventures must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

3.4. EVALUATION CRITERIA - RFP

The evaluation criteria define the factors that will be used by the Evaluation Committee to evaluate and score responsive, responsible and qualified submittals. Contractor shall include sufficient information to allow the Evaluation Committee to thoroughly evaluate and score their submittal. Each submission shall be evaluated and ranked by an Evaluation Committee. The contract will be awarded to the most qualified Contractor, per the evaluation criteria listed in the solicitation.

3.5. RIGHTS OF PINELLAS COUNTY IN REQUEST FOR PROPOSAL PROCESS

In addition to all other rights of the County under Florida law, the County specifically reserves the following:

- A. the right to rank firms and negotiate with the most qualified firm.
- B. the right to select the proposal that it believes will serve the best interest of Pinellas County.
- C. the right to reject any or all responses, or parts thereof, to disqualify any and all responses, and/or determine any response to be non-responsive.
- D. the right to cancel the entire Request for Proposal.
- E. the right to remedy or waive technical or immaterial errors in the Request for Proposal or in the proposals submitted.
- F. the right to request any necessary clarifications or proposal data without changing the terms of the solicitation.
- G. the right to require the Proposer to perform the services required on the basis of the original submittal without negotiation.

3.6. PROTEST PROCEDURE

Protest procedures are governed by Pinellas County Code Section 2-162, which states:

Right to Protest. "A vendor who is aggrieved by the contents of the bid or proposal package, or a vendor who is aggrieved in connection with the recommended award on a bid or proposal solicitation, may file a written protest to the director, as provided herein. This right to protest is strictly limited to those procurements of goods and/or services solicited through invitations to bid or requests for proposals, including solicitations pursuant to F.S. § 287.055, the "Consultants' Competitive Negotiation Act." No other actions or recommendations in connection with a solicitation can be protested, including: (i) requests for quotations, negotiations, qualifications or letters of interest; (ii) rejection of some, all or parts of bids or proposals; (iii) disqualification of respondents or proposers as non-responsive or non-responsible; or (iv) recommended awards less than the mandatory bid or proposal amount. Protests failing to comply with the provisions of this section will not be reviewed."

"Posting. The purchasing department will post the recommended award on or through the departmental website."

Requirements to protest.

"If the protest relates to the content of the bid or proposal package, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after issuance of the bid or proposal package."

"If the protest relates to the recommended award of a bid or proposal, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after posting of the award recommendation."

"The formal written protest shall identify the protesting party and the solicitation involved; include a statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds."

"A formal written protest is considered filed with the county when the purchasing department receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above by the purchasing department. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the respondent or proposer."

"Sole remedy. These procedures shall be the sole remedy for challenging the content of the bid or proposal package or the recommended award."

"Lobbying. Protestors and anyone acting on their behalf, are prohibited from attempts to influence, persuade, or promote a bid or proposal protest through any other channels or means, and contacting any county official, employee, advisory board member, or representative to discuss any matter relating in any way to the solicitation being protested, other than the purchasing department's or county attorney's office to address situations such as clarification and/or pose questions related to the procurement process. The prohibitions provided for herein shall begin with the filing of the protest and end upon the final disposition of the protest; provided, however, at all times protestors shall be subject to the procurement lobbying prohibitions in section 2-189 of this Code. Failure to adhere to the prohibitions herein shall result in the rejection of the protest without further consideration."

"Time limits. The time limits in which protests must be filed as specified herein may be altered by specific provisions in the bid or proposal."

"Authority to resolve. The director shall resolve the protest in accordance with the documentation and applicable legal authorities and shall issue a written decision to the protestor no later than 5:00 p.m. EST on the tenth full business day after the filing thereof."

"Review of director's decision."

"The protesting party may request a review of the director's decision to the county administrator by delivering written request for review of the decision to the director by 5:00 p.m. EST on the fifth full business day after the date of the written decision. The written notice shall include any materials, statements, and arguments which the respondent or proposer deems relevant to the issues raised in the request to review the decision of the director."

"The county administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party no later than 5:00 p.m. EST on the seventh full business day after receipt of the request for review. The decision shall be final and conclusive as to the county unless a party commences action in a court of competent jurisdiction."

"Stay of procurement during protests. There shall be no stay of procurement during protests."

(Ord. No. 94-51, § 5, 6-7-94; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 14-11, § 2, 2-11-14; Ord. No. 18-34, 10-23-18)

3.7. ADA REQUIREMENT FOR PUBLIC NOTICES

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727-464-4062 (voicedd) fax 727-464-4157, not later than seven days prior to the proceeding.

3.8. ADDITIONAL REQUIREMENTS

The County reserves the right to request additional goods or services relating to this agreement from the Contractor. When approved by the County as an amendment to this agreement and authorized in writing, the Contractor will provide such additional requirements as may become necessary.

3.9. COLLUSION

The Contractor, by affixing a signature to their response, certifies that its submittal is made without previous understanding, agreement, or connection with any person, firm or corporation making a submittal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

3.10. CONFLICT OF INTEREST

- A. The Contractor, by affixing a signature to their response, represents that it presently has no interest and will acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The Contractor further represents that, if it is awarded a contract under this solicitation, no person having any such interest will be employed during the contract term and any extensions. In addition, the Contractor will not offer gifts or gratuities to County employees as County employees are not permitted to accept gifts or gratuities. By signing this document, the Contractor acknowledges that no gifts or gratuities have been offered to County employees or anyone else involved in this competitive solicitation process.
- B. The Contractor will promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification will identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the Contractor. The County agrees to notify the Contractor of its opinion, by certified mail, within thirty days of receipt of notification by the Contractor.
- C. It is essential to government procurement that the process be open, equitable and ethical. To this end, if potential unethical practices including but not limited to collusion, receipt or solicitation of gifts and conflicts of interest (direct/indirect) etc. are observed or perceived, please report such activity to:
 - 1. Pinellas County Clerk of Circuit Court – Division of Inspector General
 - 2. Phone – (727) 45FRAUD (453-7283)
 - 3. Fax – 727-464-8386

3.11. CONTRACT STANDARD TERMS & CONDITIONS

The awarded contract resulting from this solicitation will be subject to the County's Standard Terms and Conditions effective as of the date of the contract award, available at <https://pinellas.gov/county-standard-terms-conditions/>, and any Special Conditions outlined in this solicitation.

The successful Contractor must be prepared for the County to accept its response as submitted, subject to the Standard and Special Terms & Conditions. The successful Contractor's response will be incorporated into the final contract as the Scope of Work. The County may reject any exception to the Standard or Special Terms & Conditions proposed by the Contractor, and will not be bound by any additional or modified terms and conditions included in the successful Contractor's response that are in conflict with the Standard or Special Terms and Conditions, or are not acceptable to, or have been declared to be non-negotiable by the County, as determined in its sole discretion.

If the successful Contractor fails to sign all documents necessary to successfully execute the final contract within a reasonable time following the award, or (if applicable) negotiations do not result in an acceptable agreement, the County may reject the response or revoke the award, and may begin negotiations with another Contractor. Final contract terms must be approved or signed by the appropriately authorized County official(s).

3.12. CONTRACTOR CAPABILITY / REFERENCES

Prior to agreement award, any Contractor may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the County. Contractors must furnish a reference list of at least four (4) customers for whom they have performed similar services.

3.13. CONTRACTOR LICENSE REQUIREMENT

All Contractors performing construction and related work in Pinellas County must comply with our regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any submittal and/or award.

3.14. CORPORATE REGISTRATION

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 www.flsenate.gov/Laws/Statutes/2011/607.1501.

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit dos.myflorida.com/sunbiz/ for this information on how to become registered.

3.15. DESCRIPTION OF GOODS/SERVICES/SUPPLIES

- A. Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Submittals will be considered for all brands which meet the quality of the specifications listed for any items.
- B. Contractors are required to state exactly what they intend to furnish otherwise they will be required to furnish the items as specified.
- C. Contractor submission must include all data necessary to evaluate and determine the quality of the item(s) they intend to furnish.
- D. **ALTERNATES:** Alternates will not be considered unless authorized by the solicitation. Such alternates may or may not be accepted by the County. If approved, it is at the County's discretion to accept said alternate(s) in any sequence or combination therein. If the Contractor is proposing an alternate that is not provided in the solicitation, alternate(s) must be submitted within the OpenGov Q & A section prior to the question deadline, and receive approval prior to the solicitation opening date in order to be considered for award.
- E. **OR EQUAL DETERMINATION:** Where submitting other than specified, the determination of equivalency will be at the sole discretion of Pinellas County and its specialized personnel.

3.16. E-VERIFY

The Contractor and their subcontractor(s) must register with and use the E-verify system in accordance with Florida Statute 448.095. A Contractor and subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a Contractor enters a contract with a subcontractor, the subcontractor must provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The Contractor must maintain a copy of the affidavit for the duration of the contract.

If the County, Contractor, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) they must immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Contractor otherwise complied with this provision, the County will notify the Contractor and order that the Contractor immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Contractor acknowledges upon termination of this agreement by the County for violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor acknowledges that Contractor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Contractor or Subcontractor will insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Contractor will be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

3.17. EXCEPTIONS

Contractor is advised that if it wishes to take exception to any of the terms contained or referenced in this solicitation it must explicitly identify the term and the exception in its response to the solicitation. Contractor's stated exception to a non-negotiable term may disqualify it from consideration for award.

3.18. INDEMNIFICATION

By submitting a response to this solicitation, Contractor understands and agrees that if awarded the indemnification provisions in the <https://pinellas.gov/county-standard-terms-conditions/> apply, subject to Pinellas County Resolution 2006-70 ("Indemnification").

3.19. INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Contractor acknowledges that it is functioning as an independent Contractor in performing under the terms of this agreement, and it is not acting as an employee of Pinellas County. The Contractor acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of the agreement will be considered a material breach and grounds for immediate termination of the agreement.

3.20. INSURANCE

The Contractor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed in the insurance section below. Failure to provide the required insurance within a ten (10) day period following the determination or recommendation of award may result in the County to vacate the original determination or recommendation and proceed with recommendation to another Contractor.

3.21. LOBBYING

All Contractors agree to adhere to Pinellas County Code Section 2-189, which states:

Lobbying shall be prohibited on all county competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective respondent/proposer/protestor from contacting the Purchasing Department or the County Attorney's Office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of evaluation committee members, county government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing contracts, by the respondent, any member of the respondent's staff, any agent or representative of the respondent, or any person employed by any legal entity affiliated with or representing a respondent, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the Board, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a respondent/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, "lobbying" shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing

contract.

Any evaluation committee member, county government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the director.

(Ord. No. 02-35, 5-7-02; Ord. No. 04-64, § 12, 9-21-04; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 10-09, § 6, 2-16-10; Ord. No. 11-23, § 2, 7-26-11; Ord. No. 14-11, § 5, 2-11-14; Ord. No. 18-34, 10-23-18).

3.22. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

The laws of the State of Florida apply to any purchase made under this solicitation. Contractors must comply with all local, state, and federal directives, orders and laws as applicable to this solicitation and subsequent agreement(s) including but not limited to Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this agreement.

3.23. RESPONSIBLE VENDOR DETERMINATION

Vendor is hereby notified that Section 287.05701, Florida Statutes, requires that the County may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

3.24. NON-EXCLUSIVE CONTRACT

Award of this agreement will impose no obligation on the County to utilize the Contractor for all work of this type, which may develop during the agreement period. This is not an exclusive agreement. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term agreements, this provision will apply separately to each term.

3.25. PROCUREMENT POLICY FOR RECYCLED MATERIALS

- A. Pinellas County wishes to encourage its Contractors to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.
- B. When awarding a purchase or recommending a purchase for products, materials, or services, the Director of Purchasing and Risk Management may allow a preference to a responsive Contractor who certifies that their product or material contains the greatest percentage of postconsumer material. If solicitation includes paper products, Contractor must certify that their materials and/or products contain at least the content recommended by the Environmental Protection Agency (EPA) guidelines.
- C. On all quotes, or as required by law, the Director of Purchasing and Risk Management require Contractors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.
- D. Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying submittal received.

Definitions for Recycled Materials:

Recovered Materials: Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

Recycled Materials: Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrap purchased from another manufacturer and used in the same or a closely related product.

Postconsumer Materials: Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

3.26. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated, the Contractor(s) agree to make available to all "Eligible Users" the prices submitted in accordance with the terms and conditions of the contract resulting from this solicitation. Eligible Users means all State of Florida government agencies, the legislative and judicial branches, and political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the resulting contract.

3.27. PUBLIC EMERGENCIES

It is hereby made a part of this solicitation that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County will require a first priority for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. Contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a first priority basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

3.28. PUBLIC ENTITY CRIMES STATEMENT

Contractor is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and Contractor agrees that its submittal and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. Contractor represents and certifies that Contractor is and will at all times remain eligible to submit for and perform the services subject to the requirements of these, and other applicable, laws. Contractor agrees that any agreement awarded to Contractor will be subject to termination by the County if Contractor fails to comply or to maintain such compliance.

3.29. PUBLIC RECORDS/TRADE SECRETS

Pinellas County Government is subject to the Florida Public Records law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are "trade secrets" or "confidential" as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to the solicitation will belong exclusively to the County.

To the extent that Contractor desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and Contractor will provide an additional copy of the Contractor's submittal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the Contractor signature page, Contractor acknowledges and agrees:

- A. That after notice from the County that a public records request has been made for the materials designated as a trade secret, the Contractor will be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action will be taken immediately, but no later than ten (10) calendar days from the date of notification or Contractor will be deemed to have waived the trade secret designation of the materials;
- B. That to the extent that the Contractor with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating agreement terms, approving any agreement based on the Contractor, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final agreement award;
- C. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Contractor, including actions or claims arising from the County's non-disclosure of the trade secret materials.
- D. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Pinellas County public record policies. Contractor agrees prior to providing goods/services it will implement policies and procedures to maintain, produce, secure and retain public records in accordance with applicable laws, regulations, and County policies, which are subject to approval by the County, including but limited to the Section 119.0701, Florida Statutes.

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire submission document, line item and/or total Contractor prices, the work, services, project, goods, and/or products to be provided by Contractor, or any information, data, or materials that may be part of or incorporated into an agreement between the County and the Contractor is not acceptable to the County and will result in a determination that the Contractor submittal is nonresponsive. The classification as trade secret of any other portion of a submittal document may result in a determination that the submittal is nonresponsive.

3.30. TRUTH IN NEGOTIATIONS

The Contractor certifies to truth-in-negotiation and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original agreement amount and any additions thereto will be adjusted to exclude any significant sums where the County determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the agreement.

+ Add Item

4. Special Terms & Conditions

Add optional description to section

4.1. INTENT

It is the intent of Pinellas County to establish an Agreement for 25-0622-RFP Grant Program Evaluator Services for Treatment for Individuals Experiencing Homelessness (TIEH) Grant to be ordered, as and when required.

4.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) *(if the Agreement includes software, online, or digital content services)*

Any terms required by law

4.3. PRICING/PERIOD OF CONTRACT

Unit prices submitted of listed items will be held firm for the duration of the Agreement. Duration of the Agreement will be from the date of Agreement award and through September 30, 2029.

4.4. TERM EXTENSION(S) OF CONTRACT

Not Applicable

4.5. PRE-COMMENCEMENT MEETING

Not Applicable

4.6. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

4.7. SERVICES

The terms below are applicable if the Solicitation includes the provision of SERVICES:

- A. **ADD/DELETE LOCATIONS SERVICES** - The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the Contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

4.8. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

+ Add Item

5. Insurance Requirements

Add optional description to section

5.1. INSURANCE (General)

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award. The Vendor shall obtain and maintain, and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement in Phase 1 insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for 2 years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of VIII or better.

5.2. INSURANCE (Requirements)

- A. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract. Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).
- B. **The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**
- C. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.
- D. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org and to CTrax c/o JDi Data at PinellasSupport@ididata.com by the Vendor or their agent prior to the expiration date.
 1. Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer Notice shall be given by email to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org. Nothing contained herein shall absolve Vendor of this requirement to provide notice.
 2. Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement.
- E. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance

limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.

1. All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall

- a. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
- b. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
- c. Provide that County will be an additional indemnified party of the subcontract;
- d. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
- e. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
- f. Assign all warranties directly to the County; and
- g. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.

F. Each insurance policy and/or certificate shall include the following terms and/or conditions:

1. The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.
2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
3. The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
4. All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

5.3. WORKERS' COMPENSATION INSURANCE

Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

A. Limits

1. Employers' Liability Limits Florida Statutory
 - a. Per Employee \$ 500,000
 - b. Per Employee Disease \$ 500,000
 - c. Policy Limit Disease \$ 500,000

If Vendor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. The County Waiver Form is found at <https://pinellas.gov/services/submit-a-workers-compensation-waiver-request/>. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

5.4. COMMERCIAL GENERAL LIABILITY INSURANCE

Includes, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury. No explosion, collapse, or underground damage exclusions allowed.

A. Limits

1. Combined Single Limit Per Occurrence \$ 1,000,000
2. Products/Completed Operations Aggregate \$ 2,000,000
3. Personal Injury and Advertising Injury \$ 1,000,000
4. General Aggregate \$ 2,000,000

5.5. PROPERTY INSURANCE

Vendor will be responsible for all damage to its own property, equipment and/or materials.

[+ Add Item](#)

6. Scope of Work / Specifications

Add optional description to section

6.1. SUMMARY

Pinellas County intends to obtain proposals from qualified organizations to provide Grant Evaluation Services, including research for the Treatment for Individuals Experiencing Homelessness (TIEH) program. Pinellas County, FL, received a grant from the Substance Abuse and Mental Health Administration (SAMHSA) to increase behavioral health and social services at the County's largest emergency shelter for unhoused individuals.

The TIEH program is designed to address the County's goal to increase the capacity of services, including case management, recovery support services, evidence-based mental health and substance use treatment services, and/or housing navigation. The program intends to serve 320 unhoused individuals with serious mental illness (SMI), substance use disorder (SUD, serious emotional disturbance (SED), and/or co-occurring disorder (COD).

6.2. BACKGROUND

The homeless population suffers a variety of health risks at rates consistently higher, and in some cases dramatically higher, than housed individuals. The 2024 recent Point In Time (PIT) count for Pinellas indicates that 16% of the sheltered adult homeless population self-report challenges associated with serious mental illness and 11% for substance use disorders. As the largest low-barrier emergency shelter in the county with a capacity of 400, Pinellas Safe Harbor (Safe Harbor) has an average daily population of around 275 individuals. Safe Harbor annual figures for FY 2023 indicate 33% of clients (115/3473) self-report mental illness and up to 17% self-report a substance use disorder (602/3473), showing a greater need at this location. Since these numbers are self-reported, it is understood that the number of those with mental health or substance use disorder is significantly higher than reported.

Safe Harbor, operated by the Pinellas County Sheriff's Office in partnership with the Pinellas/Pasco Public Defender's Office, WestCare Foundation, Metropolitan Ministries, Pinellas County Health and Human Services, Eleos Wellness, and the Pinellas County Homeless Leadership Alliance, is an emergency homeless shelter and a jail diversion program designed to be a safe haven for individual adults who are homeless and require services to get back on their feet. Safe Harbor's primary objective is to keep Pinellas County's homeless population out of the criminal justice system and off the streets, providing a secure environment for its residents while they pursue services needed to stabilize.

In 2022, the facility saw 44 emergency medical services calls related to overdoses and 18 calls for psychiatric crisis needs. Staffing constraints leave Safe Harbor with an average ratio of 1 case manager per 72 clients, while the industry standard is 35 for standard case management and 15 for intensive case management.

The population of focus of the TIEH program is individual adults who are experiencing or have experienced homelessness in Pinellas County, FL, who have a serious mental illness (SMI), serious emotional disturbance (SED), and/or a co-occurring disorder (COD).

6.3. SCOPE OF WORK

A. Pinellas County will contract with an organization/individual that will be tasked with evaluating data for the TIEH grant. The contracted service provider must perform functions requiring independent judgment. Activities include but are not limited to:

1. Collecting, compiling, and analyzing data from multiple systems for ongoing monitoring of the grant program to evaluate the effectiveness, determine progress on achieving objectives, and for continuous program improvement;
2. Preparing evaluation summaries and reports;
3. Assisting in preparing quarterly performance reports, including progress on performance measures and evaluation results;
4. Assists in preparing program success stories identified through evaluation results;
5. Prepares and conducts presentations for staff and partners as needed to share public health data;
6. Applies statistical methodology to provide information for scientific research and statistical analysis; and
7. Prepares program materials and other reports as assigned.

B. Pinellas County Human Services (PCHS) staff, contracted evaluator, along with the planning and implementation team, review and confirm a logic model based on the required and additional grant performance measures ongoing.

C. Contracted Evaluator is estimated to work 30 hours per month for the life of the grant cycle.

D. Evaluation to include data collection tool development, review and analysis of GPRA data (National Outcome Measure (NOMS) and Infrastructure Development, Prevention and Mental Health Promotion (IPP)), and evaluation report writing for the TIEH program. Changes

to the data elements may occur, at the discretion of SAMHSA and/or PCHS.

- E. The Evaluator is responsible for tasks related to GPRA data collection and other evaluation activities to demonstrate the effectiveness of the grant project's goals and objectives.
- F. Grant Reporting Requirements that an Evaluator would assist with include:
 - 1. Progress achieved in the project, which should include qualitative and quantitative data (NOMS) to demonstrate programmatic progress, to include updates on required activities, successes, challenges, and changes or adjustments that have been made to the project;
 - 2. Barriers encountered, including challenges serving the population of focus;
 - 3. Efforts to overcome these barriers;
 - 4. Service level data on the number of people reached or served for each of the program activities and information on the referrals made and housing placement, including further analysis of clients served, service delivery, and outcomes.
 - 5. Systems level data on strategies, collaborations, training, and organizational changes made to implement the program activities, including linkages with local homeless Coordinated Entry systems for individuals and families served.
- h. PCHS Planning & Quality Assurance staff utilize Microsoft PowerBI software (Power BI is a collection of software services, apps, and connectors that work together to turn unrelated sources of data into coherent, visually immersive, and interactive insights. Data may be an Excel spreadsheet, or a collection of cloud-based and on-premises hybrid data warehouses) to analyze and convert data provided by the various data sources into presentation dashboards used by the planning and implementation team to manage, monitor and enhance the program. The grant Project Director will incorporate the review of the data into the planning meetings at least quarterly, or more often based upon team needs.
- i. As a condition for receiving federal funds under the agreement, the recipient entity must have a valid Unique Entity Identifier (UEI) issued by the System for Award Management (Sam.gov). The recipient agrees to obtain and maintain a current UEI throughout the duration of the grant life cycle.
- j. The Proposer must be able to participate in monthly program management meetings via conference call and/or onsite face-to-face meetings biannually to discuss program performance outcomes, at no additional cost to the County.
- k. Evaluator should be aware that reportable data elements established in a fully executed Provider Optimum Data Set (ODS) Tracking Tool are required to be submitted as part of a broader system evaluation not directly related to this grant. The data elements are subject to change, in collaboration with the County, service Provider and Evaluator, as additional ODS elements and key performance indicators are developed in support of the system of care. Subsequent Provider ODS Tracking Tool forms will be used to capture mutually agreed upon updates and changes without the need to further amend the original Agreement. Evaluator agrees to actively participate in the ongoing development and updating of the ODS, key performance indicators, dashboard, and data reviews, and behavioral health system improvement discussions. See Attachment A.

6.4. DELIVERABLES

- A. Goal: Individuals experiencing homelessness are on a path to secure housing, coordinated behavioral health services, and improve their engagement and connection to wraparound services. Pinellas County's objectives are to:
 - 1. Reduce the caseload ratio of existing Case Managers through the hiring of additional staff;
 - 2. Increase the average % of placements into permanent housing;
 - 3. Reduce the # of emergency incidents through connections to medical and behavioral health care; and
 - 4. Engage and connect clients to enrollment resources for health insurance, Medicaid/Medicare, and/or mainstream benefits.
- B. The County anticipates serving an avg. of 64 clients/year or 320 over the lifetime of the grant.

6.5. MINIMUM QUALIFICATIONS

- A. Graduate Degree in Public Health, Behavioral Sciences, or similar.
- B. At least two years of professional experience evaluating public or community health programs.
- C. Knowledge of data analytics software and the ability to provide data that informs the development of a PowerBI dashboard.
- D. Knowledge of the intersection between homelessness, justice involvement, mental health conditions, and substance use disorders.
- E. Experience conducting program evaluations for SAMHSA-funded service programs.

- F. Must agree to execute a Data Sharing Agreement and provide program and other information in electronic format, as prescribed by the County at the time of request, to the Pinellas County Mental Health and Substance Abuse Data Collaborative for the purpose of research and policy development.

6.6. MANDATORY SUBMITTALS

A. Documentation supporting minimum qualifications

1. Resume or Curriculum Vitae for program evaluator(s)
2. Contact information for two (2) professional references
3. A brief narrative describing previous evaluation experience, including data analytics

B. Proposed Scope of Work / Specifications

1. A proposed timeline for initiation and performance
2. A detailed narrative describing the proposed approach to performing the program evaluation, including:
 - a. A description of the number and type of evaluator hours necessary to support the program evaluation by year, as well as associated operational and technology needs
 - b. A description of methods for collaborating with PCHS and other program partners
 - c. A description of methods for data collection, both qualitative and quantitative
3. A detailed narrative describing the proposed evaluation activities, including a plan to evaluate performance of the example deliverables in Section 2, as well as any additional deliverables or performance measures that would be valuable to the program
4. A description about how the evaluator plans to utilize the findings of the evaluation to contribute to the research literature, including publications beyond the requirements of the evaluation

c. Payment Schedule and Operational Narrative

1. A line-item budget outlining staff-related costs, including % of full-time equivalent (FTE) dedicated to the program and expected operational costs. Please use the attached pay schedule for breakdown.
 - a. This agreement term is anticipated to run from the date of execution through September 30, 2029.
 - b. A minimum of 25% full-time equivalent (FTE) staff dedication is expected to be included.
 - c. The maximum budget for the grant term is \$150,000; \$30,000 annually.
2. An operational narrative describing proposed costs in detail, including calculations.

6.7. Confidential Information - HIPAA

A. The Organization and COUNTY must follow all laws regarding confidentiality of information including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

B. The Organization must take reasonable measures to safeguard protected personally identifiable information (PII), and other information the COUNTY designates as sensitive, or the COUNTY considers sensitive consistent with other applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

C. The Organization shall not inappropriately use or disclose any information which specifically identifies a recipient of services provided under this Agreement and shall adopt appropriate procedures for employees' handling of confidential data.

D. This does not include PII that is required by law to be disclosed, including under Florida Public Records as described in Section 24 of this Agreement.

E The Organization understands and agrees that the COUNTY, through its Human Services Department, is a Covered Entity as defined by HIPAA and 45 CFR 160.103.

F. The Organization is a HIPAA Covered Entity in addition to serving as a Business Associate of the COUNTY, and agrees to use and disclose Protected Health Information in compliance with the Standards for Privacy, Security and Breach Notification of Individually Identifiable Health Information (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and the Organization shall disclose any policies, rules or regulations enforcing these provisions upon request.

G. The Organization agrees to sign a Business Associate Agreement and shall develop Data Sharing Agreements and/or Business Associate Agreements with partnering healthcare providers, as necessary, to facilitate the exchange of health information and coordinate client care.

H. The Organization shall ensure that clients complete releases of information (ROI) upon client admission and no less than annually to facilitate care coordination. The Organization shall use and promote the use of a standard, community-wide Patient Authorization for Disclosure of Health Information - Multiparty Release of Information Form, upon request. The release covers general medical as well as Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS), psychiatric, psychological, substance abuse information from medical record(s) in accordance with Florida Statutes 394.459, 381.004, 395.3025, and 90.503; 42 CFR, Part 2; and HIPAA 45 CFR parts 160 and 164.

+ Add Item

7. Evaluation Criteria

Add optional description to section

1. Qualifications

Proposer should submit a detailed statement describing the Proposer's qualifications and experience in providing the same or similar services as outlined in the Scope of Work. This description should include the names of the person(s) who will provide the services, their qualifications, and their years of experience in performing this type of work/services. Statements will be evaluated on the quality and responsiveness of the following:

- A. Demonstrated experience and success working with homeless subpopulations and/or at-risk populations, including those with substance use issues, mental illness, and/or justice involvement.
- B. Demonstrated experience and knowledge in working with and managing government grants.
- C. Provide summary of key staff qualifications in: Graduate Degree in Public Health, Behavioral Sciences, or similar, and at least two years of professional experience evaluating programs.

Scoring Method:

0-10 Points

Weight (Points):

250 (25% of Total)

2. Approach

Proposer shall provide a detailed statement (written narrative) outlining their approach and methodology that enumerates and defines the work/services that Proposer will provide to the County to complete the Scope of Work in this RFP, including each task, deliverable, and/or products comprising the services Proposer will provide, as well as a narrative describing the methods and/or manner in which the requirements will be satisfied, and a completion schedule for each task or deliverable, if applicable. Submissions for this section will be evaluated on the quality and responsiveness of the following:

- A. Proposers must be able to successfully perform functions requiring significant independent judgment.
- B. Expected time commitment is approximately 30 hours per month, however, proposers should advise on a more defined estimate based upon their professional experience in performing program evaluations in conjunction with the requirements of this program and grant.
- C. Contracted hours may be a combination of remote and/or in-person work, as well as independent work (research, analysis) and collaborative work (planning teams, meetings).
- D. Proposers will be expected to work closely with PCHS Planning and Quality Assurance staff to exchange data provided by the various data sources to be analyzed and converted into Microsoft PowerBI software for the development of presentation dashboards used by the planning and implementation team to manage, monitor, and enhance the program.
- E. Contracted Evaluator should have the capacity to provide similar work products and work in partnership with PCHS. The contracted Program Manager will incorporate the review of performance reports into the planning meetings at least quarterly, or more often based on team needs.

Scoring Method:

0-10 Points

Weight (Points):

300 (30% of Total)

3. Statement of Work

A proposed Statement of Work that enumerates and defines the work/services that Proposer will provide to the County to complete the Scope of Work in this RFP, including each task, deliverable, and/or products comprising the services Proposer will provide, as well as a proposed completion schedule for each task or deliverable, if applicable. The Proposer's Statement of Work shall be in a form that can be incorporated into the Agreement at the County's option.

Scoring Method:

0-10 Points

Weight (Points):

200 (20% of Total)

4. Deliverables

- A. Proposers must provide a detailed response outlining their approach to meeting each expected deliverable. Responses should be clear, concise, and supported by evidence, such as past performance, case studies, or data-driven strategies.
 - Describe the approach to be used for data collection, reporting, and continuous improvement.
- B. Proposers will be expected to work closely with Pinellas County Human Services Planning and Quality Assurance staff to exchange data provided by various sources.

- Proposers should describe their data collection processes and procedures, including their ability to collect and report on all Deliverables in this RFP.

Scoring Method:

0-10 Points

Weight (Points):

200 (20% of Total)

5. No Exceptions to RFP

Proposer is advised that exceptions to any terms and conditions contained in this RFP or the Agreement must be stated with specificity in its response to the RFP. The points available under this criterion will be deducted if the Proposer takes exception to any language to this RFP package. Failure to provide exceptions with the submittal shall result in the mandatory acceptance of the agreement as submitted herein by default. Exceptions must be submitted on a separate sheet titled: exceptions.

Scoring Method:

Points Based

Weight (Points):

50 (5% of Total)

8. Vendor Questionnaire

Add optional description to section

1. VENDOR QUESTIONNAIRE

Respondents are expected to organize their submittals in such a manner as to facilitate the evaluation process. Submittals should be keyed or indexed to correspond with this solicitation. Responses should be correlated to the specific submittal, criterion, section or paragraph number of the solicitation being addressed.

Evaluators will make a reasonable effort to locate information in the responses; however failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate credit.

Additional documentation may be requested by the County to ensure contract compliance.

1.1. CONTRACTOR ACCEPTANCE FORM*

Download the below documents, complete, and upload.

 [11.13.2024_Vendor.acceptance.pdf](#)

*Response required

1.2. OPENGOV ELECTRONIC PRICING PROPOSAL AND DELIVERY DAYS*

See OpenGov electronic [Pricing Proposal](#). Pricing must be submitted within the OpenGov electronic [Pricing Proposal](#) and all pricing must be completed.

DELIVERY _____ DAYS AFTER RECEIPT OF ORDER

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 www.flsenate.gov/Laws/Statutes/2011/607.1501.

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit dos.myflorida.com/sunbiz/ for this information on how to become registered.

Enter response

*Response required

1.3. SUBMITTAL DOCUMENTS*

Upload all other documents relating to this solicitation. Please do not submit any documents with either copyright, confidential, or trademark proprietary language. Fla. Stat. Ch. 119, imposes substantial obligations on the County and other regulated entities regarding the maintenance and production of public records. The County cannot agree to confidentiality requirements that are contrary to these laws. Please "tab" response to correspond to the Evaluation Criteria of this RFP: Please note the total submission shall not exceed 50 pages.

Tab 1 – Qualifications

Tab 2 – Approach

Tab 3 – Statement of Work

Tab 4 – Deliverables

Tab 5 – No Exceptions to RFP

Any additional information the Proposer wishes to provide.

*Response required

Upload all other documents relating to this solicitation.

*Response required

1.4. Payment Schedule *

Please download the below documents, complete, and upload. Note the breakdown must not exceed the funds provided for in the grant

 [Payment_Schedule.xlsx](#)

*Response required

1.5. Please note there are three attachments/affidavits which will have to be completed and signed by the awardee.*

- 1. Common Carrier Attestation
- 2. Human Trafficking Affidavit
- 3. Foreign Countries of Concern Affidavit

☐ Please confirm

*Response required

1.6. Optimal Data Set (ODS) Individual Elements*

Please note this attachments which will have to be complied with by the awardee.

☐ Please confirm

*Response required

1.7. SAMHSA_TIEH Project Narrative*

Please download the below documents, complete, and upload.

 [SAMHSA_TIEH_Project_Narrative.pdf](#)

*Response required

1.8. Detailed Budget Narrative*

Please download the below document, review and confirm requirements as noted.

☐ Please confirm

*Response required

1.9. OMB Attachment A 1-31-19*

Please download the below documents, complete, and upload.

 [OMB_version_Attachment_A_1-31-19.dotx](#)

*Response required

1.10. OMB Attachment B 1-31-19*

Please download the below documents, complete, and upload.

 [OMB_Version_Attachment_B_1-31-19.pdf](#)

*Response required

9. Pricing Proposal

Add optional description to section

Budget

Line Item	Description	Columns
1	The maximum budget for the grant term is \$150,000; \$30,000 annually, for deliverables as identified in the Scope of Work. The attached pay schedule is to be completed to provide a breakdown of funds used.	

10. Attachments

Add optional description to subsection

 [A- ODS_Provider_Tracking_Tool](#)



⋮	 B - OMB version Attachment C 1-31-19	 
⋮	 C - SAMHSA TIEH Project Narrative	 
⋮	 D - SAMHSA TIEH Detailed Budget Narrative	 
⋮	 E - OMB version Attachment A 1-31-19	 

Attachments

Drop some files here or click to select files to upload.

  

11. Sample Agreement

Add optional description to section

AGREEMENT

25-0622-REQ

25-0622-RFP Grant Program Evaluator Services for Treatment for Individuals Experiencing Homelessness (TIEH) Grant

This Agreement (the “agreement” or “contract”) is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and [Contractor Legal Name] whose primary address is [Contractor Legal Address] (hereinafter “CONTRACTOR”) (jointly, the “Parties”).

NOW THEREFORE, the Parties agree as follows:

A. Documents Comprising Agreement

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
- a. This Agreement

b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>

c. Solicitation Section 4, titled [Special Conditions](#) attached as Exhibit C.

d. Solicitation Section 5, titled [Insurance Requirements](#) attached as Exhibit D.

e. Contractor's response to Solicitation Section 6, titled [Scope of Work / Specifications](#), attached as Exhibit E.

f. Contractor's response to Solicitation Section 9, titled [Payment Schedule](#) attached as Exhibit F.

g. ODS Provider Tracking Tool, attached as Exhibit G.

h. SAMHSA TIEH Project Narrative, attached as Exhibit H.

i. SAMHSA TIEH Detailed Budget Narrative, attached as Exhibit I.

j. CONTRACT PROVISIONS FOR CONTRACTS UNDER FEDERAL AWARDS, attached as Exhibit J.

k. Disclosure of Lobbying Activities, attached as Exhibit K.

2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

B. Term

1. The initial term of this Agreement shall be from the date of the Agreement award and through September 30, 2029.

C. Expenditures Cap

1. Payment and pricing terms for the initial and renewal terms are subject to the Grant Agreement and Payment Schedule in Exhibit F. County expenditures under the Agreement will not exceed \$150,000.00 for the Contract Term without a written amendment to this Agreement.
2. In no event will annual expenditures exceed \$30,000.00 within any given fiscal year without a written amendment to the Agreement.

D. Entire Agreement

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor:

Signature:

Print Name and Title:

Date:

For County:

Signature:

Print Name and Title:

Date: