

COUNTY OF FRESNO

REQUEST FOR PROPOSAL

NUMBER: 952-5380

LIFETIME OF WELLNESS, COMMUNITIES IN ACTION (LWCA) PROGRAM GRANT

Issue Date: September 15, 2015

Closing Date: OCTOBER 19, 2015

Proposal will be considered LATE when the official Purchasing time clock reads 2:00 P.M.

Questions regarding this RFP should be directed to: Gary E. Cornuelle,
phone (559) 600-7114 or e-mail gcornuelle@co.fresno.ca.us.

Check County of Fresno Purchasing's website at
<https://www2.co.fresno.ca.us/0440/Bids/BidsHome.aspx>
for any future addenda.

Please submit all Proposals to:
County of Fresno - Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702-4599

BIDDER TO COMPLETE

Undersigned agrees to furnish the commodity or service stipulated in the attached response at the prices and terms stated, subject to the attached "County of Fresno Purchasing Standard Instructions And Conditions For Requests For Proposals (RFP's) And Requests For Quotations (RFQ's)".

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

()

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNATURE (IN BLUE INK)

PRINT NAME

TITLE

PURCHASING USE: GEC; ssj

ORG/Requisition: 56201551 / 5621600254

COUNTY OF FRESNO PURCHASING

STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for one hundred eighty (180) days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing stated within this document. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFP/RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP/RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of

contact for discussions or information pertaining to the RFP/RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP/RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP/RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) County of Fresno is subject to California sales and/or use tax (8.225%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- C) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

5. W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION & CALIFORNIA FORM 590 WITHHOLDING EXEMPTION CERTIFICATE:

Upon award of bid, the vendor shall submit to County Purchasing, a completed IRS Form W-9 - Request for Taxpayer Identification Number and

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Certification and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

6. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder; however, the Fresno County Local Vendor Preference and/or the Disabled Veteran Business Enterprise Preference shall take precedence when applicable. Said Preferences apply only to Request for Quotations for materials, equipment and/or supplies only (no services); the preference do not apply to Request for Proposals. RFQ evaluations will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.
- C) The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) Award Notices are tentative: Acceptance of an offer made in response to this RFP/RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.
- E) After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

7. TIE BIDS:

All other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

8. PATENT INDEMNITY:

The vendor shall hold the County, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

9. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within thirty (30) days of bid closing date) be returned at the bidder's expense. In the absence of such notification, County shall have the right to dispose of the samples in whatever manner it deems appropriate.

10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.
- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in

default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.

- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

11. DISCOUNTS:

Terms of less than fifteen (15) days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period will commence either the later of delivery or receipt of invoice by the County. Standard terms are Net forty-five (45) days.

12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

13. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act, California State Labor Code Sections 6360 through 6399.7.)

14. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

15. YEAR COMPLIANCE WARRANTY:

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to County's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Agreement with respect to defects other than year performance.

16. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

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17. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

18. APPEALS:

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP/RFQ. Appeals should be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP/RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except if, notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

19. OBLIGATIONS OF CONTRACTOR:

- A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
- B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

20. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

21. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

22. DATA SECURITY:

Individuals and/or agencies that enter into a contractual relationship with the COUNTY for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the COUNTY, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or disruption to COUNTY operations.

Individuals and/or agencies may not connect to or use COUNTY networks/systems via personally owned mobile, wireless or handheld devices unless authorized by COUNTY for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (COUNTY or Contractor device) or brought in for use into the COUNTY's system(s) without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

No storage of COUNTY's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The COUNTY will immediately be notified of any violations, breaches or potential breaches of security related to COUNTY's confidential information,

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data and/or data processing equipment which stores or processes COUNTY data, internally or externally.

COUNTY shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to COUNTY's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by COUNTY in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

23. PURCHASING LOCATION & HOURS:

Fresno County Purchasing is located at 4525 E. Hamilton Avenue (**second floor**), Fresno, CA 93702. Non-holiday hours of operation are Monday through Friday, 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 5:00 P.M. PST; Purchasing is closed daily from 12:00 Noon to 1:00 P.M. The following holiday office closure schedule is observed:

January 1*	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington - Lincoln Day
March 31*	Cesar Chavez' Birthday
Last Monday in May	Memorial Day
July 4*	Independence Day
First Monday in September	Labor Day
November 11*	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	
December 25*	Christmas

* When this date falls on a Saturday, the holiday is observed the preceding Friday. If the date falls on a Sunday, the holiday is observed the following Monday.

24. FRESNO COUNTY BOARD OF SUPERVISORS ADMINISTRATIVE POLICIES:

ADMINISTRATIVE POLICY NUMBER 5

Contract Salary Limitation Fresno

County Administrative Policy No. 5 provides that in contracts with non-profit organizations that primarily serve Fresno County and professional service contracts where Fresno County is the sole client, the contractors must agree to the following contract language: "The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of the agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno." Any bidder that wishes an exemption from this contract requirements must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors can approve such exemption.

Policy Statement: Contractors shall be limited to a maximum 15% administrative cost as compared to the total program budget and employee benefits shall be limited to a maximum of 20% of salaries.

The following language will be included in each applicable contract:

"The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of this agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno."

The above provision shall be applied to renewal or multi-year contracts with non-profit organizations which primarily serve Fresno County and professional services contracts where

Fresno County is the sole client, such as:

- Community based organization service contracts related to social services, health services, or probation services.
- Cultural art program contracts.
- Professional services contracts.

This policy will not apply to contracts between the County and the Federal or State governments; or one-time contracts. The Board of Supervisors will consider exemptions to this policy only upon the recommendation of the County Administrative Office.

Management Responsibility: It shall be the responsibility of any County official authorized by the Board of Supervisors to execute contracts or enter into agreements on behalf of the County to review all applicable contracts to insure that this policy is fully enforced.

It shall be the responsibility of the County Administrative Officer to review requests for exemptions to this policy and to make recommendations to the Board of Supervisors on such requests for exemption.

ADMINISTRATIVE POLICY NUMBER 34

Competitive Bids and Requests for Proposals

Fresno County Administrative Policy No. 34 provides that no person, firm or subsidiary thereof who has been awarded a consulting services contract by the County, may submit a bid for, or be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract. Any bidder that wishes an exemption from this contract limitation must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors, on a four-fifths (4/5) vote finding that such waiver is in the best interests of the County, can waive this policy.

Definitions: Purchasing Authority and Responsibility – In accordance with the State of California Government Code Section 25500 et seq., and the Fresno County Ordinance Code Chapter 2.56, the Board of Supervisors has established a County Purchasing Agent. The Board has designated the County Administrative Officer as the Purchasing Agent. Unless otherwise restricted, all necessary authority and responsibility has been delegated to the Purchasing Agent to satisfy the acquisition requirements of the County. The Purchasing Agent may defer day-to-day acquisition management to the Purchasing Manager as appropriate.

Policy Statement: Competitive bids or requests for proposals shall be secured for all contracts for goods or services which are proposed to be acquired by the County except when in unusual or extraordinary circumstances, a department head, requests an exception to competitive bidding. All such requests must be documented by the department head including a detailed description of the facts justifying the exception. The

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request must receive concurrence of the procurement authority who will sign that particular contract i.e. the Board of Supervisors or Purchasing Agent/Purchasing Manager. The following circumstances are examples which constitute "Suspension of Competition":

- In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
- When the contract is with a federal, state, or local governmental agency.
- When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$1,000 whichever is more.
- When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
- When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
- When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.

Contracts for services should not usually cover a period of more than one year although a longer period may be approved in unusual circumstances. Multiple year contracts must include provisions for early termination and must be contingent on available funding. Unless exempted as provided for above, no contract for service shall extend, either by original contract or by extension, beyond three years unless competitive bids have been sought or a Request for Proposal has been processed.

During any competitive bidding procedure, all bids shall be opened publicly and the dollar amount of each bid shall be read aloud. Under no circumstance shall a bid which is received at the designated place of opening after the closing time be opened or considered.

Contracts for goods or services shall not be effective until approved by the Board of Supervisors or, if appropriate, the Purchasing Agent/Purchasing Manager. Contractors and vendors shall be advised by the responsible department head that performance under the contract may not commence prior to such approval.

Medical Professional Contracts

The competitive recruitment process, annual performance evaluation, and periodic salary surveys are equivalent to competitive bids for independent physicians contracting with the County on a fee for service basis.

A salary survey for physician services shall be conducted every two years.

Contracts for physician services shall not extend, either by original contract or by extension, beyond five years unless competitive bids have been sought or unless exempted as provided above.

Contracts for Legal Services

The competitive recruitment process, annual performance evaluation, and periodic salary surveys are equivalent to competitive bids for independent law firms and attorneys contracting with the County on a fee for service basis.

A salary survey for legal services shall be conducted every two years.

The selection of and contracting with firms to provide legal services shall be

coordinated through the County Counsel's Office. The County Counsel shall assist in securing a law firm with the requisite legal expertise and price structure that would provide the best service to the County. County Counsel shall be involved throughout the process of selecting a firm, developing a contract, and monitoring the billing and services provided throughout the contract period.

Prohibited Bids Concerning End Product of Consulting Contracts

No person, firm, or subsidiary thereof who has been awarded a consulting services contract by the County, shall be awarded a contract for the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract. This policy may be waived by the Board of Supervisors on a four-fifths (4/5) vote finding that such waiver is in the best interests of the County.

Management Responsibility: The County Administrative Officer is responsible for preparing and issuing written procedures to assure compliance with this policy by all County officials and departments.

ADMINISTRATIVE POLICY NUMBER 71

Prohibiting the Use of Public Funds for Political Advocacy

Fresno County Administrative Policy No. 71 provides that no County assets, including money, shall be used for political campaigns of any type. Political campaigns are defined as political advocacy for or opposition to a matter or person that has qualified for the ballot. No contract entered into by the County shall provide for use of County monies for political campaigns.

Policy Statement: Government assets, including money, grant funds, paid staff time, equipment and supplies, facilities or any other government asset shall not be used for political campaigns of any type. Political campaigns are defined as political advocacy for or opposition to a matter or person that has qualified for the ballot.

Management Responsibility: Department Heads shall be held responsible for ensuring that government assets within their control are not used to advocate for or against any matter or person that has qualified for the ballot.

This section does not prohibit the expenditure of government assets to create and provide informational or educational materials regarding a matter that has qualified for the ballot. Such information or educational materials shall provide a fair, accurate and impartial presentation of relevant information relating to the matter that has qualified for the ballot. However, government assets shall not be expended to create and provide such informational or educational materials in the 90 days prior to the election unless specifically authorized by the Board of Supervisors or required by the Public Records Act or other law.

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OVERVIEW

The County of Fresno, on behalf of the Department of Public Health (DPH), is requesting proposals from qualified vendors to provide services to improve the health status and prevent chronic health conditions among Fresno County residents in partnership with DPH's Lifetime of Wellness, Communities in Action (LWCA) grant program. The funding available to a single contractor comes from the California Department of Public Health (CDPH).

The CDPH was awarded a four-year grant from the Centers for Disease Control and Prevention (CDC) State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease (1422). Heart disease, stroke, diabetes, obesity and associated risk factors make a huge impact on the health of Californians. With this grant, CDPH has contracted with local health departments to focus on evidence-based primary, secondary and tertiary prevention measures within target populations. California will not only improve its people's overall health, but also reduce health inequities. LWCA will align the efforts in this grant with the chronic disease State plan, entitled the [California Wellness Plan](#) (CWP); and the [Governor's Let's Get Healthy CA Task Force Report Priorities](#).

The overarching goal of the CWP is *Equity in Health and Wellbeing* with an emphasis on the elimination of disparities in preventable chronic diseases. The CWP has short, intermediate, and long-term objectives that align with each of the 15 strategies listed in LWCA such as: increasing healthy diets, increasing healthy food outlets, increasing walking and biking, increasing safe communities, increasing lifestyle intervention programs, decreasing obesity and diabetes, and increasing controlled high blood pressure and high cholesterol.

Implementation of the LWCA scope of work will enable Fresno County to fully implement three components and their relative activities:

- Component 1b: Strategies to build support for healthy lifestyles, particularly for those at high risk, to support diabetes and heart disease and stroke prevention.
- Component 2a: Health systems interventions to improve the quality of health care delivery to populations with the highest hypertension and prediabetes disparities.
- Component 2b: Community clinical linkage strategies to support heart disease and stroke and diabetes prevention efforts.

A Health Clinic System Subcontractor (HCSS) will facilitate the implementation of health care provider-based strategies (components 1b, 2a and 2b) and LWCA funding will offset costs associated with initiating new policies, protocols and technologies. There has been no previous contract for these services. A detailed Scope of Work can be found in **Attachment A**. Only components pertaining to the HCSS are included.

Fresno County's primary goal through this RFP is to identify an experienced contractor to successfully implement the LWCA Scope of Work (**Attachment A**) utilizing qualified clinical and support staff. The selected vendor must maintain an open and cooperative relationship with the County's LWCA Program Coordinator and staff, including attending regular meetings, continuing education, and training.

CONTRACT TERM

Pending annual availability of funding on a federal fiscal year basis, the anticipated contract term is December 15, 2015 through September 29, 2018. Anticipated first year funding is \$794,031, second year is \$317,472, and third year is \$340,815. Total funding will not exceed \$1,452,318 for the total contract term.

KEY DATES

RFP Issue Date:	September 15, 2015
Vendor Conference: <i>Vendors are to contact Gary E. Cornuelle at (559) 600-7114 if planning to attend vendor conference.</i>	September 23, 2015 at 10:00 A.M. County of Fresno Purchasing 4525 E. Hamilton Avenue, 2 nd Floor Fresno, CA 93702
Deadline for Written Requests for Interpretations or Corrections of RFP:	October 2, 2015 at 5:00 P.M. E-Mail: gcornuelle@co.fresno.ca.us
RFP Closing Date:	October 19, 2015 at 2:00 P.M. County of Fresno Purchasing 4525 E. Hamilton Avenue, 2 nd Floor Fresno, CA 93702

TRADE SECRET ACKNOWLEDGEMENT

All proposals received by the County shall be considered "Public Record" as defined by Section 6252 of the California Government Code. This definition reads as follows:

"...Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975."

Each proposal submitted is Public record and is therefore subject to inspection by the public per Section 6253 of the California Government Code. This section states that "every person has a right to inspect any public record".

The County will not exclude any proposal or portion of a proposal from treatment as a public record except in the instance that it is submitted as a trade secret as defined by the California Government Code. Information submitted as proprietary, confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

"Trade secrets" as defined by Section 6254.7 of the California Government Code are deemed not to be public record. This section defines trade secrets as:

"...Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data or compilation of information that is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

Information identified by bidder as "trade secret" will be reviewed by County of Fresno's legal counsel to determine conformance or non-conformance to this definition. Such material should be submitted in a separate binder marked "Trade Secret". Examples of material not considered to be trade secrets are pricing, cover letter, promotional materials, etc.

INFORMATION THAT IS PROPERLY IDENTIFIED AS TRADE SECRET AND CONFORMS TO THE ABOVE DEFINITION WILL NOT BECOME PUBLIC RECORD. COUNTY WILL SAFEGUARD THIS INFORMATION IN AN APPROPRIATE MANNER.

Information identified by bidder as trade secret and determined not to be in conformance with the California Government Code definition shall be excluded from the proposal. Such information will be returned to the bidder at bidder's expense upon written request.

Trade secrets must be submitted in a separate binder that is plainly marked "Trade Secrets."

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if they are not (1) submitted in a separate binder that is plainly marked "Trade Secret" on the outside; and (2) if disclosure is required or allowed under the provision of law or by order of Court.

Vendors are advised that the County does not wish to receive trade secrets and that vendors are not to supply trade secrets unless they are absolutely necessary.

TRADE SECRET ACKNOWLEDGEMENT

I have read and understand the above "Trade Secret Acknowledgement."

I understand that the County of Fresno has no responsibility for protecting information submitted as a trade secret if it is not delivered in a separate binder plainly marked "Trade Secret." I also understand that all information my company submits, except for that information submitted in a separate binder plainly marked "Trade Secret," are public records subject to inspection by the public. This is true no matter whether my company identified the information as proprietary, confidential or under any other such terms that might suggest restricted public access.

Enter company name on appropriate line:

_____ (Company Name)	Has submitted information identified as Trade Secrets in a separate marked binder.**
_____ (Company Name)	Has <u>not</u> submitted information identified as Trade Secrets. Information submitted as proprietary confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

ACKNOWLEDGED BY:

_____ Signature (In Blue Ink)	()	_____ Telephone
_____ Print Name and Title	_____ Date	
_____ Address		

_____ City	_____ State	_____ Zip

**Bidders brief statement that clearly sets out the reasons for confidentiality in conforming with the California Government Code definition.

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property
- Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature:
(in blue ink)

Date:

(Printed Name & Title)

(Name of Agency or Company)

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar services. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

☐ Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐ No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature in Blue Ink)

Title

*** Note: This form/information is not rated or ranked in evaluating proposal.**

GENERAL REQUIREMENTS

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the proposal.

RFP CLARIFICATION AND REVISIONS: Any revisions to the RFP will be issued and distributed as written addenda.

FIRM PROPOSAL: All proposals shall remain firm for at least one hundred eighty (180) days.

PROPOSAL PREPARATION: Proposals should be submitted in the formats shown under "PROPOSAL CONTENT REQUIREMENTS" section of this RFP.

County of Fresno will not be held liable or any cost incurred by bidders responding to RFP.

Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

SUPPORTIVE MATERIAL: Additional material may be submitted with the proposal as appendices. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).

Bidders are asked to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified in the Table of Contents. Pages must be numbered on the bottom of each page.

Any proposal attachments, documents, letters and materials submitted by the vendor shall be binding and included as a part of the final contract should your bid be selected.

TAXES: The quoted amount must include all applicable taxes. If taxes are not specifically identified in the proposal it will be assumed that they are included in the total quoted.

SALES TAX: Fresno County pays California State Sales Tax in the amount of 8.225% regardless of vendor's place of doing business.

RETENTION: County of Fresno reserves the right to retain all proposals, excluding proprietary documentation submitted per the instructions of this RFP, regardless of which response is selected.

ORAL PRESENTATIONS: Each finalist may be required to make an oral presentation in Fresno County and answer questions from County personnel.

AWARD/REJECTION: The award will be made to the vendor offering the overall proposal deemed to be to the best advantage of the County. The County shall be the sole judge in making such determination. The County reserves the right to reject any and all proposals. The lowest bidders are not arbitrarily the vendors whose proposals will be selected. Award Notices are tentative: Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

County Purchasing will chair or co-chair all award, evaluation and contract negotiation committees.

Award may require approval by the County of Fresno Board of Supervisors.

WAIVERS: The County reserves the right to waive any informalities or irregularities and any technical or clerical errors in any quote as the interest of the County may require.

TERMINATION: The County reserves the right to terminate any resulting contract upon written notice.

MINOR DEVIATIONS: The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

PROPOSAL REJECTION: Failure to respond to all questions or not to supply the requested information could result in rejection of your proposal.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

BIDDERS LIABILITIES: County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFP.

CONFIDENTIALITY: Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFP or the vendor's quotation without prior written approval from the County of Fresno.

BACKGROUND REVIEW: The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

PERFORMANCE BOND: The successful bidders may be required to furnish a faithful performance bond. Bidders are to quote a separate price for a performance bond.

ACQUISITIONS: The County reserves the right to obtain the whole system/services/goods as proposed or only a portion of the system/services/goods, or to make no acquisition at all.

OWNERSHIP: The successful vendor will be required to provide to the County of Fresno documented proof of ownership by the vendor, or its designated subcontractor, upon request of the proposed programs/services/goods.

EXCEPTIONS: Identify with explanation, any terms, conditions, or stipulations of the RFP with which you *CAN NOT* or *WILL NOT* comply.

ADDENDA: In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all agencies and organizations that receive the basic RFP.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables him to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED

No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

EVALUATION CRITERIA: Respondents will be evaluated on the basis of their responses to all questions and requirements in this RFP and product cost. The County shall be the sole judge in the ranking process and reserves the right to reject any or all bids. False, incomplete or

unresponsive statements in connection with this proposal may be sufficient cause for its rejection.

SELECTION PROCESS: All proposals will be evaluated by a team consisting of representatives from appropriate County Department(s), and Purchasing. It will be their responsibility to make the final recommendations. Purchasing will chair or co-chair the evaluation or evaluation process.

Organizations that submit a proposal may be required to make an oral presentation to the Selection Committee. These presentations provide an opportunity for the individual, agency, or organization to clarify its proposal to ensure thorough, mutual understanding.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that Contractor, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner, or associate of the County. Furthermore, County shall have no right to control, supervise, or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the COUNTY or to the Agreement.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

PRICE RESPONSIBILITY: The selected vendor will be required to assume full responsibility for all services and activities offered in the proposal, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the County.

ADDRESSES AND TELEPHONE NUMBERS: The vendor will provide the business address and mailing address, if different, as well as the telephone number of the individual signing the contract.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

INSURANCE: Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

B. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

C. Professional Liability

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

This coverage shall be issued on a per claim basis. Contractor agrees that it shall maintain, at its sole expense, in full force and effect for a period of three (3) years following the termination of this Agreement, one or more policies of professional liability insurance with limits of coverage as specified herein.

D. Worker's Compensation

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

Contractor shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees shall be excess only and not contributing with insurance provided under Contractor's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to County.

Within thirty (30) days from the date Contractor executes this Agreement, Contractor shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the County of Fresno, Department of Public Health, Attn: Melanie Rubalcaba, 1221 Fulton Mall, Fresno, CA 93775, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by County, its officers, agents and employees, shall be excess only and not contributing with insurance provided under Contractor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to County.

In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, the County may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

AUDIT AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

DEFAULT: In case of default by the selected bidder, the County may procure materials and services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

BREACH OF CONTRACT: In the event of breach of contract by either party, the other party shall be relieved of its obligations under this agreement and may pursue any legal remedies.

CONFIDENTIALITY

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

APPEALS

Appeals must be submitted in writing within *seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue 2nd Floor, Fresno, California 93702-4599.

Appeals should address only areas regarding RFP contradictions, procurement errors, proposal rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within *seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except, if notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

*The seven (7) working day period shall commence and be computed by excluding the first day and including the last day upon the date that the notification is issued by the County.

RIGHTS OF OWNERSHIP

The County shall maintain all rights of ownership and use to all materials designed, created or constructed associated with this service/project/program.

BIDDING INSTRUCTIONS AND REQUIREMENTS

ISSUING AGENT: This RFP has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP, its content, and all issues concerning it.

AUTHORIZED CONTACT: All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

VENDOR CONFERENCE: On September 23, 2015 at 10:00 A.M., a vendor's conference will be held in which the scope of the project and proposal requirements will be explained. The meeting will be held at the office of County of Fresno Purchasing, 4525 E. Hamilton (between Cedar and Maple), 2nd Floor, Fresno, California. Addendum will be prepared and distributed to all bidders only if necessary to clarify substantive items raised during the bidders' conference.

Bidders are to contact Gary E. Cornuelle at County of Fresno Purchasing, (559) 600-7114, if they are planning to attend the conference.

NUMBER OF COPIES: Submit **one (1) original and six (6) copies** of your proposal no later than the proposal closing date and time as stated on the front of this document to County of Fresno Purchasing. Each copy to be identical to the original, include all supporting documentation (e.g. literature, brochures, reports, schedules etc.). The cover page of each quotation is to be appropriately marked "Original" or "Copy".

INTERPRETATION OF RFP: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFP and fully inform themselves as to the quality and character of services required. If any person planning to submit a proposal finds discrepancies in or omissions from the RFP or has any doubt as to the true meaning or interpretation, correction thereof may be requested at the scheduled Vendor Conference (see above). Any change in the RFP will be made only by written addendum, duly issued by the County. The County will not be responsible for any other explanations or interpretations.

Questions may be submitted subsequent to the Vendor Conference, subject to the following conditions:

- a. Such questions are submitted in writing to the County Purchasing not later than October 5, 2015 at 5:00 p.m. Questions must be directed to the attention of Gary E. Cornuelle, Purchasing Manager.
- b. Such questions are submitted with the understanding that County can respond only to questions it considers material in nature.
- c. Questions shall be e-mailed to gcornuelle@co.fresno.ca.us.

NOTE: The bidder is encouraged to submit all questions at the Vendor Conference. Time limitations can prevent a response to questions submitted after the conference.

SELECTION COMMITTEE: All proposals will be evaluated by a team co-chaired by Purchasing. All proposals will be evaluated by a review committee that may consist of County of Fresno Purchasing, department staff, community representatives from advisory boards and other members as appropriate.

The proposals will be evaluated in a multi-stage selection process. Some bids may be eliminated or set aside after an initial review. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. It will be the selection committee's responsibility to make the final recommendation to the Department Head.

CONTRACT TERM: It is County's intent to contract with the successful bidder for a term of three (3) years with the option to renew for up to two (2) additional one (1) year periods based on mutual written consent. County will retain the right to terminate the Agreement upon giving thirty (30) days advance written notification to the Contractor.

PAYMENT: The County of Fresno, if appropriate, may use Procurement Card to place and make payment for orders under the ensuing contract.

AUDITED FINANCIAL STATEMENTS: Copies of the audited Financial Statements for the last three (3) years for the business, agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**

CONTRACT NEGOTIATION: The County will prepare and negotiate its own contract with the selected vendor, giving due consideration to standard contracts and associated legal documents submitted as a part of bidder's response to the RFP. The tentative award of the contract is based on successful negotiation pending formal recommendation of award. Bidder is to include in response the names and titles of officials authorized to conduct such negotiations.

NOTICES: All notices, payments, invoices, insurance and endorsement certificates, etc. need to be submitted as follows: referencing contract/purchase order number, department, position, title and address of administering official.

EPAYMENT OPTION: The County of Fresno provides an Epay Program which involves payment of invoices by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to the supplier's designated Accounts Receivable contact by e-mail remittance advice at time of payment. To learn more about the benefits of an Epay Program, how it works, and obtain answers to frequently asked questions, click or copy and paste the following URL into your browser:

www.bankofamerica.com/epayablesvendors or call Fresno County Accounts Payable, 559-600-3609.

SB 854: California law (SB854) now requires public works contractors subject to prevailing wage requirements to register annually with the Department of Industrial Relations (DIR) and pay an annual fee. The County of Fresno will not accept public works bids from contractors and subcontractors who have not registered with the DIR and have not met this requirement. Please refer to <http://www.dir.ca.gov/Public-Works/PublicWorksSB854.html> for more information.

This requirement, found in Labor Code Section 1773.3, now applies to *all* public works projects.

PREVAILING WAGES: The work to be done on this project will involve the repair, alteration, maintenance, installation, rehabilitation, demolition, construction or reconstruction of public buildings, streets, utilities, and/or other public works. In accordance with Labor Code section 1770, et seq., the Director of the Department of Industrial Relations of the State of California has determined the general prevailing wages rates and employer payments for health and welfare pension, vacation, travel time and subsistence pay as provided for in Section 1773.1, apprenticeship or other training programs authorized by Section 3093, and similar purposes applicable to this public work project.

The prevailing wage rates for all hours worked, including holiday and overtime rates, on this project are on file with the Purchasing Department, 4525 E. Hamilton Avenue, Fresno, California 93702, and are herein incorporated by this reference. Information pertaining to applicable Prevailing Wage Rates may be found on the website for the State of California – Department of Industrial Relations: <http://www.dir.ca.gov/oprl/PWD/index.htm>. Information pertaining to applicable prevailing wage rates for apprentices may be found on the website for the State of California – Department of Industrial Relations: <http://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp>

It shall be mandatory upon the Contractor herein and upon any subcontractor to pay not less than the prevailing wage rates, including overtime and holiday rates, to all workers, laborers, or mechanics employed on this public work project, including those workers employed as apprentices. Further, Contractor and each subcontractor shall comply with Labor Code sections 1777.5 and 1777.6 concerning the employment of apprentices. A copy of the above-mentioned prevailing wage rates shall be posted by the Contractor at the job site where it will be available to any interested party.

Contractor shall comply with Labor Code section 1775 and forfeit as a penalty to County Two Hundred Dollars (\$200.00) for each calendar day or portion thereof, for each worker paid less than the prevailing wage rates for the work or craft in which the worker is employed for any work done under this project by Contractor or by any subcontractor under Contractor in violation of Labor Code section 1770, et seq. In addition to the penalty, the difference between the prevailing wage rates and amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Contractor or subcontractor.

Contractor and each subcontractor shall keep an accurate record showing the names, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this public work project. In accordance with Labor Code section 1776, each payroll record shall be certified and verified by a written

declaration under penalty of perjury stating that the information within the payroll record is true and correct and that the Contractor or subcontractor complied with the requirements of Labor Code sections 1771, 1811 and 1815 for any work performed by its employees on this public work project. These records shall be open at all reasonable hours to inspection by the County, its officers and agents, and to the representatives of the State of California – Department of Industrial Relations, including but not limited to the Division of Labor Standards Enforcement.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

BONDS:

Bid Deposit (Security): Each bidder shall provide and submit with their bid, a bid deposit in an amount equal to ten percent (10%) of the total bid amount.

In the event a bidder or bidders fail to enter into an agreement(s) for the services offered under their bid(s), such bid deposit shall be forfeited to County.

The bid deposit shall be in the form of a cashier's check, irrevocable letter of credit or a bid bond. The bidder's security when in the form of a cashier's check or bond shall be made payable to the County of Fresno.

The bid deposit of the apparent successful bidder(s) shall be retained by County until the agreement(s) have been fully executed by the apparent successful bidder(s) and the County or until County determines that all bids have been rejected.

All other bid deposits (except bonds) will be returned promptly following execution of all agreements or when all bids have been rejected. Bonds will be returned only upon written request from the bidder.

Performance and Payment Bonds: The successful bidder shall furnish a faithful performance bond and a payment bond in the amount of one hundred percent (100%) of the contract amount.

Bonding Company Requirements: Each bond specified in this RFP (bid bond, faithful performance bond and payment bond) shall meet the requirements of all applicable statutes, including but not limited to those specified in Public Contract Code section 20129 and Civil Code section 3248. Each bond specified in this RFP shall be issued by a surety company designated as an admitted surety insurer in good standing with and authorized to transact business in this state by the California Department of Insurance, and acceptable to the County of Fresno. Bidders are cautioned that representations made by surety companies will be verified with the California Department of Insurance. Additionally, the County of Fresno, in its discretion, when determining the sufficiency of a proposed surety company, may require the surety company to provide additional information supported by documentation. The County generally requires such information and documentation whenever the proposed surety company has either a Best's Key Rating Guide of less than B+ or a financial size designation of less than VIII. Provided, however, that the County expressly reserves its right to require all information and documentation to which the County is legally entitled from any proposed surety company.

NOTICE TO PROCEED: Following execution of the agreement by both parties (County and Contractor), the County will issue a written Notice to Proceed for the project specified herein. The completion period as defined below, shall commence upon the date that the Notice to Proceed is delivered to the Contractor.

SCOPE OF WORK

The County of Fresno on behalf of the Department of Public Health (DPH) is requesting proposals from qualified vendors to implement Fresno County's LWCA scope of work (**Attachment A**). Policy-level activities for one clinic include environmental scans, assessments, electronic health records and development/revision of policies and protocols. The HCSS will implement a pilot program in at least three sites including implementation of new policies and protocols, electronic health records, staff orientation/training, monitoring, and other activities identified in the assessments and scans.

Following is a brief description of each component. See **Attachment "A"** for specific details, including activities, descriptions, and deliverables.

COMPONENT 1b: Strategies to build support for healthy lifestyles, particularly for those at high risk, to support diabetes and heart disease and stroke prevention efforts.

- The HCSS will work with DPH to conduct outreach to create a group of partners from health insurance plans, including Medi-Cal Managed Care, pharmacies, community-based organizations, and the Central Valley Health Information Exchange. The partners will work together to increase opportunities for coverage of, referrals to, and participation in lifestyle intervention programs (LIPs) within priority populations that are at increased risk for developing diabetes, hypertension and/or obesity. LIPs include the National Diabetes Prevention Program (NDPP) and Take Off Pounds Sensibly (TOPS).

COMPONENT 2a: Health systems interventions to improve the quality of health care delivery to populations with the highest hypertension and prediabetes disparities.

- The HCSS will work with the DPH to conduct environmental scans to assess achievement of blood pressure control initiatives, hypertension management and diabetes management within the clinic sites. HCSS will identify training and/or technical assistance opportunities to increase monitoring and prevention activities and to promote a team-based care approach. The HCSS and DPH will determine which community based organizations (CBOs) within the community, if any, are also providing screening and monitoring activities and work with them to provide referrals.

COMPONENT 2b: Community clinical linkage strategies to support heart disease and stroke and diabetes prevention efforts.

- The HCSS will work with DPH to assess existing programs for adults with prediabetes or at high risk for type 2 diabetes and will assess referral practices for patients with a diagnosis of high blood pressure and prediabetes. The HCSS will identify gaps and areas of improvement using recommended best practices including incorporating engagement of community health workers (CHWs) to facilitate referrals. Develop relationships with local pharmacists to improve electronic communication with health care providers and include them as a part of team based care.

Coordination with LWCA Evaluator

The successful Bidder will work collaboratively with County program staff and the CDPH-contracted Evaluator, University of California, Davis (UCD), in the identification and collection of public data for the required performance measures.

Administration

Fresno County will establish a HCSS to oversee community-clinical activities in high prevalence areas for diabetes, heart disease and stroke, and will monitor HCSS to ensure compliance with the agreement.

The HCSS will select three sites within Fresno County that serve high prevalence areas for diabetes, heart disease and stroke to facilitate the implementation of health care provider-based strategies and offset costs associated with initiating new procedures and technologies which may include assessment, training, monitoring, and other activities identified in the assessments and scans. The HCSS will monitor sites to ensure compliance with the agreement requirements.

Clinic sites located in priority communities are preferred: Sanger, Reedley, Parlier, Kerman, West Fresno, Lowell, Southeast Fresno, and Orange Cove. Chronic disease prevention community supports are actively being cultivated in these communities by the Champions for Change, part of the Nutrition Education and Obesity Prevention (NEOP) program, and the Racial and Ethnic Approaches to Community Health (REACH) program. These initiatives include community engagement, nutrition education, physical activity promotion, school wellness, worksite wellness, and healthy retail. In order for a clinic that is not located in the priority communities to be considered for funding, the Bidder must demonstrate sufficient chronic disease prevention community supports that complement the scope of work activities in prevention of diabetes, hypertension, heart disease, and stroke.

The HCSS will conduct monthly meetings with the DPH and Network partners to monitor and adjust activities to ensure progress towards accomplishment of scope of work objectives. Meetings will also facilitate communication with the CDPH, technical assistance requests, and partner engagement. The HCSS will participate in training sessions, conferences, and webinars on specific content areas as needed to augment the internal team's skills and program effectiveness.

A success story that can be used for public communication/media purposes will be submitted by the HCSS with invoices monthly.

Reporting

A semi-annual and year-end report with documentation of deliverables will be required to prepare CDPH reports.

Subcontracting

The proposal may include subcontracts. The Bidder must provide a description of how each subcontractor will contribute to the completion of LWCA scope of work activities and detail the requirements and process for subcontractor communication; engagement with other LWCA staff (County and Bidder) for planning, coordination, training, and evaluation; compliance monitoring; reporting including narrative and back-up documentation; and invoicing.

Equal Employment Opportunities

The Contractor shall comply with all provisions of federal, state, and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, creed, color, gender, gender identity, gender expression, sex, sexual orientation, marital status, age, physical disability, mental disability, medical condition, genetic information, ancestry, national origin, or military or veteran status.

Minimum Qualifications

Respondents to this RFP must meet the following minimum qualifications:

1. Must be a health clinic with at least 3 identified intervention sites located in Fresno County. Clinic sites must be located in priority communities (Sanger, Reedley, Parlier, Kerman, West Fresno, Lowell, Southeast Fresno, or Orange Cove) or the Bidder must demonstrate sufficient chronic disease prevention community supports that complement the scope of work activities in prevention of diabetes, hypertension, heart disease, and stroke.
2. Established healthcare and community partnerships in Fresno County.
3. Ability to identify and hire/contract qualified staff within eight (8) weeks of the executed contract. The Program team must include:
 - a. Program Manager (budgeted at 0.5 FTE or more) with a minimum of three (3) years of managing large projects that include a multi-disciplinary team.
4. Administrative and fiscal capacity to implement grant requirements including contracting, directing and overseeing up to \$1,452,318 in services.
5. The philosophy, procedures, and staff training that shall allow limited or non-English speaking, culturally diverse and hard of hearing clients to be served effectively.
6. Willing to meet unique needs of Fresno County residents by including equal access to those with disabilities, gender-specific services, and culturally sensitive services that adhere to the National Standards on Culturally and Linguistically Appropriate Services (CLAS). Shall not unlawfully discriminate against any employee or applicant for employment, or recipient of services, because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age sexual orientation, or military or veteran status pursuant to all applicable State of California and Federal statutes and regulations.

COST PROPOSAL

Cost proposals should be prepared in a manner to best demonstrate the merit of the proposal. A complete, itemized and detailed description of all costs should be included, such as labor, indirect costs, taxes, supplies for services and materials. It is the intent of the Department of Public Health (DPH) to have services begin on December 15, 2015.

The contract emanating from the selected proposal will be for three years with a possible extension up to one year, pending funding availability, performance and fiscal reviews. Anticipated first year funding is \$794,031, second year is \$317,472, and third year is \$340,815. Total funding will not exceed \$1,452,318 for the total contract term.

Bidders are to complete and submit a summary of proposed staff, detailed budget and detailed budget narrative/justification in the Budget Forms template provided (**Attachment B**). The narrative/justification must explain in detail and justify each line item in the cost proposal. Budget narrative/justifications for years two (2) and three (3) must include justifications for each line that differs from the information given in year one (1). The line item descriptions identified in the budget template are flexible in that they can be edited to suit bidders' needs prior to proposal submission.

1. Provide a detailed budget for the proposed services. Personnel entries should include both full contract salary rates and percentage of time commitments by position. The cost of a Federal Single Audit Act audit must be budgeted. Bidders are to complete a detailed budget and a detailed budget justification narrative.
2. For purposes of uniformity, the budget must identify separate costs associated with personnel, facility/equipment, operations, program materials and supplies, staff expenses, financial services, special expenses, fixed assets, and subcontracts (if applicable).
3. Administrative costs include all non-direct service personnel. This may include staff such as fiscal staff and clerical staff. The administrative rate shall not exceed 15% of total direct program costs (not including subcontract amounts). Employee benefits shall not exceed 20% of total salaries. (Note any exceptions and provide detailed justification and explanation).

Examples of allowable administrative costs include services such as:

- Accounting and budgeting
- Auditing
- Data processing
- Employee retirement system administration
- Legal services
- Personnel administration
- Procurement
- Maintenance and operation of central or home office
- Research and evaluation

Administrative costs claimed must be determined through an acceptable allocation method as determined by DPH to fairly represent the services and benefits received by the facility.

Examples of unallowable administrative costs:

- General administrative costs of local government, such as public services (fire, sanitation)
- The salary and expenses of local governmental lawmaking bodies, such as the County Board of Supervisors and the City Council
- Tax anticipation warrants and property tax functions

4. Benefit Costs:

Benefits are limited to 20% of total salaries. To determine benefit rate, subtract Workers' Compensation Insurance and Payroll Taxes from the Total Benefits line and divide that number by the Total Salary line. Workers' Compensation Insurance costs are generally considered to be a business cost as opposed to an employee benefit. Payroll Taxes are not considered a benefit and should not be included in the calculation.

5. Budget Narrative:

Include a budget narrative explaining each budget section assuming the reviewer has no knowledge of your organization. Your budget narrative should also identify and explain any cost savings, if applicable.

The narrative should be clear relative to depreciation expenses, insurance expenses, and consultant service expenses. ***Please note: The County of Fresno will not pay for consultant's time spent responding to this RFP.***

Include a summary of proposed staff identifying positions, full-time equivalents (FTE) dedicated to this service, summary of qualifications and proposed monthly salary. Monthly salary and total annual salary should be clearly identified.

6. Monthly Billing and Back-up Documentation:

Contractor shall invoice County monthly itemizing the line item charges for monthly program costs with detailed backup documentation for all expenditures (e.g., receipts, agendas, sign-in sheets, event flyers) by the fifteenth day of the month for the prior month expenditures, addressed to the County of Fresno, Department of Public Health, OPPC-LWCA, P.O. Box 11867, Fresno, CA 93775, Attention: OPPC-LWCA Staff Analyst.

PROPOSAL CONTENT REQUIREMENTS

It is important that the vendor submit his/her proposal in accordance with the format and instructions provided under this section. Doing so will facilitate the evaluation of the proposal. It will limit the possibility of a poor rating due to the omission or mis-categorization of the requested information. Responding in the requested format will enhance the evaluation team's item by item comparison of each proposal item. The vendor's proposal may be placed at a disadvantage if submitted in a format other than that identified below.

Bidders are requested to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified. Each page should be numbered.

Each binder is to be clearly marked on the cover with the proposal name, number, closing date, "Original" or "Copy", and bidder's name.

Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested. Supportive material may be attached as appendices. All pages, including the appendices, must be numbered.

Vendors are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be submitted in a separate binder clearly marked "TRADE SECRETS", see Trade Secret Acknowledgement section.

The content and sequence of the proposals will be as follows:

- I. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. **The Contractor must provide a statement addressing the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest.** This section will be reviewed by County Counsel for compliance with conflict of interest as part of the review process.

The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.

V. TRADE SECRET:

A. Sign where required.

VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

VII. REFERENCES

VIII. PARTICIPATION

IX. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:

- A. Exceptions to General Conditions.
- B. Exceptions to General Requirements.
- C. Exceptions to Specific Terms and Conditions.
- D. Exceptions to Scope of Work.
- E. Exceptions to Proposal Content Requirements.
- F. Exceptions to any other part of this RFP.

X. VENDOR COMPANY DATA: This section should include:

- A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
- B. Descriptions of any similar or related contracts under which the bidder has provided services.
- C. Descriptions of the qualifications of the individual(s) providing the services.
- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
- E. A brief description of the bidder's current operations, and ability to provide the services.
- F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**

- G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency
- H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
- I. Describe any payment problems that you have had with the County within the past three (3) years:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.

XI. SCOPE OF WORK:

- A. Bidders are to use this section to describe the essence of their proposal.
- B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work" items. Each description should begin with a restatement of the "Scope of Work" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
- C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
- D. A complete description of any alternative solutions or approaches to accomplishing the desired results.

XII. COST PROPOSAL: Quotations may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.

XIII. CHECK LIST

AWARD CRITERIA

COST

- A. As submitted under the "COST PROPOSAL" section.
 - a. Projected cost for services as described in the budget and budget justification utilizing the template provided (**Attachment B**).

CAPABILITY AND QUALIFICATIONS

- A. The proposal addresses all the requirements identified in the RFP. Will the proposed services satisfy the County's needs and to what degree?
- B. The Bidder demonstrates knowledge or awareness of the problems associated with the program goals and scope of work proposed and knowledge of guidelines, expertise in implementation strategies, and effective operating principles required to provide this service.
- C. The amount of demonstrated capacity in providing the services desired.
 - a. The Bidder is a health clinic located in Fresno County with the capacity to implement scope of work objectives (**Attachment A**), including the ability to provide the required Program Manager.
 - b. The Bidder describes established community partnerships needed to administer the program and accomplish the scope of work objectives in three (3) identified clinic sites with Nutrition Education Obesity Prevention (NEOP) community supports.
 - c. The Bidder described their proposed method for compliance with regards to scope of work, reporting, invoicing, subcontractors, and CDPH guidelines and training.

SCOPE OF WORK: IMPLEMENTATION PLAN

- A. The Bidder's service description addresses all the scope of work initiatives identified in the RFP.
 - a. Clinic site selections must be included in the proposal.
 - b. Documentation of sufficient community support if not a Nutrition Education Obesity Prevention (NEOP) community.

Management

- B. The organizational plan and management structure is adequate and appropriate for overseeing the LWCA scope of work.
- C. Proposal includes a timeline for initiating work:
 - a. Description of how the key staff, Program Manager (0.5 FTE minimum), will be recruited within eight (8) weeks of the executed contract.
 - b. Description of the process for establishing leadership and staff engagement at selected clinic sites, including providers, medical staff and support staff.
- D. A position description for the key staff (Program Manager) is adequate for management and oversight of the LWCA contract, budget, and scope of work.

Administration

- E. The Bidder demonstrates ability and commitment to provide management of the project scope of work including direct implementation and oversight of the selected clinic sites.
- F. The Bidder demonstrates commitment to consistent communication with Fresno County LWCA staff and participation in training sessions, conferences, and webinars to facilitate successful completion of LWCA scope of work activities and administrative compliance.

Direct Implementation by Bidder (not contracted)

- G. Description of implementation approach for activities in the scope of work that will be implemented directly by the Bidder (not contracted).

Subcontracting

- H. The Bidder identifies proposed subcontracts, if any, with description of how each subcontractor will contribute to the completion of LWCA scope of work activities.
- I. The bidder details the requirements and process for subcontractor communication; engagement with other LWCA staff (County and Bidder) for planning, coordination, training, and evaluation; compliance monitoring; reporting including narrative and back-up documentation; and invoicing.

LETTERS OF SUPPORT

- A. Bidder's proposal includes at least 5 letters of support from key partners related to scope of work implementation.
- B. Letters of support content
 - a. Partner letters include examples of past successful grant-funded projects.
 - b. Partner letters include descriptions of plans for collaboration for accomplishment of scope of work objectives.

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the RFP package in order to make the RFP compliant. Because this checklist is just a guideline, the bidder must read and comply with the RFP in its entirety.

Check off each of the following:

1. _____ All signatures must be in blue ink.
2. _____ The Request for Proposal (RFP) has been signed and completed.
3. _____ Addenda, if any, have been completed, signed and included in the bid package.
4. _____ **One (1) original plus six (6) copies** of the RFP have been provided.
5. _____ Provide a Conflict of Interest Statement.
6. _____ The completed *Trade Secret Form* as provided with this RFP (Confidential/Trade Secret Information, if provided must be in a separate binder).
7. _____ The completed *Criminal History Disclosure Form* as provided with this RFP.
8. _____ The completed *Participation Form* as provided with this RFP.
9. _____ The completed *Reference List* as provided with this RFP.
10. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
11. _____ Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFP No.	<u>952-5380</u>
Closing Date:	<u>October 19, 2015</u>
Closing Time:	<u>2:00 P.M.</u>
Commodity or Service:	<u>Lifetime of Wellness, Communities in Action (LWCA) Program Grant</u>

Return Checklist with your RFP response.

ATTACHMENTS

A. SCOPE OF WORK

B. BUDGET TEMPLATE

YEAR 1**Component 1b: Strategies to build support for healthy lifestyles, particularly for those at high risk, to support diabetes and heart disease and stroke prevention efforts****Program Strategy 1.5: Plan and execute strategic public data-driven actions through a network of partners and local organizations to build support for lifestyle change**

#	Activity	Timeline	Responsible	Deliverables
1	<p>County will identify a Health Clinic Subcontractor and assist them to develop partnerships with organizations (employer groups, insurers, health systems, community-based organizations (CBOs), diabetes health educators, coalitions, etc.) to promote the goals of the National Diabetes Prevention Program (NDPP) and Take off Pounds Sensibly (TOPS).</p> <p>County will work with Health Clinic Subcontractor to provide NDPP training and certification to four identified Health Clinic System staff.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of meeting agendas/minutes, and list of identified partners. a copy of certifications, and training materials.
2	<p>County will conduct NDPP capacity/readiness assessment utilizing an evaluation tool created by UCD with network partners to determine if resources are available within community to deliver the program.</p> <p>County will work with Health Clinic Subcontractor to provide TOPS training to Health Clinic System staff on how to initiate and lead TOPS chapters. Offer and promote the training to other interested CBOs serving Health Clinic System target population.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of the assessment results. a copy of promotional and training materials.
3	<p>Based on results of assessment, County will identify readiness of Health Clinic System to implement and sustain an NDPP. County will then develop a strategic plan to build capacity and implement a NDPP program in conjunction with Health Clinic Subcontractor.</p> <p>County will participate in planning for a statewide NDPP summit led by CDPH staff. Planning will include participation in planning meetings, developing summit materials, identifying appropriate key partners/stakeholders to identify the strategic direction and priorities for increasing referrals, utilization, and reimbursement of NDPP.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of meeting agendas/minutes, and a copy of developed Spanish language materials. a copy of planning meeting agendas/minutes.

Program Strategy 1.5: Plan and execute strategic public data-driven actions through a network of partners and local organizations to build support for lifestyle change				
#	Activity	Timeline	Responsible	Deliverables
4	<p>County will work with Health Clinic Subcontractor to conduct a scan to identify any existing TOPS chapters as well as CBOs within the service area which may be interested in starting chapters.</p> <p>County will work with Health Clinic Subcontractor to refer patients and interested community members to scheduled NDPP classes at Health Clinic System health centers.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of scan results. a listing of classes scheduled, referral and attendance logs (summary numbers only).
5	<p>County will work with Health Clinic Subcontractor to implement capacity building efforts to expand TOPS to include Spanish-language materials and resources.</p> <p>County will work with Health Clinic Subcontractor to refer patients and interested community members to chapters of TOPS at Health Clinic System health centers and nearby CBOs with weekly meetings for members.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of meeting agendas/minutes, and a copy of developed Spanish language materials. a listing of classes scheduled, referral and attendance logs (summary numbers only).
6	County will work with UCD to identify and collect public data for required performance measure 1.5. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 1.6: Implement evidence-based engagement strategies to build support for lifestyle change				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to conduct a strengths, weaknesses, opportunities, and threats (SWOT) analysis regarding lifestyle change with identified priority population(s), and/or organizations that serve them. In year 2, implement community engagement principles within identified communities.	October 1 2015 - September 30, 2016	HE, HES1, HES2, Epidemiologist, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> SWOT analysis, and a copy of SWOT analysis results.

Program Strategy 1.6: Implement evidence-based engagement strategies to build support for lifestyle change				
#	Activity	Timeline	Responsible	Deliverables
2	Utilizing the Chronic Disease Prevention Messaging Toolkit, County will work with Health Clinic Subcontractor to develop a plan for how partners (CBOs, Fresno County Department of Public Health, Health Clinic Systems, community champions) will work together to conduct outreach, build support for and increase referrals to NDPP and TOPS. Review and update annually.	October 1 2015 - September 30, 2016	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of planning meeting agendas/minutes, and the outreach plan.
3	Based on the SWOT analysis, County will develop a marketing plan using the CDC template. In collaboration with CDPH, County will adapt CDC NDPP communications and marketing materials and work with Health Clinic Subcontractor to mobilize champions to disseminate in target communities as a means to increase reach to and engagement of priority populations. Assess reach and outcomes of lifestyle change strategies and marketing efforts and refine as necessary.	October 1 2015 - September 30, 2016	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of County marketing plan. a copy of promotional materials developed, distribution and reach log.
4	County will work with UCD to identify and collect public data for required performance measure 1.6. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 1.7: Increase coverage for evidence-based supports for lifestyle change by working with network partners				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with network partners to conduct an assessment utilizing an evaluation tool created by UCD to identify what health insurance plans are offered to employees and essential benefits included for prediabetes and prevention of type 2 diabetes. Identify challenge and barriers to coverage for lifestyle change programs (LCPs).	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a copy of the assessment results.

Program Strategy 1.7: Increase coverage for evidence-based supports for lifestyle change by working with network partners				
#	Activity	Timeline	Responsible	Deliverables
2	<p>County will adapt CDC communication and marketing materials designed for various audiences to educate about prediabetes and promote LCPs as a means to prevent or delay the onset of type 2 diabetes in high risk populations. Leverage other resources as applicable, such as the recommendation to cover LCPs that accompanied the report released by the University of California at Los Angeles Center of Health Policy Research and California Center for Public Health Advocacy.</p> <p>Based on assessment results, County will develop and implement an action plan to establish or increase insurance coverage of LCPs within county.</p>	October 1 2015 - September 30, 2016	PI, HE, HES1, HES2	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of CDC adapted marketing materials. action plan timeline.
3	County will work with UCD to identify and collect public data for required performance measure 1.7. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Component 2a: Health System Interventions to Improve the Quality of Health Care Delivery to Populations with the Highest Hypertension and Pre-diabetes Disparities

Program Strategy 2.1: Increase electronic health records (EHR) adoption and the use of health information technology (HIT) to improve performance (pursuant to federal and state guidelines)				
#	Activity	Timeline	Responsible	Deliverables
1	County will conduct an environmental scan utilizing an evaluation tool created by UCD to assess EHR/Meaningful Use of select providers/health systems regarding implementation, related policies and procedures, and capacity of Health Clinic Subcontractor, focusing on achievement of blood pressure control initiatives to identify gaps and opportunities for collaboration. Engage with Health Clinic Subcontractor to maximize understanding of EHR policy and practice landscape within the local area.	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of scan.

Program Strategy 2.1: Increase electronic health records (EHR) adoption and the use of health information technology (HIT) to improve performance (pursuant to federal and state guidelines)				
#	Activity	Timeline	Responsible	Deliverables
2	County will recruit providers/health systems to participate in Central Valley Health Information Exchange (CVHIE) to promote reporting on National Quality Forum (NQF) 18 and 59 and standardized clinical quality measures for management and treatment of patients with hypertension.	October 1 2015 - September 30, 2016	PI, HE, and Epidemiologist	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/minutes.
3	County will work with UCD to identify and collect public data for required performance measure 2.1. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.2: Increase the institutionalization and monitoring of aggregated/standardized quality measures at the provider level				
#	Activity	Timeline	Responsible	Deliverables
1	<p>County will work with Health Clinic Subcontractor to identify and provide web links for TA and training to Health Center Controlled networks in the area (or similar health systems) in order to develop and implement toolsets (e.g., clinical quality dashboards) to provide clinicians with public performance data.</p> <p>County will work with Health Clinic Subcontractor to assess capacity for providers and/or health systems, utilizing an evaluation tool created by UCD, to electronically track, monitor and report aggregated/standardized quality measures to the Centers for Medicare and Medicaid Services, CDPH, and others.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of the training materials. an assessment report of the environmental scan.
2	County will work with Health Clinic Subcontractor to convene representatives from county Federally Qualified Health Centers (FQHCs) and CVHIE to develop protocols and processes for monitoring and sharing standardized quality measures at the provider level.	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/ minutes.

Program Strategy 2.2: Increase the institutionalization and monitoring of aggregated/standardized quality measures at the provider level				
#	Activity	Timeline	Responsible	Deliverables
3	County will work with Health Clinic Subcontractor to expand health system EHR analytics or participation in clinical quality dashboards for Health Clinic System patients with hypertension, prediabetes, and diabetes. Promote quality improvement through the implementation of systems that provide relevant and timely patient public data to providers and health systems.	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a summary of systems in use.
4	County will work with UCD to identify and collect public data for required performance measure 2.2. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.3: Increase engagement of non-physician team members in hypertension management in community health care systems				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to conduct environmental scan of providers and hospital/clinic systems and health insurance plans, utilizing an evaluation tool created by UCD, to determine which team members are currently engaging in hypertension management. Results will be used to determine baseline in county.	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Subcontractor will submit to County: <ul style="list-style-type: none"> a list of proposed and interviewed clinic systems. Submit to CDPH: <ul style="list-style-type: none"> a copy of the scan results.
2	Based on scan results, County will work with Health Clinic Subcontractor to promote adoption by Health Clinic System providers of procedures/protocols that support the implementation of comprehensive health care teams. Monitor and track providers that adopt procedures/protocols.	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Subcontractor will submit to County: <ul style="list-style-type: none"> a list of clinic systems that adopted the recommended procedures/protocols Submit to CDPH: <ul style="list-style-type: none"> a copy of adopted procedures/protocols.

Program Strategy 2.3: Increase engagement of non-physician team members in hypertension management in community health care systems				
#	Activity	Timeline	Responsible	Deliverables
3	County will work with Health Clinic Subcontractor to utilize scan results to identify evidence and practice tools to share with the provider community that support the implementation of evidence-based guidelines for hypertension, such as the Million Hearts International (MHI) hypertension protocols (i.e., through local medical society). Identify training and TA needs to facilitate adoption/implementation of tools by Health Clinic Subcontractor.	October 1 2015 - September 30, 2016	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of training materials, and meeting agendas/minutes.
4	County will work with Health Clinic Subcontractor to develop a workgroup and project workplan to fill 1-2 of the evidence gaps specified in The Community Guide at http://www.thecommunityguide.org/cvd/RGteambasedcare.html .	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a summary of the evidence gathered and gap(s) identified.
5	County will work with UCD to identify and collect public data for required performance measure 2.3. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.4: Increase use of self-measured blood pressure monitoring tied with clinical support				
#	Activity	Timeline	Responsible	Deliverables
1	<p>Conduct asset mapping/environmental scans, utilizing an evaluation tool created by UCD, to determine the CBOs or health systems that are currently providing blood pressure and or diabetes screening/monitoring and who they serve (demographics) for baseline and target. Identify blood pressure/diabetes champions from within the community.</p> <p>County will work with Health Clinic Subcontractor to provide assessment or analysis results to augment and enhance Health Clinic System provider's capacity and reach. Analysis should include feasibility and compatibility of self-management programs for hypertension (e.g., <i>Check. Change. Control</i>) with existing community health care programs.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of the scan results. <ul style="list-style-type: none"> a copy of analysis report.

Program Strategy 2.4: Increase use of self-measured blood pressure monitoring tied with clinical support				
#	Activity	Timeline	Responsible	Deliverables
2	County will work with Health Clinic Subcontractor to research model practices, outcomes, and benefits to promote the adoption and EHR use with Health Clinic Systems that include integrated hypertension algorithms and supports for provider prompts/feedback, patient communication, and public data tracking, monitoring, and reporting.	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of sample adopted EHR systems.
3	County will work with UCD to identify and collect public data for required performance measure 2.4. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.5: Implement systems to facilitate identification of patients with undiagnosed hypertension and people with pre-diabetes				
#	Activity	Timeline	Responsible	Deliverables
1	<p>County will work with Health Clinic Subcontractor to conduct asset mapping/environmental scans that determine the CBOs in Health Clinic Subcontractor service areas which are currently providing blood pressure and or diabetes screening/monitoring and who they serve (demographics) for baseline and target. Identify blood pressure/diabetes champions from within the community.</p> <p>County will work with Health Clinic Subcontractor to complete an assessment of Health Clinic System to identify patients with undiagnosed hypertension and/or pre-diabetes, provide referral for education and provider feedback about home blood pressure/blood sugar monitoring, and provider prompts and patient contact system for managing patients with hypertension/blood sugar.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a written summary of the scan, and list of community Champions. <p>a copy of the assessment.</p>
2	County will work with Health Clinic Subcontractor to Develop and implement a plan for improving the system for identifying and monitoring patients with hypertension in Health Clinic System.	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of the plan.

Program Strategy 2.5: Implement systems to facilitate identification of patients with undiagnosed hypertension and people with pre-diabetes

#	Activity	Timeline	Responsible	Deliverables
3	County will work with UCD to identify and collect public data for required performance measure 2.5. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Component 2b: Community Clinical Linkage Strategies to Support Heart Disease and Stroke and Diabetes Prevention Efforts**Program Strategy 2.6: Increase engagement of CHWs to promote linkages between health systems and community resources for adults with high blood pressure and adults with pre-diabetes or at high risk for type 2 diabetes**

#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to conduct an environmental scan utilizing an evaluation tool created by UCD, to assess existing programs that target adults with hypertension and adults with prediabetes or at high risk for type 2 diabetes. Begin with Fresno Metro Ministry's Community Resource Directory. County will assess where CDPH, PHI and other partners currently are with fiscal reimbursement strategies for Community Health Workers (CHWs) within health plans. County will work with Health Clinic Subcontractor to conduct an environmental scan, utilizing an evaluation tool created by UCD of existing clinics, the California Health Workforce Alliance report, and local health care systems to identify which have CHWs or similar staff.	October 1 2015 - September 30, 2016	HE, HES1, HES2, and Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of the scan results.
2	As a result of the health system scan, County will work with Health Clinic Subcontractor to develop a plan to promote systematic change to involve Health Clinic System CHWs to promote linkages between health systems and community resources to improve outcomes for heart disease and diabetes. Coordinate with others working on CHW initiatives for awareness, input, and support. Work with CHWs for their input and guidance on promotional strategies between health systems and community resources. Monitor change.	October 1 2015 - September 30, 2016	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of the plan and a summary of changes made.
3	County will work with UCD to identify and collect public data for required performance measure 2.6. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.7: Increase engagement of community pharmacists in the provision of medication-/self-management for adults with high blood pressure				
#	Activity	Timeline	Responsible	Deliverables
1	County will conduct environmental scan/assessment utilizing an evaluation tool created by UCD to determine which providers, health insurance plans etc. are using pharmacists as part of the team for medication/self-management. Based on the results of the community scan build relationships with health systems to promote inclusion of community pharmacists as part of the health care team.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a copy of the scan results.
2	County will identify and convene appropriate partners to identify and share best practices, including training of pharmacists and mechanism of payment; promoting inclusion of pharmacists in the team for community-based medication reconciliation/reporting to providers and hypertension self-management.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/minutes.
3	County will work with UCD to identify and collect public data for required performance measure 2.7. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.8: Implement systems and increase partnerships to facilitate bi-directional referral between community resources and health systems, including lifestyle change programs				
#	Activity	Timeline	Responsible	Deliverables
1	County will conduct environmental scan utilizing an evaluation tool created by UCD of existing 211 services within Fresno County. Identify current and potential 211 service availability and/or identify other entities that could serve as a source for community referrals to LCPs. County will institute 211 service LCPs for hypertension and pre-diabetes, and/or identify other entities that could serve as a source for community referrals to LCPs. Develop tracking/monitoring system for referrals.	October 1 2015 - September 30, 2016	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a copy of the scan results. a copy of meeting agendas/minutes, 211/referral system service promotion materials, and a summary of the tracking/monitoring system.

Program Strategy 2.8: Implement systems and increase partnerships to facilitate bi-directional referral between community resources and health systems, including lifestyle change programs				
#	Activity	Timeline	Responsible	Deliverables
2	<p>County will work with Health Clinic Subcontractor to conduct assessment of Subcontractor referral practices for patients with a diagnosis of hypertension and prediabetes, and viability of utilizing 211 for referral to LCPs.</p> <p>County will develop and implement a communications plan to assist with communication, awareness, and outreach strategy to maximize reach and impact of 211.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of assessment results. a copy of 211 communication plan.
3	<p>County will work with Health Clinic Subcontractor to educate Health Clinic System providers about community resources available for patients with hypertension and pre-diabetes, and the benefits of using a community referral system, such as 211, within their organization (e.g. utilizing EHR to refer patients to community resources). Determine what resources/systems are needed to ensure bi-directional referrals are made.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a copy of training materials, and 211/referral system service promotion materials.
4	<p>County will work with UCD to identify and collect public data for required performance measure 2.8. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.</p>	October 1 2015 - September 30, 2016	HE, HES1, HES2	<p>Submit to CDPH:</p> <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

YEAR 2**Component 1b: Strategies to build support for healthy lifestyles, particularity for those at high risk, to support diabetes, heart disease and stroke prevention efforts****Program Strategy 1.5: Plan and execute strategic data-driven actions through a network of partners and local organizations to build support for lifestyle change**

#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to refer patients and interested community members to scheduled NDPP classes at health centers.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of classes scheduled, referral and attendance logs (summary numbers only).
2	County will work with Health Clinic Subcontractor to refer patients and interested community members to chapters of TOPS at health centers and nearby CBOs with weekly meetings for members.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of classes scheduled, referral and attendance logs (summary numbers only).
3	County will work with UCD to identify and collect public data for required performance measure 1.5. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 1.6: Implement evidence-based engagement strategies to build support for lifestyle change

#	Activity	Timeline	Responsible	Deliverables
1	Utilizing the Chronic Disease Prevention Messaging Toolkit, County will work with Health Clinic Subcontractor to develop a plan for how partners (CBOs, Fresno County Department of Public Health, Health Clinic Subcontractor, community champions) will work together to conduct outreach/marketing, build support for and increase referrals to NDPP and TOPS. Review and update annually.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of planning meeting agendas/minutes, and the outreach/marketing plan.

Program Strategy 1.6: Implement evidence-based engagement strategies to build support for lifestyle change				
#	Activity	Timeline	Responsible	Deliverables
2	In collaboration with CDPH, County will adapt CDC NDPP communications and marketing materials and mobilize champions to disseminate in target communities as a means to increase reach to and engagement of priority populations. Assess reach and outcomes of lifestyle change strategies and marketing efforts and refine as necessary.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of promotional materials developed, and distribution and reach log.
3	County will work with UCD to identify and collect public data for required performance measure 1.6. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 1.7: Increase coverage for evidence-based supports for lifestyle change by working with network partners				
#	Activity	Timeline	Responsible	Deliverables
1	Based on assessment results, County will develop and implement an action plan to establish or increase insurance coverage of LCPs within county.	October 1 2016 - September 30, 2017	PI, HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> action plan timeline.
2	County will work with UCD to identify and collect public data for required performance measure 1.7. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Component 2a: Health System Interventions to Improve the Quality of Health Care Delivery to Populations with the Highest Hypertension and Pre-diabetes Disparities

Program Strategy 2.1: Increase electronic health records (EHR) adoption and the use of health information technology (HIT) to improve performance (pursuant to federal and state guidelines)				
#	Activity	Timeline	Responsible	Deliverables
1	County will recruit providers/health systems to participate in CVHIE to promote reporting on NQF 18 and 59 and standardized clinical quality measures for management and treatment of patients with hypertension.	October 1 2016 - September 30, 2017	PI, HE, Epidemiologist	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/minutes.

Program Strategy 2.1: Increase electronic health records (EHR) adoption and the use of health information technology (HIT) to improve performance (pursuant to federal and state guidelines)				
#	Activity	Timeline	Responsible	Deliverables
2	County will work with Health Clinic Subcontractor to create and/or adapt existing Patient-centered Medical Home (PCMH) certification materials for use with partners of the California Primary Care Association or the County Medical Society.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of promotional materials, materials distribution log, and meeting agendas/minutes.
3	County will work with UCD to identify and collect public data for required performance measure 2.1. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.2: Increase the institutionalization and monitoring of aggregated/standardized quality measures at the provider level				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to convene representatives from FQHCs and CVHIE in the county to develop protocols and processes for monitoring and sharing standardized quality measures at the provider level.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/ minutes.
2	County will work with Health Clinic Subcontractor to expand health system EHR analytics or participation in clinical quality dashboards for Health Clinic System patients with hypertension, pre-diabetes, and diabetes. Promote quality improvement through the implementation of systems that provide relevant and timely patient public data to providers and health systems.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a summary of systems in use.
3	County will work with UCD to identify and collect public data for required performance measure 2.2. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.3: Increase engagement of non-physician team members in hypertension management in community health care systems				
#	Activity	Timeline	Responsible	Deliverables
1	Based on scan results, County will work with Health Clinic Subcontractor to promote adoption by Health Clinic System providers of procedures/protocols that support the implementation of comprehensive health care teams. County will monitor and track procedures/protocols adopted by providers.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of adopted procedures/protocols.
2	County will work with Health Clinic Subcontractor to Utilize scan results to identify evidence and practice tools to share with the provider community that support the implementation of evidence-based guidelines for hypertension, such as the MHI hypertension protocols i.e., through local medical society. Identify training and TA needs to facilitate adoption/implementation of tools with Health Clinic Systems.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of training materials, and meeting agendas/minutes.
3	County will work with Health Clinic Subcontractor to develop a workgroup and project work plan to fill 1-2 of the evidence gaps specified in The Community Guide at http://www.thecommunityguide.org/cvd/RGteambasedcare.html	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a summary of the evidence gathered and a summary of gap(s) identified.
4	County will work with UCD to identify and collect public data for required performance measure 2.3. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.4: Increase use of self-measured blood pressure monitoring tied with clinical support				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to research model practices, outcomes, and benefits to promote the adoption and EHR use by Health Clinic System that include integrated hypertension algorithms and supports for provider prompts/feedback, patient communication, and public data tracking, monitoring, and reporting.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of sample adopted EHR systems.
2	County will work with UCD to identify and collect public data for required performance measure 2.4. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.5: Implement systems to facilitate identification of patients with undiagnosed hypertension and people with prediabetes				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to develop and implement a plan for improving the system for identifying and monitoring patients with hypertension in Health Clinic System.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of the implementation plan.
2	County will work with UCD to identify and collect public data for required performance measure 2.5. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Component 2b: Community Clinical Linkage Strategies to Support Heart Disease and Stroke and Diabetes Prevention Efforts

Program Strategy 2.6: Increase engagement of CHWs to promote linkages between health systems and community resources for adults with high blood pressure and adults with pre-diabetes or at high risk for type 2 diabetes				
#	Activity	Timeline	Responsible	Deliverables
1	As a result of the health system scan, County will develop a plan to promote systematic change to involve Health Clinic System CHWs to promote linkages between health systems and community resources to improve outcomes for heart disease and diabetes. County will work with Health Clinic Subcontractor to coordinate with others working on CHW initiatives for awareness, input, and support. County will work with CHWs for their input and guidance on promotional strategies between health systems and community resources and monitor change.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of the plan and a summary of changes made.
2	County will work with UCD to identify and collect public data for required performance measure 2.6. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.7: Increase engagement of community pharmacists in the provision of medication-/self-management for adults with high blood pressure				
#	Activity	Timeline	Responsible	Deliverables
1	County will identify and convene appropriate partners to identify and share best practices, including training of pharmacists and mechanism of payment; promoting inclusion of pharmacists in the team for community-based medication reconciliation/reporting to providers and hypertension self-management.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/ minutes.
2	County will work with UCD to identify and collect public data for required performance measure 2.7. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.8: Implement systems and increase partnerships to facilitate bi-directional referral between community resources and health systems, including lifestyle change programs				
#	Activity	Timeline	Responsible	Deliverables
1	County will institute 211 service LCPs for hypertension and prediabetes, and/or identify other entities that could serve as a source for community referrals to LCPs. Develop tracking/monitoring system for referrals.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/ minutes, 211/referral system service promotion materials, and summary of the tracking/monitoring system.
2	County will work with Health Clinic Subcontractor to educate Health Clinic Systems about community resources available for patients with hypertension and pre-diabetes, and the benefits of using a community referral system, such as 211, within their organization (e.g. utilizing EHR to refer patients to community resources). Determine what resources/systems are needed to ensure bi-directional referrals are made.	October 1 2016 - September 30, 2017	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of training materials, and 211/referral system service promotion materials.
3	County will work with UCD to identify and collect public data for required performance measure 2.8. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2016 - September 30, 2017	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

YEAR 3**Component 1b: Strategies to build support for healthy lifestyles, particularity for those at high risk, to support diabetes and heart disease and stroke prevention efforts****Program Strategy 1.5: Plan and execute strategic data-driven actions through a network of partners and local organizations to build support for lifestyle change**

#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to refer patients and interested community members to scheduled NDPP classes at Health Clinic System health centers.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of classes scheduled, referral and attendance logs (summary numbers only).
2	County will work with Health Clinic Subcontractor to refer patients and interested community members to chapters of TOPS at Health Clinic System health centers and nearby CBOs with weekly meetings for members.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of classes scheduled, referral and attendance logs (summary numbers only).
3	County will work with UCD to identify and collect public data for required performance measure 1.5. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 1.6: Implement evidence-based engagement strategies to build support for lifestyle change

#	Activity	Timeline	Responsible	Deliverables
1	Utilizing the Chronic Disease Prevention Messaging Toolkit, County will work with Health Clinic Subcontractor to develop a plan for how partners (CBOs, Fresno County Department of Public Health, Health Clinic System, community champions) will work together to conduct outreach/marketing, build support for and increase referrals to NDPP and TOPS. Review and update annually.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of planning meeting agendas/minutes, the outreach/marketing plan.
2	In collaboration with CDPH and Health Clinic Subcontractor, County will adapt CDC NDPP communications and marketing materials and mobilize champions to disseminate in target communities as a means to increase reach to and engagement of priority populations. Assess reach and outcomes of lifestyle change strategies and marketing efforts and refine as necessary.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of promotional materials developed, distribution and reach log.

Program Strategy 1.6: Implement evidence-based engagement strategies to build support for lifestyle change				
#	Activity	Timeline	Responsible	Deliverables
3	County will work with UCD to identify and collect public data for required performance measure 1.6. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 1.7: Increase coverage for evidence-based supports for lifestyle change by working with network partners				
#	Activity	Timeline	Responsible	Deliverables
1	Based on assessment results, County will develop and implement an action plan to establish or increase insurance coverage of LCPs within county.	October 1 2017 - September 29, 2018	PI, HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> action plan timeline.
2	County will work with UCD to identify and collect public data for required performance measure 1.7. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Component 2a: Health System Interventions to Improve the Quality of Health Care Delivery to Populations with the Highest Hypertension and Prediabetes Disparities

Program Strategy 2.1: Increase electronic health records (EHR) adoption and the use of health information technology (HIT) to improve performance (pursuant to federal and state guidelines)				
#	Activity	Timeline	Responsible	Deliverables
1	County will recruit providers/health systems to participate in CVHIE to promote reporting on NQF 18 and 59 and standardized clinical quality measures for management and treatment of patients with hypertension.	October 1 2017 - September 29, 2018	PI, HE, Epidemiologist	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/minutes.
2	County will work with UCD to identify and collect public data for required performance measure 2.1. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.2: Increase the institutionalization and monitoring of aggregated/standardized quality measures at the provider level				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to convene representatives from FQHCs and CVHIE in the county to develop protocols and processes for monitoring and sharing standardized quality measures at the provider level.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/minutes.
2	County will work with Health Clinic Subcontractor to expand health system EHR analytics or participation in clinical quality dashboards for Health Clinic System patients with hypertension, pre-diabetes, and diabetes. Promote quality improvement through the implementation of systems that provide relevant and timely patient public data to providers and health systems.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a summary of systems in use.
3	County will work with UCD to identify and collect public data for required performance measure 2.2. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.3: Increase engagement of non-physician team members in hypertension management in community health care systems				
#	Activity	Timeline	Responsible	Deliverables
1	Based on scan results, County will work with Health Clinic Subcontractor to promote adoption by Health Clinic System providers of procedures/protocols that support the implementation of comprehensive health care teams. Monitor and track providers who adopt procedures/protocols.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of adopted procedures/protocols.
2	County will work with Health Clinic Subcontractor to utilize scan results to identify evidence and practice tools to share with the provider community that support the implementation of evidence-based guidelines for hypertension, such as the MHI hypertension protocols i.e., through local medical society. Identify training and TA needs to facilitate adoption/implementation of tools with Health Clinic Subcontractor.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of training materials, and meeting agendas/minutes.

Program Strategy 2.3: Increase engagement of non-physician team members in hypertension management in community health care systems				
#	Activity	Timeline	Responsible	Deliverables
3	County will work with Health Clinic Subcontractor to develop a workgroup and project work plan to fill 1-2 of the evidence gaps specified in The Community Guide at http://www.thecommunityguide.org/cvd/RGteambasedcare.html	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a summary of the evidence gathered and gap(s) identified.
4	County will work with UCD to identify and collect public data for required performance measure 2.3. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.4: Increase use of self-measured blood pressure monitoring tied with clinical support				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to research model practices, outcomes, and benefits to promote the adoption and EHR use with Health Clinic System health centers that include integrated hypertension algorithms and supports for provider prompts/feedback, patient communication, and public data tracking, monitoring, and reporting.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of sample adopted EHR systems.
2	County will work with UCD to identify and collect public data for required performance measure 2.4. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.5: Implement systems to facilitate identification of patients with undiagnosed hypertension and people with prediabetes				
#	Activity	Timeline	Responsible	Deliverables
1	County will work with Health Clinic Subcontractor to develop and implement a plan for improving the system for identifying and monitoring patients with hypertension in Health Clinic System.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of the plan.

Program Strategy 2.5: Implement systems to facilitate identification of patients with undiagnosed hypertension and people with prediabetes

#	Activity	Timeline	Responsible	Deliverables
2	County will work with UCD to identify and collect public data for required performance measure 2.5. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Component 2b: Community Clinical Linkage Strategies to Support Heart Disease and Stroke and Diabetes Prevention Efforts**Program Strategy 2.6: Increase engagement of CHWs to promote linkages between health systems and community resources for adults with high blood pressure and adults with pre-diabetes or at high risk for type 2 diabetes**

#	Activity	Timeline	Responsible	Deliverables
1	As a result of the health system scan, County will work with Health Clinic Subcontractor to develop a plan to promote systematic change to involve Health Clinic System CHWs to promote linkages between health systems and community resources to improve outcomes for heart disease and diabetes. Coordinate with others working on CHW initiatives for awareness, input, and support. Work with CHWs for their input and guidance on promotional strategies between health systems and community resources. Monitor change.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD)	Submit to CDPH: <ul style="list-style-type: none"> a copy of the plan and a summary of changes made.
2	County will work with UCD to identify and collect public data for required performance measure 2.6. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.7: Increase engagement of community pharmacists in the provision of medication-/self-management for adults with high blood pressure

#	Activity	Timeline	Responsible	Deliverables
1	Identify and convene appropriate partners to identify and share best practices, including training of pharmacists and mechanism of payment; promoting inclusion of pharmacists in the team for community-based medication reconciliation/reporting to providers and hypertension self-management.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/ minutes.

Program Strategy 2.7: Increase engagement of community pharmacists in the provision of medication-/self-management for adults with high blood pressure

#	Activity	Timeline	Responsible	Deliverables
2	County will work with UCD to identify and collect public data for required performance measure 2.7. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.

Program Strategy 2.8: Implement systems and increase partnerships to facilitate bi-directional referral between community resources and health systems, including lifestyle change programs

#	Activity	Timeline	Responsible	Deliverables
1	County will institute 211 services LCPs for hypertension and pre-diabetes, and/or identify other entities that could serve as a source for community referrals to LCPs. Develop tracking/monitoring system for referrals.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a copy of meeting agendas/minutes, 211/referral system service promotion materials, and a summary of the tracking/monitoring system.
2	County will work with Health Clinic Subcontractor to educate Health Clinic System providers about community resources available for patients with hypertension and pre-diabetes, and the benefits of using a community referral system, such as 211, within their organization (e.g. utilizing EHR to refer patients to community resources). Determine what resources/systems are needed to ensure bi-directional referrals are made.	October 1 2017 - September 29, 2018	HE, HES1, HES2, Health Clinic Subcontractor (TBD),	Submit to CDPH: <ul style="list-style-type: none"> a copy of training materials, and 211/referral system service promotion materials.
3	County will work with UCD to identify and collect public data for required performance measure 2.8. Attend required webinars and trainings on public data collection and performance measures sponsored by CDPH.	October 1 2017 - September 29, 2018	HE, HES1, HES2	Submit to CDPH: <ul style="list-style-type: none"> a compilation of public data collected, and a copy of event agendas.