

Pre-Proposal Conference for Request for Proposal (RFP) for Core Healthcare Services For the County of Loudoun, VA



November 22, 2019

Agenda

- **RFP Overview**
- **Offeror's Minimum Qualifications**
- **Proposal Submission Format**
- **Award Schedule**

Rules and Regulations

- The County Procurement Process is governed by the Code of Virginia, Volume 1, Title 2.2, Chapter 43 of the Virginia Public Procurement Act (VPPA). This provides for:
 - All qualified vendors have access to public contracts
 - Maximum competition
 - Formal process required for goods and nonprofessional services if over \$100,000 and professional services if over \$60,000
 - Competitive negotiation (RFP) - award to “best proposal” (Required for professional services*)
 - The VPPA also dictates what Procurement can and cannot do and is reflected in the County Procurement Resolution

Offeror's Minimum Qualifications

4.0 OFFEROR'S MINIMUM QUALIFICATIONS

Offerors must demonstrate that they have the resources and capability to provide the materials and services as described herein. *All offerors must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation shall be cause for proposal to be deemed non-responsible and rejected.*

The following criteria shall be met in order to be eligible for this Contract:

4.1 Offerors shall submit documentation with their proposal responses that demonstrate that their services are provided within Loudoun County.

4.2 Provide documentation that demonstrates the required licensing to provide the designated services in the Commonwealth of VA.

4.3 Demonstrate that the offeror has a minimum of five (5) years of experience in delivering critical direct care services in the areas of free medical services, and/or reduced fee comprehensive primary care services, and/ or reduced fee comprehensive adult dental services to vulnerable populations in Loudoun. Services are delivered regardless of age, color, disability, gender identity, genetic information, national origin, political affiliation, race, religion, sex, sexual orientation, or citizenship status.

4.4 Provide at least three references that demonstrate the offeror has a record of high quality performance and organizational and fiscal stability for the past five (5) years.

Proposal Submission Format

Offerors are to make written proposals that present the offeror's qualifications and understanding of the work to be performed. Offerors shall address each of the specific evaluation criteria listed below, in the following order. Failure to include any of the requested information may be cause for the proposal to be considered nonresponsive and rejected.

An offeror may submit a proposal for Free Medical Services, Reduced Fee Comprehensive Medical Home, or Reduced Fee Comprehensive Adult Dental Services or may respond to all of the services contained in Section 5.0 of the RFP. Each proposal shall be submitted in the format below.

8.1 Proposal Submission Form

8.2 Proof of Authority to Transact Business Form

8.3 "How did you Hear" Form

8.4 Rider Clause Form

8.5 Table of Contents

Proposal Submission Format (Cont.)

8.6 Executive Summary Letter to include:

- A. A commitment to perform the work as required in the RFP with a clear indication as to which services the offeror proposes to provide (i.e. Free Medical Services, Reduced Fee Comprehensive Medical Home, and/ or Reduced Fee Comprehensive Adult Dental Services).
- B. A statement as to why the offeror believes itself to be the best qualified to perform the work.
- C. Any uniquely specific information the offeror wishes to highlight.

8.7 Minimum Qualifications documentation (Section 4.0)

- A. Provide documentation supporting each criterion listed in Section 4.

Proposal Submission Format (Cont.)

8.8 Ability to meet or exceed all requirements in Section 5.0 for the service(s) to be offered (5.1, 5.2, and/ or 5.3)

A. For each service to be offered (5.1, 5.2, and/ or 5.3), describe offeror's previous experience and future capability to demonstrate expert knowledge and skill in performance of any or all of the following listed tasks:

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1. Free Medical Services (5.1): Provide integrated medical and mental healthcare services, at no charge, to at least 850 uninsured, low-income, adult residents of Loudoun County.

2. Reduced Fee Comprehensive Medical Home (5.2): Provide an affordable medical home to at least 15,000 low income, uninsured Loudoun County children and adults to reduce barriers to receiving comprehensive medical, behavioral, dental, laboratory, and pharmaceutical services.

3. Reduced Fee Comprehensive Adult Dental Services (5.3): Provide access to comprehensive oral health care services to least 450 new or existing low-income and uninsured Loudoun County adult patients

B. For all criteria in Sections 5.4 through 5.14, describe offeror's capacity to meet or exceed minimum qualifications listed.

Proposal Submission Format (Cont.)

C. Provide 5 outcomes anticipated to result from services in Attachment #1, Evaluation Plan, provided herein.

D. Provide most recent three (3) years of audited financial statements.

8.9 Staffing, credentials and related experience

A. Describe the staff and other resources to be assigned to this contract.

Include resumes for key frontline and supervisory staff assigned to or funded by the contract.

B. Describe the makeup and function of the Board of Directors, including their meeting frequency and governance roles.

8.10 Compliance with Contract Terms and Conditions

A. Provide a statement of compliance with the Contract Terms and Conditions as contained in Section 6.0.

B. Specifically list any deviations and provide justification. (Please note that the County will not accept any language that requires the County to indemnify and/or hold harmless the Offeror.)

8.11 Cost of Services

A. Provide offeror's costs in Attachment #3 – Price Proposal, provided herein.

Contract Award Schedule



Issue Date:	November 12, 2019
Pre-Proposal Meeting:	November 22, 2019 at 1:00 p.m.
Questions Deadline:	December 3, 2019 at 12:00 p.m.
Proposals Due:	December 17, 2019
Contract Award:	April 2020
Effective Date:	July 1, 2020
Kick-Off Meeting:	Prior to the Effective Date

Questions

Diane Smith

Assistant Purchasing Agent

(571) 258-3190

(703) 771-5097 (Fax)

E-mail address: diane.smith@loudoun.gov

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site: www.loudoun.gov/procurement