



**DESERT HEALTHCARE DISTRICT  
PROGRAM COMMITTEE  
Program Committee Meeting  
March 08, 2022  
5:00 P.M.**

In lieu of attending the meeting in person, members of the public will be able to participate by webinar by using the following Zoom link:

<https://us02web.zoom.us/j/82033304557?pwd=UmUvZHJvUnFRQVkreCtoRTFEMWp5Zz09>  
**Password: 555578**

Participants will need to download the Zoom app on their mobile devices. Members of the public may also be able to participate by telephone, using the follow dial in information:

Dial in #:(669) 900-6833 To Listen and Address the Board when called upon:  
**Webinar ID: 820 3330 4557**

<i>Page(s)</i>	<b>AGENDA</b>	<i>Item Type</i>
	<b>I. Call to Order – Vice-President/Secretary Evett PerezGil, Committee Chairperson</b>	
1-2	<b>II. Approval of Agenda</b>	<b>Action</b>
3-5	<b>III. Meeting Minutes</b> 1. February 08, 2022	<b>Action</b>
	<b>IV. Public Comments</b> At this time, comments from the audience may be made on items <u>not</u> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.	
6	<b>V. Old Business</b> 1. Grant Payment Schedule	Information
	<b>VI. Program Updates</b> 1. Progress and Final Reports Update	Information
7-15	<b>VII. Old Business</b> 1. RFQ/RFP Process and Timeline for a Mobile Clinic Operator	Information



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- VIII. **Committee Member Comments** Information
- IX. **Adjournment**  
Next Scheduled Meeting April 12, 2022



**DESERT HEALTHCARE DISTRICT  
PROGRAM COMMITTEE MEETING  
MEETING MINUTES  
February 08, 2022**

<b>Directors Present via Video Conference</b>	<b>District Staff Present via Video Conference</b>	<b>Absent</b>
Chair/Vice-President/Secretary Evett PerezGil President Karen Borja Director Carmina Zavala	Conrado E. Bázquez, MD, Chief Executive Officer Chris Christensen, CAO Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Jana Trew, Senior Program Officer, Behavioral Health Meghan Kane, Senior Program Officer, Public Health Andrea S. Hayles, Clerk of the Board	

<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>I. Call to Order</b>	The meeting was called to order at 5:00 p.m. by Chair PerezGil.	
<b>II. Approval of Agenda</b>	Chair PerezGil asked for a motion to approve the agenda.	<b>Moved and seconded by President Borja and Director Zavala to approve the agenda. Motion passed unanimously.</b>
<b>III. Meeting Minutes</b> <b>1. January 11, 2022</b>	Chair PerezGil asked for a motion to approve the January 11, 2022, meeting minutes.	<b>Moved and seconded by President Borja and Director PerezGil to approve the January 11, 2022, meeting minutes. Motion passed unanimously.</b>
<b>IV. Public Comment</b>	There were no public comments.	
<b>V. Old Business</b>  <b>1. Grant Payment Schedule</b>	Chair PerezGil inquired on any questions of the committee concerning the grant payment schedule for the current fiscal year.	
<b>VI. Program Updates</b>  <b>1. Progress and Final Reports Update</b>	President Borja inquired on the details of the report for Grant Makers Concerned with Immigrants and Refugees (GCIR) report. Donna Craig, Chief	

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	<p>Program Officer, described GCIR’s funding distribution to Alianza to assist 1,260 Coachella Valley households, and the demographic data by gender, race, age, college enrollment, occupation, and the most significant financial needs. However, specific geography, such as cities of residence was not collected due to households concerned with immigration status further explaining the funding distribution to each residence.</p> <p>President Borja added that gaps of information, for instance, salaries of the primary occupations of employment in the Coachella Valley, difficulties with the evaluation if GCIR returns for additional funding, and unanswered questions with similar organizations, such as GCIR requesting funding for the Coachella Valley in the form of pass-through funding support.</p>	
<p><b>VII. Grant Funding Requests</b></p> <p><b>1. Grant # 1306 Olive Crest – General Support for Counseling and Mental Health Services to Vulnerable Children and Families in the Coachella Valley – \$123,451 (Strategic Plan Alignment - Goal #3: Proactively expand community access to behavioral/mental</b></p>	<p>Donna Craig, Chief Program Officer, described Olive Crest’s grant request for general support for counseling and mental health services to vulnerable children and families in the Coachella Valley.</p> <p>Tracy Fitzsimmons, Executive Director, Inland and Desert Communities, described the programs in the Coachella Valley and throughout Riverside with</p>	<p><b>Moved and seconded by President Borja and Director Zavala to forward to the Board for approval Grant #1306 Olive Crest – General Support for Counseling and Mental Health Services to Vulnerable Children and Families in the Coachella Valley – \$123,451. Motion passed unanimously.</b></p>

DESERT HEALTHCARE DISTRICT  
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<p>health services. <b>Strategy# 3.3: Provide funding to CBOs enabling an increase in the number and the geographic dispersion of sites providing behavioral/mental health services (consider co-location with other health services)</b></p>	<p>the intersection of a new counseling center, in-kind resources, and amounts from pass-through dollars, including the 2023 50<sup>th</sup> Anniversary celebration for more visibility, further explaining the sustainability of the organization.</p>	
<p><b>VIII. Committee Members Comments</b></p>	<p>There were no committee member comments</p>	
<p><b>IX. Adjournment</b></p>	<p>Chair PerezGil adjourned the meeting at 5:15 p.m.</p>	<p><b>Audio recording available on the website at <a href="http://dhcd.org/Agendas-and-Documents">http://dhcd.org/Agendas-and-Documents</a></b></p>

ATTEST: \_\_\_\_\_  
 Evett PerezGil, Chair/Vice-President/Secretary  
 Program Committee

*Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board*

DESERT HEALTHCARE DISTRICT								
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE								
February 28, 2022								
TWELVE MONTHS ENDING JUNE 30, 2022								
Grant ID Nos.	Name	Approved Grants - Prior Yrs	6/30/2021 Bal Fwd	Current Yr 2021-2022	Total Paid Prior Yrs July-June	Total Paid Current Yr July-June	Open BALANCE	
2014-MOU-BOD-11/21/13	Memo of Understanding CVAG CV Link Support	\$ 10,000,000	\$ 6,660,000		\$ -		\$ 6,660,000	
2019-994-BOD-05-28-19	One Future Coachella Valley - Mental Health College & Career Pathway Development - 2 Yr	\$ 700,000	\$ 148,750		\$ 148,750		\$ -	
2020-1085-BOD-05-26-20	Olive Crest Treatment Center - General Support for Mental Health Services - 1 Yr	\$ 50,000	\$ 5,000		\$ 5,000		\$ -	
2020-1057-BOD-05-26-20	Desert Cancer Foundation - Patient Assistance Program - 1 Yr	\$ 150,000	\$ 15,000		\$ 15,000		\$ -	
2020-1139-BOD-09-22-20	CSU San Bernardino Palm Desert Campus Street Medicine Program - 1 Yr	\$ 50,000	\$ 5,000		\$ (528)		\$ 5,528	
	Unexpended funds Grant #1139						\$ (5,528)	
2020-1135-BOD-11-24-20	Hope Through Housing Foundation - Family Resilience - 1 Yr	\$ 20,000	\$ 2,000		\$ -		\$ 2,000	
2020-1149-BOD-12-15-20	Voices for Children - Court Appointed Special Advocate Program - 1 Yr	\$ 40,000	\$ 22,000		\$ 22,000		\$ -	
2021-1136-BOD-01-26-21	Ronald McDonald House Charities - Temporary Housing & Family Support Services - 1 Yr	\$ 119,432	\$ 65,688		\$ 53,744		\$ 11,944	
2021-1147-BOD-01-26-21	Alzheimer's Association - Critical Program Support - 1 Yr	\$ 33,264	\$ 18,295		\$ 14,969		\$ 3,326	
2021-1162-BOD-01-26-21	Joslyn Center - Wellness Center Program Support - 1 Yr	\$ 109,130	\$ 60,022		\$ 49,108		\$ 10,914	
2021-1170-BOD-02-23-21	Jewish Family Services - Mental Health Counseling for Underserved Residents - 1 yr	\$ 80,000	\$ 44,000		\$ 36,000		\$ 8,000	
2021-1141-BOD-03-23-21	Martha's Village & Kitchen - Homeless Housing With Wrap Around Services - 1 Yr	\$ 210,905	\$ 115,998		\$ 94,907		\$ 21,091	
2021-1171-BOD-03-23-21	Blood Bank of San Bernardino/Riverside Counties - Bloodmobiles for Coachella Valley - 18 Months	\$ 150,000	\$ 82,500		\$ 67,500		\$ 15,000	
2021-1174-BOD-03-23-21	Mizell Center - Geriatric Case Management Program	\$ 100,000	\$ 55,000		\$ 45,000		\$ 10,000	
2021-1266-BOD-04-27-21	Galilee Center - Our Lady of Guadalupe Shelter - 1 yr	\$ 150,000	\$ 82,500		\$ 67,500		\$ 15,000	
2021-1277-BOD-04-27-21	Lift To Rise - United Lift Rental Assistance 2021 - 8 Months	\$ 300,000	\$ 210,000		\$ 180,000		\$ 30,000	
2021-1280-BOD-05-25-21	Desert AIDS Project - DAP Health Expands Access to Healthcare - 1yr	\$ 100,000	\$ 55,000		\$ 45,000		\$ 10,000	
2021-21-02-BOD-06-22-21	Carry over of remaining Fiscal Year 2020/2021 Funds*	\$ 1,854,873	\$ 1,854,873		\$ 645,115		\$ 1,209,758	
2021-1296-BOD-11-23-21	Coachella Valley Volunteers In Medicine - Improving Access to Healthcare Services - 1 Yr			\$ 154,094		\$ 69,342	\$ 84,752	
2021-1289-BOD-12-21-21	Desert Cancer Foundation - Patient Assistance Program - 1 Yr			\$ 150,000		\$ 67,500	\$ 82,500	
2022-1301-BOD-01-25-22	UCR Regents - Community Based Interventions to Mitigate Psychological Trauma - 1 Yr			\$ 113,514		\$ 51,081	\$ 62,433	
2022-1302-BOD-01-25-22	Vision To Learn - Palm Springs, Desert Sands, and Coachella Valley School Districts 1 Yr			\$ 50,000		\$ 22,500	\$ 27,500	
2022-1303-BOD-01-25-22	CSU San Bernardino Palm Desert Campus Street Medicine Program - 1 Yr			\$ 54,056		\$ 24,325	\$ 29,731	
2022-1306-BOD-02-22-22	Olive Crest Treatment Center - General Support for Mental Health Services - 1 Yr			\$ 123,451		\$ -	\$ 123,451	
							\$ -	
<b>TOTAL GRANTS</b>		<b>\$ 14,217,604</b>	<b>\$ 9,501,626</b>	<b>\$ 645,115</b>	<b>\$ 1,489,065</b>	<b>\$ 234,748</b>	<b>\$ 8,417,400</b>	
<b>Amts available/remaining for Grant/Programs - FY 2021-22:</b>								
<b>Amount budgeted 2021-2022</b>			\$ 4,000,000				G/L Balance:	2/28/2022
<b>Amount granted through February 28, 2022:</b>			\$ (645,115)				2131	\$ 3,427,400
Mini Grants:	1293; 1294		\$ (10,000)				2281	\$ 4,990,000
Financial Audits of Non-Profits			\$ -					
Net adj - Grants not used:	FY20-21 Funds, 1124, 1139		\$ 1,873,147				<b>Total</b>	<b>\$ 8,417,400</b>
Matching external grant contributions			\$ -					\$ (0)
<b>Balance available for Grants/Programs</b>			<b>\$ 5,218,032</b>					

\* Value listed in Total Paid column reflects funds granted from carryover funds. Actual grant payments will be reflected under the respective grant.



**DESERT HEALTHCARE**  
**DISTRICT & FOUNDATION**

Date: March 8, 2021

To: Program Committee

Subject: Medical Mobile Unit-Request For Proposals (RFP)

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**Staff Recommendation:** Informational item only

**Background:** The Coachella Valley Equity Collaborative efforts to mitigate the impact of the current COVID-19 epidemic has increased the participation of underserved community residents in COVID-19 testing and vaccinations. By addressing and reducing barriers to access like transportation and increasing the proximity of health and wellness programs and/or services to where community residents live, work, and pray have demonstrated a need to continue this strategy and service delivery model.

On May 25, 2021, the DHCD Board of Directors approved \$336,500 for the acquisition of a medical mobile unit. The addition of a mobile unit to the DHCD would increase the District's visibility throughout the Coachella Valley. Staff solicited quotes from multiple manufacturers and selected the quote from Magnum Mobile Specialty Vehicles of \$170,000 for a 26ft. medical mobile unit, which includes two examinations rooms, along with a full restroom. The remaining approved funds will be utilized for ongoing operational and maintenance costs. The project delivery date is slated for July 2022.

**Update:**

Legal counsel met with staff and discussed the Mobile Health Care Services Act under the CA Health and Safety Code sections 1765.101-1765.75, which states that a mobile unit may operate as one of the following:

- (a) As an adjunct to a licensed health facility or to a licensed clinic.
- (b) As an independent-freestanding clinic
- (c) As an "other" type of approved mobile unit.

As a means to explore all options stated in the Mobile Health Care Services Act, staff is drafting a Request for Proposals (RFP) that will be released to receive bids on the licensing, management, and operation of the medical mobile unit.

**Fiscal Impact:**

\$336,500 of which \$175,000 will come from The Coachella Valley Resource Conservation District (CVRCD) grant.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

## Request for Proposals

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**Date:** March 1, 2022

**Request for Proposal #:** 2022-001

**Project:** Medical Mobile Unit

**Projected Start Date:** July 1, 2022

<b>SECTION I – SUMMARY.....</b>	<b>1</b>
<b>SECTION II – BACKGROUND.....</b>	<b>2</b>
<b>SECTION III – GENERAL DESCRIPTION OF SERVICES.....</b>	<b>3</b>
<b>SECTION IV – SUBMISSION REQUIREMENTS.....</b>	<b>4</b>
<b>SECTION V – SUBMISSION CONTENTS.....</b>	<b>6</b>
<b>SECTION VI – PROPOSAL EVALUATION.....</b>	<b>8</b>
<b>SECTION VII – TIMELINE.....</b>	<b>8</b>

### SECTION I – SUMMARY

The Desert Healthcare District (“District”) accepted and matched a grant award from the Coachella Valley Resource Conservation District to purchase and operate a 26ft. medical mobile unit, that includes two examinations rooms, along with a full restroom to make mobile healthcare and health education programs and services available to residents in underserved and rural areas of the Coachella Valley. The addition of a mobile unit will continue to build upon the remarkable progress accomplished by the Coachella Valley Equity Collaborative’s COVID-19 response by collaborating with community-based organizations, faith-based organizations, governmental agencies, business owners, and medical providers to address health equity by reducing barriers to access like transportation, days and hours of the provision of services, and the proximity of services.

The District is seeking vendor(s) to operate a medical mobile unit in the Coachella Valley. The selected vendor will be responsible for:

- License, manage, and operate the medical mobile unit.
- Provide ongoing medical and health education programs and services in medically underserved areas and rural communities of the Coachella Valley.
- Establish partnerships with other healthcare providers to increase the utilization and reach of the medical mobile unit.

The medical mobile unit will be equipped to provide health screenings, preventive medical services, basic medical services, health education, medical consultations, and telemedicine that is lacking in medically underserved areas of the Coachella Valley, where limited or no health services are available. Addressing and reducing barriers to access like transportation, day/hours of operations, and increasing the proximity of health and wellness services to where community residents live, work, and pray, have demonstrated increased participation within community residents, who typically didn't have access.





**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

The District may select one or more qualified organizations to provide the services sought in this Request for Proposals (“RFP”) to support ongoing efforts to improve access to health and wellness programs and services in the Coachella Valley.

To respond to this RFP, an interested organization should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to:

Alejandro Espinoza, Chief of Community Engagement

**Desert Healthcare District and Foundation**  
**41-550 Eclectic Way., Palm Desert, CA 92260**  
[aespinoza@dhcd.org](mailto:aespinoza@dhcd.org)

**Requests for Proposals must be submitted and received 4:00 p.m. on Friday, April 1, 2022 (“deadline”).  
Late submissions will not be considered.**

The Request for Proposal must address all information requested in this document. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. **Any questions regarding this RFP should be submitted through email to Alejandro Espinoza, Chief of Community Engagement [aespinoza@dhcd.org](mailto:aespinoza@dhcd.org)**

## **SECTION II – BACKGROUND**

### **A. Overview**

The Desert Healthcare Foundation accepted and matched a grant award from the Coachella Valley Resource Conservation District to purchase and operate a 26ft. medical mobile unit, that includes two examinations rooms, along with a full restroom to make mobile healthcare and health education programs and services available to residents in underserved and rural areas of the Coachella Valley. The addition of a mobile unit will continue to build upon the remarkable progress accomplished by the Coachella Valley Equity Collaborative’s COVID-19 response by collaborating with community-based organizations, faith-based organizations, governmental agencies, business owners, and medical providers to address health equity by reducing barriers to access like transportation, days and hours of the provision of services, and the proximity of services.

The medical mobile unit will be equipped to provide health screenings, preventive medical services, basic medical services, health education, medical consultations, and telemedicine that is lacking in medically underserved areas of the Coachella Valley, where limited or no health services are available. Addressing and reducing barriers to access like transportation, day/hours of operations, and increasing the proximity of health and wellness services to where community residents live, work, and pray, have demonstrated increased participation within community residents, who typically didn't have access.

## SECTION III – GENERAL DESCRIPTION OF SERVICES

### A. Statement of Need

The selected vendor(s) will have the experience, capacity, and resources to provide the following services to support the District's ongoing efforts to increase equitable access to health and wellness programs and services in the Coachella Valley.

1. Mobile Vehicle Capability
  - a. Contractor(s) shall license, manage, and operate the medical mobile unit in compliance with the State of California and Federal regulations.
  - b. Contractor(s) shall provide mobile healthcare and health education services to residents in medically underserved and rural communities within the Desert Healthcare District geographic boundaries.
2. Wrap-around Services to Include Waste Management and Medical Waste Management
  - a. Contractor(s) shall provide and manage site support, medical equipment, medical staff, waste management, medical waste management, wrap-around services, and management to operate the mobile clinic.
    - i. Tables, chairs, tents, check-in/administration facilities, freezer/refrigerator, and other mobile unit support to make the site functional for operations.
    - ii. Auxiliary power source to support equipment, and lighting as applicable.
    - iii. Policy and procedures for mobile health services.
    - iv. Written emergency medical protocol with policies, procedures, and standing orders, as well as appropriate equipment and medications.
    - v. Medical waste management \*
    - vi. Other: The contractor(s) shall provide all required wrap services to include auxiliary power, operations and maintenance, signage, and freezer/refrigerator when necessary.

*\*Contractor(s) are responsible for complying with regulated medical waste management requirements, including those for packaging, transportation, storage, treatment, and disposal in compliance with existing state regulations.*

3. Field Operations
  - a. Upon receipt of Notice to Proceed, the Contractor(s) shall mobilize and deploy all approved personnel to provide services in the community.
  - b. Ensure appropriate information technology (IT) support is available as needed.
  - c. The Contractor(s) shall be prepared to provide extended work schedules, including weekends and holidays.

- d. The Contractor(s) shall establish partnerships with other agencies (e.g. Coachella Valley Volunteers in Medicine, CSUSB Street Medicine program).
  - e. The Contractor(s) shall ensure the Mobile Clinic is available to community members at least four (4) days per week.
4. Reporting
    - a. Contractor(s) shall provide a monthly report on activities performed by the Mobile Clinic.
  5. Registration
    - a. Contractor(s) shall coordinate the registration process through the State of California Department of Health processes.
  6. Other Requirements
    - a. The Contractor shall have the necessary staffing to meet operational requirements at the site performed by the Contractor.
    - b. The Contractor shall maintain liability insurance for \_\_\_\_\_ (Need assistance from Donna, Chris, or Jeff here)
    - c. The Contractor(s) shall have the necessary PPE for all Contractor(s) staff and volunteers.

**Desired Qualifications:**

1. Licensed medical provider
2. Must be located and operate within the Coachella Valley
3. Demonstrated current experience working with organizations and community members to implement initiatives and/or policies intended to improve access to medical services and health education.
4. Capacity, staffing, and resources to operate a medical mobile unit

**SECTION IV – SUBMISSION REQUIREMENTS**

**A. General**

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for the rejection of this submission.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the submission preparation period before the deadline. If changes are made, you will be notified via email.
5. The District reserves the right to reject any and all submissions.
6. All questions must be in written form and submitted via email no later than **4:00 p.m. on Tuesday, March 29, 2022**. Organizations will not be able to submit questions after this time. All questions will be answered in writing via email by **5:00 p.m. on Thursday, March 31, 2022**.
7. The cost for developing the proposal is the responsibility of the responding organization and shall not be billable to the District.

## **B. Submittal of Proposals**

All statements of qualifications must be submitted according to the specifications set forth in Section V (A) – Contents of Proposals and this section. Failure to adhere to these specifications may be cause for the rejection of the submission.

1. Deadline – All proposals are due no later than **4:00 p.m. on Friday, April 1, 2022**, and should be submitted via email to:

Alejandro Espinoza, Chief of Community Engagement  
Desert Healthcare District and Foundation  
41-550 Eclectic Way., Palm Desert, CA 92260  
[aespinoza@dhcd.org](mailto:aespinoza@dhcd.org)

2. Uploading large documents may take significant time, depending on the size of the file(s) and Internet connection speed. Bidders should plan sufficient time before the deadline to finalize their submissions and to complete the uploading process. Bidders will not be able to submit documents after the deadline. Proposals received after the deadline will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the responding organization.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal deadline.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, is not in the prescribed format, or is not signed by an individual authorized to represent the organization.
6. Disposition of the Submissions – All responses to this RFP become the property of the District and will be kept confidential until a recommendation for the award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals may be altered up until the deadline. Proposals may not be modified after the deadline.

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## SECTION V – SUBMISSION CONTENTS

### A. Contents of Proposal

Submitted proposals should follow the format outlined below and include all requested information. Please number your responses exactly as the items are presented here, except work samples, which should be included in a separate appendix.

#### 1. Experience, Structure, Personnel

a. Contact Information – Provide the following information about the organization:

- Address and telephone number of the organization
- Name of organization’s representative designated as the contact and email address
- Name of project manager, if different from the individual designated as the contact

b. Organization History – Provide a brief history of your organization, include any experience working with organizations that strongly support diversity and equitable practices, policies, and procedures. Describe the technical capabilities of the organization in all areas relevant to the services sought through this RFP.

c. Assigned Personnel – List all key personnel who would be assigned to the District projects by position and duties. Provide descriptions of education and training, along with a summary of experience in providing services similar to those sought through this RFP.

d. Subcontractors – List any subcontractors that will be used and the work to be performed by them.

e. Conflict of Interest – Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The District reserves the right to consider the nature and extent of such work in evaluating the proposal.

f. Additional Information – Provide any other information that the organization wishes the District to consider in evaluating the submission.

#### 2. Budget

Budget must be submitted using the [budget template](#) from the Desert Healthcare District and Foundation. Program/project budgets must include each line item for which support is being requested. Be sure to complete all three worksheets of the budget template.

A detailed narrative of project expenses must be included; a section of the spreadsheet was created for the budget narrative. For each line item in the budget, please provide a detailed description of how the requested funds will be used.

**Please note:** Line items may not be added or changed without a grant amendment and prior authorization is required for transferring funds (<10%) between existing line items.

a. Operational Costs

- **Total Staffing Costs:** All employees' salaries and professional services/consultants allocated to the program/project.
- **Equipment:** Include all equipment purchases. Itemize each item purchased and its cost. (Capital expenses are on hold.)
- **Supplies:** Include the cost of all supplies, including office supplies, related to the program/project.
- **Printing/Duplication:** Include such items as printing, copying, and publication services.
- **Mailing/Postage:** Any mailing and postage expenses, related to the program/project.
- **Travel/Mileage:** Include any travel expenses associated with the grant. The mileage rate is based on the current IRS mileage rate.
- **Education/Training:** Specific to the program/project and workforce development to increase the capacity of the organization.
- **Office/Rent/Mortgage:** Include line items for facility costs incurred by the program/project.
- **Telephone/Facsimile/Internet:** Include phone, fax, and electronic communications, incurred by the program.
- **Utilities:** Include line items for the cost of utilities incurred by the facility(ies) used by the program/project.
- **Insurance:** List any insurance needs for the implementation of the program/project.
- **Other facility costs:** Account for any other facility costs not already listed.
- **Other program costs:** Account for any other program costs not already listed.

b. Labor Costs

- **Employee Position/Title:** Identify each employee position/title, annual salary, percentage of time allocated to the program/project (i.e., 1.0 FTE, 0.5 FTE), and actual salary. **(Please describe in detail the scope of work and duties for each employee in the budget narrative)**
- **Employee Benefits:** Include a total percentage and amount of all related benefits for ALL previously listed employees. **(Please describe in detail the employee benefits including the percentage and salary used for calculation in the budget narrative)**

- *Professional Services/ Consultants:* Provide the company and staff title, along with the hourly, hours/week worked, and/or monthly fees for any professional service or consultants. **(Please describe in detail the scope of work for each professional service/consultant in the budget narrative.**

## SECTION VI – PROPOSALS EVALUATION

In evaluating proposals submitted pursuant to this RFP, the District places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services
- Experience of the organization and employees to be assigned to District project in general.
- Experience of the organization working with organizations and community members that strongly support diversity and equitable practices, policies, and procedures.
- Demonstrated knowledge and expertise in improving access to health and wellness programs and services.
- Innovative or outstanding work by the organization that demonstrates the organization's unique, creative qualifications to provide medical services through the medical mobile unit.
- Selected organization's staff ability, availability, and facility for working with District directors, officers, and staff.
- Conformity with applicable District policies as noted in the RFP.
- Proposed fee structure relating to services the organization would provide.

The District reserves the right to reject any and all statements of qualifications submitted and/or request additional information.

## SECTION VII – TIMELINE

Date	Activity
March __, 2022	Request for Proposals Released
April 1, 2022	Proposal packages due to the Desert Healthcare District via electronic submission to <a href="mailto:aespinoza@dhcd.org">aespinoza@dhcd.org</a> by 5:00pm.
May, 2022	Strategic Planning Committee reviews staff recommendations.
May, 2022	Board of Directors approves applicant at the March Board Meeting.
July 1, 2022	Contract period begins.