



**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR PROPOSAL (RFP)**

Issue Date: August 12, 2024

Proposal Due Date: August 28, 2024

Proposals Directed To: Beach Cities Health District

Proposal Contact: Kevin Chan, IT Manager

Number of Proposal Copies: 1 printed or 1 electronic copy with attachments

In compliance with this Request for Proposals and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its proposal are complete and accurate as required.

Name and Address of Firm:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Federal Emp. ID# \_\_\_\_\_

Fax #: \_\_\_\_\_

# **BEACH CITIES HEALTH DISTRICT REQUEST FOR PROPOSAL (RFP)**

## **SERVICES FOR Beach Cities Health District**

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## SECTION 1: GENERAL INFORMATION

### 1.1 Purpose

The intent of this Request for Proposal ("RFP") is to enter into a contract with one Vendor who can provide services consistent with the scope of work attached to this document, to Beach Cities Health District, a public agency that serves the cities of Hermosa Beach, Redondo Beach and Manhattan Beach. Vendors must adhere to rigid performance standards that are mission critical to our facility's success. Expertise in the highly sensitive and specialized environment of a public agency is preferred. This document will provide Vendors with the information necessary to prepare and submit proposals for consideration of this service.

Vendors responding to this RFP are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with information and evidence which will enable the evaluation of the information in expectation of awarding a contract in a manner which best serves BCHD. BCHD has the right to use any and all ideas presented in any response to this RFP. BCHD reserves the right to award a contract based solely on what it considers providing the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

### 1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a preventive public health agency serving residents of Manhattan Beach, Hermosa Beach and Redondo Beach through a wide range health and wellness programs, with innovative services and facilities to promote health across the lifespan. The organization strives to develop programs and services that meet our mission:

*To optimize health for our Beach Cities community through innovative and inclusive programs, partnerships and spaces.*

A special district government agency, BCHD spends \$14 million annually in service provisions to the residents.

### 1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Kevin Chan  
Beach Cities Health District  
1200 Del Amo Street  
Redondo Beach, CA 90277  
[kevin.chan@bchd.org](mailto:kevin.chan@bchd.org)  
Voice: (310) 374-3426 Ext: 8366

All responses to this RFP must be delivered to the point of contact shown above. All questions and requests for additional information must be in writing and received through the point of contact shown above (email is acceptable).

## **SECTION 2: SCOPE OF SERVICES**

### **2.1 Scope of Work**

Beach Cities Health District seeks to identify the provider of Information Systems Management to meet current and foreseeable strategic business needs. The primary need at this time is for Vendor to provide a high level of response and resolution time to the user base while maintaining monthly support costs.

For required "Scope of Work" proposal see attachment 6.1

### **2.2 Pricing Schedule**

Vendors are requested to submit specific pricing for each of the areas of service identified in the scope of work.

## **SECTION 3: PROPOSAL FORMAT AND CONTENTS**

To be considered, Vendors shall submit a complete response to this Request for Proposal (RFP) using the format outlined below. Proposals by a joint team or a prime / subcontractor team shall list the full names and addresses of all team members and the proposed relationship / role of each.

### **3.1 Letter of Transmittal**

The prospective Vendor's proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Vendor contractually.

### **3.2 Qualifications and Experience of Firm, Including Subcontractors**

The Vendor shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc... for individual employees of the Vendor or Subcontractor may be supplied.

The firm should have a minimum of 10 years of information systems management and infrastructure support.

The Vendor shall designate a project team comprised of experienced professional and technical staff to competently and efficiently perform the work with either their own personnel, subcontractors, or commitment to hire additional staff. The proposal shall identify the project team composition, project leadership (i.e. principle, project manager), reporting responsibilities, and address how subcontractors will fit into the management structure. As a minimum, the principle in charge and manager shall be designated. Other key personnel may also be designated. The manager must have adequate experience in managing services of similar nature and scope.

### **3.3 Required Disclosures**

In addition to all other requests listed in Section 3 of this RFP, Vendors responding to this RFP will provide the following disclosure:

A disclosure of the Vendor's name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the vendor and the names of key officers and directors of the Vendor. A disclosure providing information regarding any major contract that has been terminated for any reason within the last 5 years by division of vendor /company responding to this RFP.

### **3.4 Insurance Requirements**

Please attach copies of all proof of insurance as described below that qualifies you to provide the service requested.

Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following:

- Comprehensive Public/General Liability
- Worker's Compensation
- Bodily injury & Property Damage
- Comprehensive Automobile Liability
- Property Damage Liability
- Professional Liability Insurance
- Contractual Liability (Hold Harmless Coverage) – Beach Cities Health District to be named as additional insured

## **SECTION 4: SUMMARY OF KEY DATES**

### **4.1 Key Dates**

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates. If changes are made, those Vendors receiving the initial RFP will be notified in writing of those changes.

All questions regarding this bid must be submitted in writing before August 23, 2024 to Kevin.Chan@bchd.org by 5:00 PM. All questions shall be clearly marked "Request for Qualifications with Proposal – Information Services Management" in the e-mail subject.

Questions Deadline

No later than 5 p.m. August 23, 2024

Deadline for Proposals:

No later than 5 p.m. August 28, 2024

#### Proposal Process:

Public Notice Invitations	Aug 15, 22, 2024
Responses reviewed	Aug 30, 2024
Interviews conducted (if required)	Sep 2, 2024 – Sep 10, 2024
Pending Board Approval; commence services	Sep 17, 2024

## **SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS**

Proposals will be evaluated by an interdepartmental review committee based on the following criteria:

- Understanding of the work required by BCHD and the overall objectives.
- Response to questionnaire (included in scope of work)
- Quality, clarity and responsiveness of the proposal.
- Demonstrated competence and professional qualifications necessary for successfully performing the work required by BCHD
- Recent experience in successfully managing agencies of similar size
- References
- Background and related experience of the specific individuals to be assigned to this account
- Proposed compensation

### **5.1 Evaluation Criteria & Award Notice**

BCHD staff will review the responses. Proposals will be received and evaluated on the understanding that the Vendor accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed vendor and its representatives to meet the specified scope of service requirements contained in this RFP.

The evaluation of proposals will include, but may not be limited to, the items listed in this RFP. Additional significant consideration will be given to the quality and comprehensiveness of each vendor's response to this RFP and to pricing for like services.

As reflected above, contract award will not be based solely on price, but on "lowest responsible bidder," a combination of factors as determined to be in the best long-term interest of the District.

After evaluating the proposals and discussing them further with the finalists or the tentatively selected Advisor, the District reserves the right to further negotiate the proposed work and/or method and amount of compensation.

The District reserves the right to conduct personal interviews of any proposer prior to selection. The District will not be liable for any cost incurred by the proposer in connection with such interview (i.e., travel, accommodations, etc.)

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Vendor in any manner necessary to serve the best interests of BCHD. Vendors may be strictly held to the terms submitted in their responses as maximums but may be required to reduce costs depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Vendor and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of

this RFP and the Vendor will be expected to sign a contract with BCHD, consistent with the RFP, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFP at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Vendor to supply information systems management services that BCHD has a right to expect from a Vendor with a good reputation. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFP will solely be conducted through the vendor's point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1.

## **SECTION 6: ATTACHMENTS**

### 6.1 Scope of Work and Questionnaire