

REQUEST FOR PROPOSALS

FOR

Administrative/IT Services And/or Strategic Planning Services

FOR

Eastern Oregon Human Services Consortium

Accepted by

UNION COUNTY

1106 K Avenue
La Grande, Oregon 97850
(541)963-1001

July 28, 2020

INTRODUCTION

The Eastern Oregon Human Services Consortium, hereinafter (EOHSC), is a consortium of mental health programs working cooperatively to address the mental health needs of the region. EOHSC was formed by Intergovernmental Agreement and includes the Counties of Baker, Gilliam, Grant, Harney, Hood River, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler.

EOHSC is seeking a provider of Administrative/IT Services and/or Strategic Planning Services as further described later in this document.

Section 1: RFP Submittal and Closing Date

An electronic RFP response must be received by 5:00 p.m. local time on August 12, 2020. Neither late nor faxed submittals will be acceptable. Firms submitting proposals not in compliance with Section 3 will be considered non-responsive. Submit proposals to:

Union County
Shelley Burgess, Administrative Officer
sburgess@union-county.org

Section 2: Description of Services

EOHSC anticipates that providing the Administrative/IT Services listed below will take no more than 10 hours per week on average over the term of the contract; a similar amount of time is anticipated to provide the Strategic Planning Services. Organization has legal counsel for specific legal questions, but provider should have sufficient knowledge to identify issues and reach out for assistance when they arise. EOHSC will accept proposals for solely Administrative/IT Services or both Administrative/IT and Strategic Planning Services.

Initial term: One year

Administrative/IT Services:

1. Administer two contracts between the Oregon Health Authority (“OHA”) and EOHSC for programs that support prevention and intervention in behavioral health needs.
2. Pay bills/make payments on behalf of EOHSC and do general bookkeeping for the organization.
3. Provide an accounting on how funds are spent to address these needs.
4. Work with the Board of Directors in identifying sub-contractors for services.
5. Prepare annual budget and arrange annual audit.
6. Complete all required reporting for grants, OHA funding, and contracts.

7. Be familiar with public meetings and records law and ensure compliance for the organization, including preparing and posting meeting notices, agendas, and meeting minutes.
8. Attend Board meetings and take minutes.
9. Have a good working relationship with OHA and understanding of behavioral and community mental health programs in Eastern Oregon.
10. Provide IT services to ensure secure document storage and set up and administer an email server for Board members and others.
11. Answer inquiries about EOHSC and its work and function as the interface between the public and EOHSC to the extent necessary.
12. Provide an itemized accounting of time spent on services.

Strategic Planning Services:

1. Work with OHA in determining what Eastern Oregon behavioral and mental health needs are not being met and strategically plan creative ways to address those needs.
2. Promote enhancement of community mental and behavioral health program functions in Eastern Oregon.
3. Ensure that EOHSC is a value-added organization that fills in gaps in the behavioral and mental health system and improves the outcomes for indigent individuals seeking behavioral and mental healthcare in Eastern Oregon.
4. Along with the Board, develop a long-term vision and strategic plan for the organization and detailed steps for its achievement.
5. Provide an itemized accounting of time spent on services.

Section 3: RFP Content Requirements

3.0 Fee Schedule

Provide a per hour cost proposal for Administrative/IT Services
 Provide a per hour cost proposal for Strategic Planning Services

3.1 Capabilities/Experience/References

Outline the proposer’s capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar work. Provide references.
- Internal procedures and/or policies related to work quality.
- Management and organizational structure.
- Capability to perform the work.

3.2 Project Team

Describe the personnel who would work with EOHSC. The response should address the following:

- Extent of principal involvement.
- Name(s) of key member(s) who will be performing the work and their responsibilities.
- Qualifications and relevant individual experience.

Section 4: Proposal Evaluation

4.0 Evaluation Criteria

Each proposal will be evaluated utilizing the following criteria.

Criteria	Maximum Score
A. Experience Performing Similar Work	25
B. Capabilities/Qualifications of Personnel	25
C. Fee Schedule	25
Total Maximum Score:	75

Section 5: General Information

- 5.0** The successful contractor must have Worker’s Compensation Insurance covering work in Oregon.
- 5.1** The County and EOHSC reserves the right to reject any or all proposals, and is not liable for any costs the proposer incurs while preparing or presenting the proposal.
- 5.2** The County and EOHSC reserves the right to cancel this RFP.
- 5.3** The County and EOHSC intends to award a contract to the consultant whose proposal, in the opinion of the EOHSC Board, would be most advantageous to EOHSC.

— ADVERTISEMENT —

**REQUEST FOR PROPOSALS
FOR
Administrative/IT Services And/or Strategic Planning Services**

Union County, Oregon on behalf of The Eastern Oregon Human Services Consortium, hereinafter (EOHSC), is seeking a provider of Administrative/IT Services and/or Strategic Planning Services. EOHSC is a consortium of mental health programs working cooperatively to address the mental health needs of the region. EOHSC was formed by Intergovernmental Agreement and includes the Counties of Baker, Gilliam, Grant, Harney, Hood River, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler.

Electronic copies of the Request for Proposals may be obtained at www.union-county.org or by calling Union County at (541)963-1001. Complete proposals will be accepted electronically until 5:00 p.m. on August 12, 2020.

Published: July 29, 2020.