

Request for Supplier Qualifications (RFSQ)

21-14-HEA-01

Submission Deadline

July 9, 2021

4:00 PM Local Time

Prepared by Cochise County

Procurement Department



On behalf of the Cochise County

HEALTH AND SOCIAL SERVICES

For PEER SUPPORT NAVIGATION AND TRANSPORTATION SERVICES

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1.0 INTENT

Cochise County (“County”) issues this Request for Supplier Qualifications (RFSQ) for the purpose of pre-qualifying vendors to provide Peer Support Navigation and Transportation. This solicitation will result in a vendor available on an as-needed basis, in order to expedite the procurement process for future required work that may be needed in order to maintain day-to-day operations throughout the County. This solicitation will result in a single contract with a single vendor.

The County hereby invites competent vendors to submit Statements of Qualifications (SOQs). Submissions received prior to the closing deadline will be evaluated in accordance with Section 8.0 – Evaluation Criteria. Submissions should only include recent (last five years) and relevant information pertaining to Section 8.0 – Evaluation Criteria. All documentation and data submitted by any vendor shall be in accordance with section 5.0 – Preparation of Response/Required Content and will be handled in accordance with the Arizona State Statutes Applying to Library, Archives and Public Records.

This solicitation includes additional documentation specific to this requirement. See any attached documents for examples of the additional requirements and specifications. The County expects any potential contractors to adhere to the outlined requirements and specifications throughout the life cycle of this requirement and shall enforce standards, terms and condition contained within any documentation within this solicitation and any supporting documents. Any deviations from these requirements must be specifically outlined within the submission and an alternate must be proposed.

The preferred method of communication is through the County e-procurement website:
<https://cochise.bonfirehub.com>.

Inquiries can also be made via email to the following personnel:

Anne Coppola
Contracts Administrator
Cochise County Procurement Department
1415 Melody Lane, Bldg. C
Bisbee, AZ 85603
Office: (520) 432-8394
Fax: (520) 432-8397
ACoppola@cochise.az.gov

Do not contact any other County departments or other County staff directly. Information provided by personnel other than the above contact may be invalid, and statement of qualifications which are submitted in accordance with such information may be declared non-responsive.

2.0 SCOPE OF WORK

The Contractor shall provide all labor, materials, transportation, and technical expertise in order to successfully accomplish the required work outlined within Attachment 2 – Scope of Work to the County’s satisfaction.

3.0 PURPOSE

The County, through this solicitation, is requesting vendors to submit SOQs for the work to be completed in the Scope of Work. The County is not required to make an award based on any information contained within this solicitation. However, the County does anticipate that it will establish a list of at least one (1) qualified vendor resulting from the evaluations of vendor submissions.

4.0 APPROVAL

No award will be made to any vendor without prior approval from the Cochise County Board of Supervisors. The County reserves the right to advertise and process RFSQ up to the time of award and makes no promises or guarantees of an award to any vendor(s) without prior approval from the Cochise County Board of Supervisors.

5.0 PREPARATION OF RESPONSE – REQUIRED CONTENT

Each response to this solicitation will be considered a submission and shall contain the requested information, as outlined within this document and its attached documents. Failure to meet all of the specifications and requirements may result in rejection of your submission or an unsuccessful offer. Additional information may be provided but should be succinct and relevant to the requested information contained within this solicitation, and should not include pricing data, unless relevant to the requested documentation required herein. Excessive and/or extraneous information will not be considered favorably.

5.1 All submittals shall contain the following elements and in the order given:

5.1.1 Proposal/Statement of Qualifications shall include the following information:

- A. Qualification Statement - A detailed description of your firm’s qualifications and how those qualifications will enable your firm to complete the services as specified through this document;
- B. Performance Plan - A statement explaining how your firm will be able to perform the services as described in this RFSQ;

6.0 SUBMISSION INSTRUCTIONS

6.1 Vendors interested in submission for this requirement shall be registered at their e-procurement HUB located at the following link:

<https://cochise.bonfirehub.com/portal/?tab=login>

6.2 Submissions for this solicitation shall be made either online at the following link:

<https://cochise.bonfirehub.com/portal/?tab=openOpportunities>

6.3 Faxed and hard copy submissions will not be accepted.

6.4 Submissions delivered to any location, electronically or otherwise, other than the above will not be considered duly delivered. The County shall not be responsible for re-routing submittals delivered to a person or location other than specified above.

6.5 All submittals, whether selected or rejected, shall become the property of the County and will not be returned.

6.6 The County reserves the right to waive minor defects and/or irregularities in submittals and shall be the sole judge of the materiality of any such defect or irregularity. Further, the County reserves the right to contact vendors regarding any ambiguities it considers to be major, and for the respondent of any such defected submission to correct and resubmit without any extension to the offer due date.

7.0 EVALUATION CRITERIA

The County will use the following evaluation criteria to determine whether a firm will be deemed to be qualified and will be added to the list of pre-qualified vendors. An evaluation committee will score each firm. The Evaluation Committee will be composed of the Procurement Department and the Superior Court Division. The maximum possible score is 100. Scoring will be broken down according to the importance of the criteria, and by own scoring weights, as assigned below.

- Performance Plan-60 points
- Qualification Statement- 30 points
- Past Performance Listing- 10 points

. The County will evaluate the firm's ability to complete these services based solely on the criteria outlined within this document against those submitted technical proposals.

8.0 SELECTION PROCEDURES

Responsive submittals will be reviewed only on the basis of a firm's ability to meet the minimum qualifications outlined in section 5.0 – Preparation of Response/Required Content using Section 8.0 – Evaluation Criteria. The Evaluation Committee will select those vendors who score above 70 points on the evaluation of their technical proposal, to be established on the list. The list will contain at least 2, but not more than 3, vendors that the County deems to be most qualified. Vendors who score less than 50 total points will not be considered and will be deemed as unqualified for these services.

The County reserves the right to reject any or all submittals, to waive minor irregularities in said submittals, or to negotiate minor deviations with the successful firm. Any submittals which are not submitted by the date and time specified within this RFSQ will be considered late. Late technical proposals may be used by the County, if the Evaluation Committee determines, in writing, accepting the late technical proposal will be in the best interest of the County. The County Committee will evaluate technical proposals on the date and location specified on the cover page of this RFSQ.

9.0 ATTACHMENTS

The following documents are attached to this solicitation and all information contained within shall be as if it were written directly into this solicitation:

- Attachment 1 – General Terms and Conditions
- Attachment 2 – Scope of Work
- Attachment 3- Compliance Requirements
- Attachment 4- Submission Guidelines and Requirements

10.0 AUTHORITY

The undersigned personnel are authorized to release the information contained within their submittal and has the authority to contractually bind and enter into agreements for their firm. All information submitted by the Firm shall conform to the requirement as outlined out by this solicitation, its attachments and/or appendices, unless otherwise proposed to the County, as mutually agreed.

VENDOR

Signature

Date

Printed Name

Firm Name