



REQUEST for PROPOSAL #896
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, JUNE 12, 2024

DUE DATE: WEDNESDAY, JULY 10, 2024 by 1:30 pm

Request for Proposal for:

RACIAL HEALTH EQUITY CONSULTANT

SUBMIT:

One (1) Original

One (1) Complete Copy

of the Proposal to:

Shipping Method of your Choice or Hand Delivery

Clark County
ATTN: Office of Purchasing
1300 Franklin Street, 6th Floor, Suite 650
Vancouver WA 98660
564-397-2323

United States Postal Service

Clark County
ATTN: Office of Purchasing
PO Box 5000
Vancouver WA 98666-5000
564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

No electronic submissions.

****Proposals must be delivered to the Purchasing office – No Exceptions**

****Proposals must be date and time stamped by Purchasing staff by 1:30 pm on due date.**

****Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name**

Refer Questions to Project Manager:

Roxanne Wolfe
Deputy Director, Public Health
Roxanne.Wolfe@clark.wa.gov
564-397-8231

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

MUNICIPAL RESEARCH and SERVICE CENTER - Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract, your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or <https://mrscrosters.org/businesses/business-membership/>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at

independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

ACCEPTANCE or REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

Request for Proposals Table of Contents

PART I	PROPOSAL REQUIREMENTS
	Section IA: General Information
	1. Introduction
	2. Background
	3. Scope of Project
	4. Project Funding
	5. Title VI Statement
	6. Timeline for Selection
	7. Employment Verification
	Section IB: Work Requirements
	1. Required Services
	2. County Performed Work
	3. Deliverables and Schedule
	4. Place of Performance
	5. Period of Performance
	6. Prevailing Wage
	7. Debarred / Suspended
	8. Americans with Disabilities Act (ADA) Information
	9. Public Disclosure
	10. Insurance/Bond
	11. Plan Holders List
PART II	PROPOSAL PREPARATION AND SUBMITTAL
	Section IIA: Pre-Submittal Meeting/Clarification
	1. Pre-Submittal Meeting
	2. Proposal Clarification
	Section IIB: Proposal Submission
	1. Proposals Due
	2. Proposal
	Section IIC: Proposal Content
	1. Cover Sheet
	2. Project Team
	3. Management Approach
	4. Respondent's Capabilities
	5. Project Approach and Understanding
	6. Proposed Cost
PART III	PROPOSAL EVALUATION & CONTRACT AWARD
	Section IIIA: Proposal Review and Selection
	1. Evaluation and Selection
	2. Evaluation Criteria Scoring
	Section IIIB: Contract Award
	1. Consultant Selection
	2. Contract Development
	3. Award Review
	4. Orientation/Kick-off Meeting
ATTACHMENTS	A: Proposal Cover Sheet
	B: Letter of Interest
	C: Certification Regarding Debarment, Suspension and Other Responsibility Matters Form
	D: Draft Contract
	E: Deliverable-Milestone Payment Schedule

Request for Proposal #896

Racial Health Equity Consultant

Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this defined need at a given price.</p> <p>The Clark County Public Health (CCPH) department, a local public health agency with approximately 180 employees in Southwest Washington, is releasing a Request for Proposal (RFP) for a consultant to provide a comprehensive assessment of the Public Health department’s culture, strengths, weaknesses, and opportunities concerning our initiatives to eliminate health inequities; and assist in development of a department racial equity framework, implementation strategies, and an evaluation plan. The contractor may combine assessment, planning, training, and consultation that will ultimately result in the development of common language and a unique set of tools for our department to apply in the implementation of our strategic plan.</p> <p>Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor Rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or https://mrscrosters.org/businesses/business-membership/</p> <p>If your company contact details <i>are not</i> on the Plan Holder List at https://clark.wa.gov/internal-services/request-proposal-1 Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34 Interlocal Cooperation Act. The proposer may opt to extend identical services and prices to qualified public agencies. Each contract is between the proposer and individual agency binding only their agency, with no liability to Clark County.</p>
2. Background	<p>Clark County resolution 2020-12-05 https://clark.wa.gov/sites/default/files/media/document/2020-12/2020-12-05%20BOH%20Resolution%20systemic%20racism%20public%20health%20crisis.pdf</p> <p>Declaring racism as a public health crisis highlights the need to eliminate systemic racism and injustice that contributes to and perpetuates health inequities and disproportionately impacts communities of color. In alignment with the resolution, CCPH has identified the elimination of health inequities as a key priority area in our strategic plan.</p>
3. Scope of Project	<p>The contractor is expected to provide a comprehensive assessment of the CCPH's culture, strengths, weaknesses, and opportunities concerning our initiatives to eliminate health inequities.</p> <p>Based on this analysis, the contractor will assist CCPH in developing a racial equity framework, implementation strategies, and an evaluation plan in alignment with our department strategic plan. Assessment results will be used as a reference when later measuring progress against goals. Additionally, the consultant will provide technical assistance to support the implementation efforts, including training for department teams, managers, and staff in alignment with the racial equity framework.</p>

Request for Proposal #896

Racial Health Equity Consultant

To complete this body of work, the contractor will engage county leaders, community members, CCPH employees and teams, the county board and advisory committees, partner organizations, and others to provide feedback in the development of CCPH's racial equity framework and implementation plan and to ensure that the recommended strategies are effective in eliminating health disparities for our community. Additionally, the contractor will have access to county policies such as recruiting and hiring policies and, while the contractor will not be making recommendations for any county-specific policies, the contractor is expected to recommend best practices for CCPH in alignment with county policy.

Working collaboratively with our teams, the contractor will assist CCPH in the following areas:

1) Assessment and evaluation

- a. Identify strengths, gaps, and best practices within CCPH's initiatives to eliminate health inequities.
- b. Examine CCPH's existing policies and procedures with the application of a racial equity lens to pinpoint policies, programs, processes, and practices that may inhibit success and opportunities to be more inclusive; and recommending departmental policy and procedure changes and improvements to CCPH.
- c. Assess the current level of CCPH staff knowledge and competency around racial equity principles.
- d. Evaluate staff understanding and application of racial equity principles; and recommend a process for ongoing evaluation to be included in department policies and procedures.
- e. Conduct an analysis of the workplace culture and ascertaining aspects of employees' experiences and perspectives to identify where future attention should be focused.
- f. Review CCPH's current recruitment, retention, selection and professional development processes, and our workforce demographics as compared to the demographics of our community to ensure representation; and recommend changes including a process for consistent review, evaluation, and course correction.
- g. Establish a baseline assessment of current racial/health equity metrics, which will serve to measure and benchmark progress.

2) Strategic planning and implementation

- a. Determine equity priorities, strategies, objectives, programs, and initiatives, and develop an implementation plan and proposed racial equity framework for our department.
- b. Based on assessment of our current programs, policies and processes, and the recommended framework, recommend a structure such as an "equity team" to support the best practices outlined in the proposed framework.
- c. Design clear and measurable equity goals for CCPH.
- d. Examples for a-c above include:
 - i. Establish a process for continual feedback between team members, managers, and senior leaders.
 - ii. Develop a system of accountability to ensure that racial equity efforts are embedded throughout our department.

**Request for Proposal #896
Racial Health Equity Consultant**

	<ul style="list-style-type: none"> iii. Implement a tracking system to hold individuals accountable and reinforce CCPH's commitment to racial equity. iv. Establish a baseline of standard metrics that will continually be tracked as new initiatives, procedures, and practices are developed and implemented; and provide recommendations for incorporating those standard metrics into employee and manager professional development and annual performance goals. <p>e. Establish our workforce development plan related to racial equity in collaboration with the department's Workforce Development Planning committee. Examples include:</p> <ul style="list-style-type: none"> i. Develop required, ongoing department racial equity training. ii. Develop mandatory inclusive hiring practices training for department hiring managers. iii. Clearly outlining what constitutes discrimination and microaggressions in the workplace, including examples of behaviors and covering areas like race, gender, ethnicity, religion, sexual orientation, disability, age, etc. iv. Develop a framework and workplan that includes effective change management processes, timelines, tools, training, and team building with detailed descriptions for the kinds of activities that will be implemented within CCPH to promote racial equity. v. Design a framework for our department to use to review our internal department policies and procedures with an equity lens. vi. Establish reporting mechanisms and develop a confidential and accessible reporting process for employees to report incidents of discrimination and microaggressions, while ensuring that employees know they can raise concerns without fear of retaliation. vii. In collaboration with our department's Performance Management committee and team, establish a robust performance management framework and workplan for our department to utilize related to our racial and health equity efforts to ensure continuous improvement through consistent reassessment strategies.
<p>4. Project Funding</p>	<p>We have allocated up to \$150,000 of Foundational Public Health Services grant funding for this project.</p> <p>The Proposer's proposal shall include the Proposer's true estimated cost to perform the work irrespective of the budgeted funds for this work.</p>

Request for Proposal #896

Racial Health Equity Consultant

<p>5. Title VI Statement</p>	<p>Title VI Statement</p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p>																
<p>6. Timeline for Selection</p>	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="427 768 1510 1268"> <tr> <td>Deadline for Questions and Answers</td> <td>June 27, 2024</td> </tr> <tr> <td>Final date for Addendum, if needed</td> <td>June 28, 2024</td> </tr> <tr> <td>Proposals Dues</td> <td>July 10, 2024</td> </tr> <tr> <td>Proposal Review/Evaluation Period</td> <td>July 10 - August 8, 2024</td> </tr> <tr> <td>Interviews/Demonstration</td> <td>July 30 – August 1, 2024</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>August 5, 2024</td> </tr> <tr> <td>Contract Negotiation/Execution</td> <td>August 5 – 31, 2024</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>September 1, 2024</td> </tr> </table>	Deadline for Questions and Answers	June 27, 2024	Final date for Addendum, if needed	June 28, 2024	Proposals Dues	July 10, 2024	Proposal Review/Evaluation Period	July 10 - August 8, 2024	Interviews/Demonstration	July 30 – August 1, 2024	Selection Committee Recommendation	August 5, 2024	Contract Negotiation/Execution	August 5 – 31, 2024	Contract Intended to Begin	September 1, 2024
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<p>7. Employment Verification</p>	<p>The Proposer, if awarded the Contract, shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program before execution of the Contract. The Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. The Contractor shall provide verification of compliance upon County request. Failure by Contractor to comply with this subsection shall be considered a material breach. (Sole Proprietors must submit a letter stating such.)</p>																
<p>Section IB</p>	<p>Work Requirements</p>																
<p>1. Required Services</p>	<p>CCPH is seeking contractors with experience evaluating business practices with evidence-based equity principles (e.g. an equity lens), as well as experience helping agencies build racial equity frameworks for both internal and external operations.</p>																
<p>2. County Performed Work</p>	<p>To complete this body of work, the contractor will engage with Clark County leaders, councilors, community members, department employees and teams, advisory committees, and partner organizations.</p>																

Request for Proposal #896

Racial Health Equity Consultant

	<p>The CCPH 2024-2029 strategic plan has been completed. We are seating teams/committees for each of the four priority areas of the strategic plan. These teams will be responsible for implementation and developing metrics to track our progress. Also, the CHIP (community health improvement plan) is now in place, and there are some CCPH-specific assignments that our team will be working on.</p> <p>CCPH has some datasets and demographic information that we can provide.</p>
<p>3. Deliverables & Schedule</p>	<p>Complete Attachment E, Deliverable-Milestone Payment Schedule to propose deliverables with the associated milestone payments.</p>
<p>4. Place of Performance</p>	<p>Contract performance may take place in the County's facility, the Proposer's facility, a third-party location, or any combination thereof.</p>
<p>5. Period of Performance</p>	<p>A contract awarded as a result of this RFP will be for one (1) year and is intended to begin on September 1, 2024 and end August 31, 2025.</p> <p>Total contract value including extensions will be determined by evaluating funds requested in the selected proposal(s) and approved funding.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date. Cost for additional option year(s) shall be reviewed prior to extension of the contract.</p> <p>The county also reserves the right to terminate the contract, with thirty (30) days written notice, at any time if the requirements of the contract are not being met satisfactorily, solely in the county's judgment.</p>
<p>6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition</p>	<p>Pursuant to Washington State RCW 39.12 PREVAILING WAGES ON PUBLIC WORKS all work identified in this project as a public work requires the contractor to pay Washington State prevailing wages and file all affidavits of intent to pay with the WA State Dept of Labor & Industries.</p> <p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATEMENT – SUPPLEMENTAL CRITERIA.</p> <p>For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p>http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>

Request for Proposal #896

Racial Health Equity Consultant

7. Debarred/Suspended	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>
8. Americans with Disabilities Act (ADA) Information	<p>Clark County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing ADA@clark.wa.gov or by calling 564-397-2322.</p>
9. Public Disclosure	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>
10. Insurance/Bond	<p>A. <u>Waiver of Subrogation</u> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p>B. <u>Proof of Insurance</u> Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail to the County. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p>C. <u>Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington.</p> <p>D. <u>Automobile</u> If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.</p>

Request for Proposal #896
Racial Health Equity Consultant

	<p><u>E. Commercial General Liability (CGL) Insurance</u> Written under ISO Form CG0001 or its latest equivalent with minimum limits of \$2,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.</p> <p><u>F. Professional Liability (aka Errors and Omissions)</u> The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$1,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.</p> <p><u>G. Umbrella Liability Coverage</u> Umbrella Coverage in the amount of \$1,000,000 shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability.</p> <p><u>H. Additional Insured</u> Clark County, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
<p>11. Plan Holders List</p>	<p>All proposers are required to be listed on the plan holders list.</p> <ul style="list-style-type: none"> ✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below: <p>To view the Plan Holders List, click on the link below or copy and paste into your browser. Clark County RFP site: https://clark.wa.gov/internal-services/purchasing-overview</p> <ul style="list-style-type: none"> • If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion. • Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

Request for Proposal #896
Racial Health Equity Consultant

Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	There are no plans to hold a pre-submittal meeting.
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is June 27, 2024 3:00 pm.</p> <p>An addendum will be issued no later than June 28, 2024 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1</p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p>The outside of the envelope/package shall clearly identify:</p> <ol style="list-style-type: none"> 1. RFP Number and; 2. TITLE and; 3. Name and Address of the Proposer. <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed ten (10) pages, excluding resumes, coversheet and debarment form. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p> <p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p> <p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p>

Request for Proposal #896
Racial Health Equity Consultant

	<p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.</p>
Section IIC	Proposal Content
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A .
2. Project Team	Provide the project team's previous experience evaluating business practices with evidence-based equity principles.
3. Management Approach	Describe the project team approach to planning, facilitation, and implementation.
4. Respondent's Capabilities	Describe the experience helping governmental agencies build racial equity frameworks for both internal and external operations.
5. Project Approach and Understanding	<p>Describe the methods and approach that will be used to complete the scope of project included in Section IA,3.</p> <p>Provide a detailed project plan describing how the project work will be reported and implemented.</p> <p>Complete Attachment E, Deliverable-Milestones Payment Schedule to include proposed deliverables for milestone payments.</p>
6. Proposed Cost	<p>Include a proposed cost for each of the deliverables included in Attachment E, Deliverable-Milestone Payment Schedule.</p> <p>Deliverables will be submitted to the Program Manager for review and approval. The Program Manager must review and approve all deliverables before an invoice may be submitted for payment. Only invoices that include approved deliverables will be processed for payment.</p>

**Request for Proposal #896
Racial Health Equity Consultant**

Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection																		
1. Evaluation and Selection	<p>An initial screening will be completed for all proposals received to ensure that it's responsive and responsible. If available, provide a Federal SAM Unique Entity Identifier (UEI) and/or Commercial and Government Entity (CAGE) code identifier.</p> <p>All proposals that pass the initial screening will be evaluated by a panel based on the Tier I evaluation scoring criteria listed below. Each member of the evaluation panel will sign a confidentiality and conflict-of-interest statement, prior to receiving the proposals.</p> <p>We may choose to select proposer(s) for an interview based on Tier 1 evaluation results.</p>																		
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="402 835 1421 1501"> <tbody> <tr> <td data-bbox="402 835 1344 997"> Proposal Quality <ul style="list-style-type: none"> Addresses all work outlined in the RFP. Is free of grammatical and spelling errors, organized, designed well, and easy to understand. </td> <td data-bbox="1344 835 1421 997" style="text-align: center;">20</td> </tr> <tr> <td data-bbox="402 997 1344 1186"> Creativity / Experience <ul style="list-style-type: none"> Previous experience evaluating business practices with evidence-based equity principles (e.g. an equity lens). Experience helping governmental agencies build racial equity frameworks for both internal and external operations. </td> <td data-bbox="1344 997 1421 1186" style="text-align: center;">30</td> </tr> <tr> <td data-bbox="402 1186 1344 1312"> Capabilities / Approach <ul style="list-style-type: none"> Approach to each phase of the scope of work. Work style and mechanisms that will be used. </td> <td data-bbox="1344 1186 1421 1312" style="text-align: center;">30</td> </tr> <tr> <td data-bbox="402 1312 1344 1438"> Cost <ul style="list-style-type: none"> Milestone payments for associated deliverables are reasonable. The overall proposed cost is reasonable. </td> <td data-bbox="1344 1312 1421 1438" style="text-align: center;">20</td> </tr> <tr> <td data-bbox="402 1438 1344 1501" style="text-align: right;">Total Points</td> <td data-bbox="1344 1438 1421 1501" style="text-align: center;">100</td> </tr> </tbody> </table> <p>Based on Tier 1 scores, the evaluation panel may select one or more proposers to complete an interview. The interview will be evaluated based on the scoring criteria below:</p> <table border="1" data-bbox="402 1621 1442 1925"> <tbody> <tr> <td data-bbox="402 1621 1344 1747"> Quality of Presentation <ul style="list-style-type: none"> Provides clear information. Effectively communicates. </td> <td data-bbox="1344 1621 1442 1747" style="text-align: center;">30</td> </tr> <tr> <td data-bbox="402 1747 1344 1810">Project Team Experience</td> <td data-bbox="1344 1747 1442 1810" style="text-align: center;">35</td> </tr> <tr> <td data-bbox="402 1810 1344 1873">Project Understanding, Plan and Approach</td> <td data-bbox="1344 1810 1442 1873" style="text-align: center;">35</td> </tr> <tr> <td data-bbox="402 1873 1344 1925" style="text-align: right;">Total Points</td> <td data-bbox="1344 1873 1442 1925" style="text-align: center;">100</td> </tr> </tbody> </table>	Proposal Quality <ul style="list-style-type: none"> Addresses all work outlined in the RFP. Is free of grammatical and spelling errors, organized, designed well, and easy to understand. 	20	Creativity / Experience <ul style="list-style-type: none"> Previous experience evaluating business practices with evidence-based equity principles (e.g. an equity lens). Experience helping governmental agencies build racial equity frameworks for both internal and external operations. 	30	Capabilities / Approach <ul style="list-style-type: none"> Approach to each phase of the scope of work. Work style and mechanisms that will be used. 	30	Cost <ul style="list-style-type: none"> Milestone payments for associated deliverables are reasonable. The overall proposed cost is reasonable. 	20	Total Points	100	Quality of Presentation <ul style="list-style-type: none"> Provides clear information. Effectively communicates. 	30	Project Team Experience	35	Project Understanding, Plan and Approach	35	Total Points	100
Proposal Quality <ul style="list-style-type: none"> Addresses all work outlined in the RFP. Is free of grammatical and spelling errors, organized, designed well, and easy to understand. 	20																		
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Project Team Experience	35																		
Project Understanding, Plan and Approach	35																		
Total Points	100																		

Request for Proposal #896
Racial Health Equity Consultant

Section IIIB	Contract Award
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>
2. Contract Development	<p>The proposal and all responses provided by the successful Proposer may become a part of the final contract.</p> <p>See Attachment D, Draft Contract and Attachment E, Deliverable- Milestone Payment Schedule.</p> <p>Contract negotiations will commence following the apparent awardee notification on August 1, 2024.</p> <p>CCPH intends to complete negotiations and finalize the contract for execution by August 12, 2024.</p>
3. Award Review	<p>The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov.</p>
4. Orientation/Kick-off Meeting	<p>A kick-off meeting will be scheduled for the week of September 2, 2024.</p>

**Request for Proposal #896
Racial Health Equity Consultant**

Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm	
Street Address	
City State Zip Code	
Contact Person Title	
Phone	
Program Location (if different than above)	
Email Address	
Tax Identification Number	

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to do so, shall render the proposer non-responsive and therefore be rejected.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

**Request for Proposal #896
Racial Health Equity Consultant**

Attachment B: LETTER OF INTEREST

Legal Name of Proposing Firm	
Street Address	
City State Zip Code	
Contact Person Title	
Phone	
Program Location (if different than above)	
Email Address	

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Mason@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

**Request for Proposal #896
Racial Health Equity Consultant**

Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Company Name

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

ATTACHMENT D

**PROFESSIONAL SERVICES
HDC.2300
between
CLARK COUNTY
P.O. Box 9825, Vancouver, WA 98666
and
CONTRACTOR
Address, Address 2, City, State, Zip**

Project: Recruitment Services
Supplier Contract Number: SCN0000XXXX
Contract Name: CCPH XXX Racial Health Equity HDC.2300
Contract Period: Start Date-End Date
Total Contract Amount: \$00,000.00

County Contacts		
Program	Fiscal	Contract
Roxanne Wolfe 360.609.4225 Roxanne.Wolfe@clark.wa.gov	Josh Gossage 564.397.8235 Josh.Gossage@clark.wa.gov	Holly Barnfather 360.949.6965 GCT@clark.wa.gov

Contractor Contacts		
Program	Fiscal	Contract
Name 360.555.555 email@yahoo.com	Name 360.555.555 email@yahoo.com	Name 360.555.555 email@yahoo.com

By signing below, Clark County, hereinafter referred to as "County," and _____, hereinafter referred to as "Contractor," agree to all terms and conditions, exhibits, and requirements of this contract.

CONTRACTOR

CLARK COUNTY

Contractor Name, Title Date

Kathleen Otto, County Manager Date

APPROVED AS TO FORM ONLY:

Amanda Migchelbrink Date
Deputy Prosecuting Attorney

ATTACHMENT D

TERMS AND CONDITIONS

1. Services. The Contractor shall perform services as set forth in Exhibit A.
2. Time. The contract shall be effective beginning September 1, 2024 and ending August 31, 2025. County reserves the right to extend the contract for an additional two (2) one (1) year periods, with the same terms and conditions, upon a written amendment to this Contract signed by both parties.
3. Compensation. County shall pay the Contractor for performing said services net 30 days upon receipt of a written invoice, according to the schedule set forth in Exhibit A, Statement of Work, Section 3, which is attached hereto and incorporated herein by this reference. The parties mutually agree that in no event may the amount billing exceed \$00,000.00 without prior approval of the County. This Contract is contingent upon funding being available for the term of the Contract and the Contractor shall have no right of action against the County in the event that the Contractor is unable to perform its obligations under this Contract as a result of the suspension, termination, withdrawal, or failure of funding to the County or lack of sufficient funding of the County for this Contract. Any work performed prior to effective date of this Contract will be at the sole expense and risk of the Contractor.
 - 3.1. The invoice shall include:
 - 3.1.1. Payee information, (Agency Name, Address, phone/email)
 - 3.1.2. Invoice date
 - 3.1.3. Period of services included on invoice
 - 3.1.4. Invoice number
 - 3.1.5. Supplier Contract Number: SCN0000XXXX
 - 3.1.6. Payor information:

Clark County Public Health
Attn: CHAP
PO BOX 9825
Vancouver, WA 98666
 - 3.2. Invoices shall be sent electronically to: CHAP@clark.wa.gov.
 - 3.3. An Invoice Example is included for reference as Exhibit A.

ATTACHMENT D

4. Price Adjustment. The Contractor is not prohibited from requesting a price increase on its services offered under the contract. The County is not prohibited from requesting a price reduction on those services during the initial term or any subsequent options that the County may agree to exercise. If agreement is reached to extend this contract beyond the initial two (2) year period, either party shall have the option of offering a determined price adjustment that shall not exceed the current All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

5. Termination. The County may terminate this Contract immediately upon any breach by Contractor in the duties of Contractor as set forth in Contract. The waiver by the County of one or more breaches shall not be construed as a waiver of any subsequent breach or breaches. Either party may terminate this Contract without cause upon ninety (90) days prior written notice. Further, County may terminate this Contract upon immediate notice to Contractor in the event that the funding for the project ceases or is reduced in amount. The Contractor will be reimbursed for services expended up to the date of termination. Within fourteen (14) days of any termination, the Contractor will provide all work products and working documents developed within the effective term of the contract.

6. Independent Contractor. The Contractor shall always be an independent Contractor and not an employee of the County and shall not be entitled to compensation or benefits of any kind, except as specifically provided herein.

7. Indemnification/Hold Harmless. The Contractor shall defend, indemnify, and hold the County, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the negligent acts, errors, or omissions of the Contractor in performance of this Contract, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the County, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this

ATTACHMENT D

indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

8. Wage and Hour Compliance. Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and any other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall always save County free, clear, and harmless from all actions, claims, demands, and expenses arising out of said act and the rules and regulations that are or may be promulgated in connection therewith.
9. Social Security and Other Taxes. The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises, or payments required by any city, federal, or state legislation that is now or may during the term of this contract be enacted as to all persons employed by the Contractor in performance of the work pursuant to this Contract and shall assume exclusive liability therefore, and meet all requirement's thereunder pursuant to any rules and regulations that are now and may be promulgated in connection therewith.
10. Contract Documents. The contract documents included in this contract include Exhibit A, Scope of Work and *Exhibit B, Invoice Example*. If there is a conflict between the provisions of these documents, the provisions of this Contract shall control.
11. Equal Employment Opportunity. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, gender identity, sexual orientation, age, disability, marital status, or national origin.
12. Changes. County may, from time to time, require changes in the scope of the services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between County and the Contractor, shall be in writing, signed by both parties, and incorporated in the written amendments to the Contract.
13. Public Records Act. Notwithstanding the provisions of this contract to the contrary, to the extent any record, including any electronic, audio, paper, or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, RCW Chapter 42.56, as may hereafter be amended, Contractor agrees to maintain all records

ATTACHMENT D

constituting public records and to produce or assist Clark County in producing such records, within the time frames and parameters set forth in state law. Contractor further agrees that upon receipt of any written public record request from the public to the Contractor, Contractor shall, within two business days, notify Clark County of receipt of the request by providing a copy of the request to the Clark County Public Records Officer.

14. Governing Law. This contract shall be governed by the laws of the State of Washington. Venue for any litigation shall be in Superior Court for the State of Washington in Clark County, Washington.
15. Confidentiality. With respect to all information relating to County that is confidential and clearly so designated, the Contractor agrees to keep such information confidential.
16. Conflict of Interest. The Contractor covenants that it has had no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder. The Contractor further covenants that no person having such interest shall be employed by or shall perform services as an independent contractor with it, in the performance of this contract.
17. Insurance.
 - 17.1. Commercial General Liability Insurance. The Contractor specifically confirms and warrants that it has commercial general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason.
 - 17.2. Primary and Non-Contributory. Contractor's insurance coverage shall be primary insurance as it relates to County, its officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it in any way.

ATTACHMENT D

- 17.3. Waiver of Subrogation. All insurance coverage maintained or procured pursuant to this contract shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against County, and if applicable, shall require similar written express waivers and insurance clauses from each of its subcontractors.
- 17.4. Worker's Compensation. *As required by the industrial insurance laws of the State of Washington.*
- 17.5. Proof of Insurance. The Contractor shall provide ACORD certificate(s) which includes the requirements listed above and shall assure that Clark County is listed as an additional insured. All policies must have a Best's Rating of A-VII or better. Failure to provide County proof of insurance within fifteen (15) days upon Contract execution is agreed by both parties to be a material breach of his Contract and may result in termination of this Contract pursuant to Paragraph four (4) above.
18. Consent and Understanding. This contract contains a complete and integrated understanding of the Contract between the parties and supersedes any understandings, contract, or negotiations, whether oral or written, not set forth herein or in written amendments hereto duly executed by both parties.
19. Force Majeure. Neither party will be liable for failure or delay to perform obligations under this Contract, which have become practicably impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government acts or orders; epidemics, pandemics, or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control. Written notice of a party's failure or delay in performance due to force majeure must be given to the other party no later than five (5) business days following the force majeure event commencing, which notice shall describe the force majeure event and the actions taken to minimize the impact thereof. All delivery dates under this Contract affected by force majeure shall be tolled for the duration of such force majeure. The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.

ATTACHMENT D

20. Debarment or Exclusion. The Contractor certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in any federally funded program by any federal department or agency (Excluded Person) and that no owner, director, officer, or partner with an ownership or control interest in the Contractor is an Excluded Person. In addition, Contractor certifies that no employee or subcontractor of Contractor who will perform work (whether directly or indirectly) under this Contract is an Excluded Person.
21. Severability. If any provision of this contract is held invalid, the remainder would then continue to conform to the terms and requirements of applicable law.

DRAFT

**EXHIBIT A
STATEMENT OF WORK**

1. Background/Overview

Clark County Public Health (CCPH) completed an RFP to purchase services for a Diversity and Equity consultant to provide a comprehensive assessment of the culture, strengths, weaknesses, and opportunities concerning our initiatives to eliminate health inequities.

Based on this analysis, the contractor will assist CCPH in developing a racial equity framework, implementation strategies, and an evaluation plan in alignment with our department strategic plan. Assessment results will be used as a reference when later measuring progress against goals. Additionally, the contractor will provide technical assistance to support the implementation efforts, including training for department teams, managers, and staff in alignment with the racial equity framework.

To complete this body of work, the contractor will engage county leaders, community members, CCPH employees, the county board and advisory committees, partner organizations, and others to provide feedback in the development of CCPH's racial equity framework and implementation plan and to ensure that the recommended strategies are effective in eliminating health disparities for our community.

2. Scope of Work

2.1. Assessment and Evaluation

- 2.1.1. Identify strengths, gaps, and best practices within CCPH's initiatives to eliminate health inequities.
- 2.1.2. Examine CCPH's existing policies and procedures with the application of a racial equity lens to pinpoint policies, programs, processes, and practices that may inhibit success and opportunities to be more inclusive; and recommending policy and procedure changes and improvements to CCPH.
- 2.1.3. Assess the current level of CCPH staff knowledge and competency around racial equity principles.
- 2.1.4. Evaluate staff understanding and application of racial equity principles; and recommend a process for ongoing evaluation to be included in department policies and procedures.

ATTACHMENT D

- 2.1.5. Conduct an analysis of the workplace culture and ascertaining aspects of employees' experiences and perspectives to identify where future attention should be focused.
- 2.1.6. Review CCPH's current recruitment, retention, selection and professional development processes, and our workforce demographics as compared to the demographics of our community to ensure representation; and recommend changes including a process for consistent review, evaluation, and course correction.
- 2.1.7. Establish a baseline assessment of current racial/health equity metrics, which will serve to measure and benchmark progress.

2.2. Strategic Planning and Implementation

- 2.2.1. Determine equity priorities, strategies, objectives, programs, and initiatives; and developing an implementation plan.
- 2.2.2. Design clear and measurable equity goals for CCPH.
- 2.2.3. Examples include:
 - 2.2.3.1. Establish a process for continual feedback between team members, managers, and senior leaders.
 - 2.2.3.2. Develop a system of accountability to ensure that racial equity efforts are embedded throughout our department.
 - 2.2.3.3. Implement a tracking system to hold individuals accountable and reinforce CCPH's commitment to racial equity.
 - 2.2.3.4. Establish a baseline of standard metrics that will continually be tracked as new initiatives, procedures, and practices are developed and implemented; and provide recommendations for incorporating those standard metrics into employee and manager professional development and annual performance goals.
 - 2.2.3.5. Contact known potential candidates to encourage application.
- 2.2.4. Establish our workforce development plan related to racial equity in collaboration with the department's Workforce Development Planning committee. Examples include:
 - 2.2.4.1. Establish our workforce development plan related to racial equity in collaboration with the department's Workforce Development Planning committee. Examples include:
 - 2.2.4.1.1. Develop required, ongoing department racial equity training.
 - 2.2.4.1.2. Develop mandatory inclusive hiring practices training for department hiring managers.

ATTACHMENT D

- 2.2.4.1.3. Clearly outlining what constitutes discrimination and microaggressions in the workplace, including examples of behaviors and covering areas like race, gender, ethnicity, religion, sexual orientation, disability, age, etc.
- 2.2.4.1.4. Develop a framework and workplan that includes effective change management processes, timelines, tools, training, and team building with detailed descriptions for the kinds of activities that will be implemented within CCPH to promote racial equity.
- 2.2.4.1.5. Design a framework for our department to use to review our internal department policies and procedures with an equity lens.
- 2.2.4.1.6. Establish reporting mechanisms and develop a confidential and accessible reporting process for employees to report incidents of discrimination and microaggressions, while ensuring that employees know they can raise concerns without fear of retaliation.
- 2.2.4.1.7. In collaboration with our department's Performance Management committee and team, establish a robust performance management framework and workplan for our department to utilize related to our racial and health equity efforts to ensure continuous improvement through consistent reassessment strategies.

3. Deliverable-Milestone Payment Schedule

DELIVERABLE ITEM Assessment and Evaluation		DUE DATE	PROPOSED COST
1			
2			
3			
4			
5			
6			
7			
8			

ATTACHMENT D

9			
10			
DELIVERABLE ITEM Strategic Planning and Implementation		DUE DATE	PROPOSED COST
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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ATTACHMENT D

**EXHIBIT B
INVOICE EXAMPLE**

<i>Clark County Public Health</i>		Contractor Business Name	
P.O. Box 9825		Contractor Address	
Vancouver, WA 98666-8825		Contractor Address	
564.397.8473		Contractor Phone number	
CHAP@clark.wa.gov		Contractor email	

Invoice #

Date	Reference	Charges	Credits	Balance
	Service Description: XXX, under agreement Supplier Contract Number: SCN000XXXX.			
	Period: Dec-20			
1/15/2021	XXX	\$ 2,400.00		\$ 2,400.00
	XXX	\$ 350.00		\$ 350.00
	XXX	\$ 7,500.00		\$ 7,500.00
	XXX	\$ 8,333.33		\$ 8,333.33
	Admin			
	Other			
	TOTAL DUE :	\$ 18,583.33		\$ 18,583.33

Include backup documentation requested in contract.

		January 15, 2021	
Contact Person Name, Contact Person Title		<i>Date</i>	

Attachment E
Deliverables-Milestone Payment Schedule

DELIVERABLE ITEM Assessment and Evaluation		DUE DATE	PROPOSED COST
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
DELIVERABLE ITEM Strategic Planning and Implementation		DUE DATE	PROPOSED COST
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Proposed Cost:			