



TILLAMOOK COUNTY BOARD OF COMMISSIONERS NOTICE OF MEETING AGENDAS

BOARD OF COMMISSIONERS

Erin D. Skaar, Chair
eskaar@co.tillamook.or.us

Mary Faith Bell, Vice-Chair
mfbell@co.tillamook.or.us

David Yamamoto, Commissioner
dyamamoto@co.tillamook.or.us

CONTACT

Tillamook County Courthouse
201 Laurel Avenue
Tillamook, Oregon 97141
503.842.3403
www.co.tillamook.or.us

COMMUNITY UPDATE MEETING

Tuesday, April 18, 2023 at 8:00 a.m.
Teleconference and KTIL-FM at 95.9

BOARD MEETING

Wednesday, April 19, 2023 at 9:00 a.m.
Board of Commissioners' Meeting Room 106
County Courthouse, Teleconference, and Live Video at tctvonline.com

AGENDAS

COMMUNITY UPDATE – 2023-04-18 COMMUNITY UPDATE AUDIO.MP4

CALL TO ORDER: Tuesday, April 18, 2023 8:00 a.m.

1. 00:30 Welcome and Board of Commissioners' Roll Call
2. 00:49 Coastal Caucus
3. 13:30 Tillamook County Community Health Center
4. 16:01 Nehalem Bay Health Center & Pharmacy
5. 19:38 Tillamook Family Counseling Center
6. 26:08 Sheriff's Office
7. 28:55 County Clerk Tassi O'Neil
8. 37:10 Will Chappell, Headlight Herald
9. 39:06 Emergency Management
10. 43:41 Board of Commissioners
11. Cities
 - 59:16 Manzanita
 - 1:06:12 Rockaway Beach
 - 1:07:30 Garibaldi
 - 1:08:56 Bay City
 - 1:09:09 Tillamook
 - 1:16:59 South County

ADJOURN – 9:18 a.m.

MEETING – 2023-04-19 BOCC MEETING AUDIO.MP4

CALL TO ORDER: Wednesday, April 19, 2023 9:00 a.m.

- 01:59 Commissioner Skaar Attending Remotely, Commissioner Bell to Chair Meeting
1. 02:20 Welcome & Request to Sign Guest List
 2. 02:22 Pledge of Allegiance
 3. ----- Public Comment: There were none.
 4. 02:47 Non-Agenda Items: There were none.

CONSENT CALENDAR

5. 02:51 Annual Liquor License Renewal Applications for Anchorage Motel; Lee's Camp Store; Manzanita Lighthouse

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board approved the consent calendar.

LEGISLATIVE – ADMINISTRATIVE

6. 03:25 Discussion and Consideration of an Order in the Matter of Declaring County Owned Property as Surplus/Matt Kelly, Undersheriff

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed Order #23-015.
7. 06:47 Discussion and Consideration of an Application to the State of Oregon, Oregon Health Authority for a Request for Grant Proposal #5620 for OregonBuys #S-44300-00006073 for the Mobile Health Unit Pilot Programs to Increase Access and Quality of Healthcare Services for Priority Populations/Marlene Putman, Administrator, Health and Human Services Department

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board approved the grant application.
8. 16:35 Discussion and Consideration of an Order in the Matter of the Appointment of a Member to the Tillamook County Solid Waste Advisory Committee/David McCall, Solid Waste Program Manager, Public Works Department

A motion was made by Commissioner Yamamoto and seconded by Vice-Chair Bell. The motion passed with three aye votes. The Board signed Order #23-016, SWSD #23-003.

9. 21:45 Discussion and Consideration of an Order in the Matter of the Appointment of Members to the Tillamook County Solid Waste Budget Committee/David McCall, Solid Waste Program Manager, Public Works

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed Order #23-017, SWSD #23-004

10. 26:17 Discussion and Consideration of a Letter of Commitment for Bayside Commons Housing Development/Commissioner Erin Skaar; Sarah Absher, Director, Department of Community Development

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed the letter of commitment.

11. 34:20 Discussion and Consideration of an Order in the Matter of Reconsideration of a Request for Conditional Use Approval for a 19-Site Recreational Campground on an Approximately 18-Acre Portion of a 58.51-Acre Parcel. The Proposed Campground is Located Within the Rural Residential 2-Acre (RR-2) Zoned Portion of the Property. Accessed Via Floyd Avenue, a County Local Access Road, and Designated as Tax Lot 600 of Section 6, Township 4 South, Range 10 West of the Willamette Meridian, Tillamook County, Oregon/Sarah Absher, Director, Department of Community Development

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed Order #851-22-000107-PLNG

12. 40:23 Discussion and Consideration of a Professional Services Agreement with CHA Consulting, Inc. for the FY2022 Environmental Protection Agency Brownfield Community Wide Assessment Project/Thomas J. Fiorelli, Housing Coordinator, Department of Community Development

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed the agreement.

13. 46:46 Discussion and Consideration of Change Order #2 to Contract #4952 with Sheldon Oil (Formerly Sheldon Oil Company, Inc.) for the Cardstock Fuel Purchase Project/Shawn Blanchard, Treasurer

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed the change order.

14. 48:32 Discussion and Consideration of a Prevailing Wage Rate Contract with The Saunders Co. Inc. for Construction for the Kiwanda Corridor Project: Cape Kiwanda Parking Lot & Restroom Project/Rachel Hagerty, Chief of Staff

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed the contract.

15. 1:00:16 Discussion and Consideration of Amendment #6 to Agreement #4994 with the Oregon Department of Corrections South Fork Forest Camp, Work Programs Work Order for the Shilo Levee Clean Up and Tree Removal Project/Rachel Hagerty, Chief of Staff
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Vice-Chair signed the amendment.
16. 1:05:11 Discussion and Consideration of a Letter of Intent to Purchase Real Property from Jerry L. Druery for Tax Foreclosed County Owned Property Previously Offered at the February 13, 2023 Land Sale Auction, Parcel #3, Township 3S, Range 10 West, Section 11, Tax Lot 200/Rachel Hagerty, Chief of Staff
- A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board approved the letter of intent.
17. 1:09:49 Board Concerns:
Federal Emergency Management Agency (FEMA) Meeting and National Oceanographic and Atmospheric Administration Fisheries Biological Opinion/Commissioner David Yamamoto
- 1:12:16 Articles, Other Information Regarding FEMA Meeting, Short Term Rental Ordinance Meetings/Commissioner Mary Faith Bell
- 1:15:08 FEMA Date Clarification, Short Term Rental Ordinance Committee Information Availability/Commissioner Erin Skaar
- 1:21:43 Short Term Rental Ordinance Upcoming Public Hearings/Sarah Absher, Director, Department of Community Development
- 1:22:13 Short Term Rental Ordinance Meeting, Director Absher's Positive Facilitation/Rachel Hagerty, Chief of Staff
- 1:22:47 Avoiding Litigation/William K. Sargent, County Counsel
18. 1:26:41 Board Announcements

ADJOURN – 10:28 a.m.

JOIN THE BOARD OF COMMISSIONERS' MEETINGS

The board is committed to community participation and provides opportunity for public attendance during meetings via in-person and teleconference.

- **Community Update Meetings: Tuesdays at 8:00 a.m.**
 - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
 - Radio: KTIL-FM at 95.9

- **Board Meetings: Wednesdays at 9:00 a.m.**
 - County Courthouse: Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook
 - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
 - Live Video: tctvonline.com

MEETING INFORMATION AND RULES

- Matters for discussion and consideration by the board shall be placed on an agenda prepared by the staff and approved by the board chair. Any commissioner may request items on the agenda.
- Public hearings are formal proceedings publicized through a special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at board meetings.
- Commissioners shall be addressed by their title followed by their last name.
- Commissioners shall obtain approval from the chair before speaking or asking questions of staff, presenters, and public. As a courtesy, the chair shall allow an opportunity, by the commissioner who has the floor, to ask immediate follow-up questions.
- A majority of the board shall constitute a quorum and be necessary for the transaction of business.
- All board meeting notices are publicized in accordance with public meeting laws.
- All board meetings shall commence with the Pledge of Allegiance.
- The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
- The board reserves the right to recess to executive session as may be required at any time during these meetings, pursuant to ORS 192.660(1).
- The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing visual, or manual impairments who wish to participate in the meeting, contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

PUBLIC COMMENT

- Providing public comment is an opportunity for constituents to be heard and express their views to the board.
- The board allows public comment at board meetings during the public comment period designated on the agenda.
- Comments are limited to one per person and per agenda item.
- Comments must be related to the agenda item(s) previously registered to comment on.
- The allotted time for public comments is two minutes per person; this time may not be allotted to another speaker. The chair may, at their sole discretion, further limit or expand the amount of time.
- The public comment opportunity is not a discussion, debate, or dialogue between the speaker and the board, which may or may not respond.
- Members of the public do not have the right to disrupt the meeting; the board may prohibit demonstrations such as booing, hissing, or clapping.
- Remarks containing hate speech, profanity, obscenity, name calling or personal attacks, defamation to a person, people, or organization, or other remarks the board deems inappropriate will not be allowed.
- Failure to follow all rules and procedures may result in not being able to provide public comment and/or being removed from the meeting.

In-Person Procedures

- Sign in before the meeting begins and indicate your desire to provide public comment and which agenda item you would like to comment on. When your name is announced, please come forward to the table placed in front of the dais and for the record, first identify yourself, area of residence, and organization represented, if any.

Virtual Procedures

- Register by sending an email to publiccomments@co.tillamook.or.us by 12:00 p.m. on the Tuesday prior to the board meeting. The email must contain all of the following information:
 - Full name, area of residence, and phone number.
 - Agenda item(s), you wish to comment on.
- Once registered, and before the start of the meeting, board staff will email a Microsoft Teams meeting link.
- When logged in to the meeting you must remain muted with your camera off until your name is called, then you *unmute and turn on your camera*.
- The chair may require those providing virtual comment to turn on their camera while providing comment or testimony.

Written Procedures

- Written comments may be mailed to 201 Laurel Avenue, Tillamook, Oregon 97141 or emailed to: publiccomments@co.tillamook.or.us.
- Written comments received by 12:00 p.m. on the Tuesday prior to the board meeting will be distributed to the board and posted online. All written comments submitted become part of the permanent public meeting record.

AGENDAS

COMMUNITY UPDATE

CALL TO ORDER: Tuesday, April 18, 2023 8:00 a.m.

1. Welcome and Board of Commissioners' Roll Call
2. Adventist Health Tillamook
3. Coastal Caucus
4. Tillamook County Community Health Center
5. Nehalem Bay Health Center & Pharmacy
6. Tillamook Family Counseling Center
7. Sheriff's Office
8. Emergency Management
9. Board of Commissioners
10. Cities
 - a. Manzanita
 - b. Nehalem
 - c. Wheeler
 - d. Rockaway Beach
 - e. Garibaldi
 - f. Bay City
 - g. Tillamook
 - h. South County

ADJOURN

MEETING

CALL TO ORDER: Wednesday, April 19, 2023 9:00 a.m.

1. Welcome & Request to Sign Guest List
2. Pledge of Allegiance
3. Public Comment
4. Non-Agenda Items

CONSENT CALENDAR

5. Annual Liquor License Renewal Applications for Anchorage Motel; Lee's Camp Store; Manzanita Lighthouse

LEGISLATIVE – ADMINISTRATIVE

6. Discussion and Consideration of an Order Declaring County Owned Property as Surplus/Matt Kelly, Undersheriff
7. Discussion and Consideration of an Application to the State of Oregon, Oregon Health Authority for a Request for Grant Proposal #5620 for OregonBuys #S-44300-00006073 for the Mobile Health Unit Pilot Programs to Increase Access and Quality of Healthcare Services for Priority Populations/Marlene Putman, Administrator, Health and Human Services Department
8. Discussion and Consideration of an Order in the Matter of the Appointment of a Member to the Tillamook County Solid Waste Advisory Committee/David McCall, Solid Waste Program Manager, Public Works Department
9. Discussion and Consideration of an Order in the Matter of the Appointment of Members to the Tillamook County Solid Waste Budget Committee/David McCall, Solid Waste Program Manager, Public Works
10. Discussion and Consideration of a Letter of Commitment for Bayside Commons Housing Development/Commissioner Erin Skaar; Sarah Absher, Director, Department of Community Development
11. Discussion and Consideration of an Order in the Matter of Reconsideration of a Request for Conditional Use Approval for a 19-Site Recreational Campground on an Approximately 18-Acre Portion of a 58.51-Acre Parcel. The Proposed Campground is Located Within the Rural Residential 2-Acre (RR-2) Zoned Portion of the Property. Accessed Via Floyd Avenue, a County Local Access Road, and Designated as Tax Lot 600 of Section 6, Township 4 South, Range 10 West of the Willamette Meridian, Tillamook County, Oregon/Sarah Absher, Director, Department of Community Development

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17. Board Concerns
18. Board Announcements

ADJOURN

OTHER MEETINGS AND ANNOUNCEMENTS

The Local Public Safety Coordinating Council (LPSCC) teleconference will be held on **Monday, April 17, 2023** at **12:00 p.m.** The meeting will be held at the Stan Sheldon Board Room at the 9-1-1 Center, 2311 Third Street, Tillamook, Oregon. The teleconference number is 1-971-254-3149, Conference ID: 113 785 794#.

The Commissioners will hold an executive session on **Monday, April 17, 2023** at **2:30 p.m.** pursuant to ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member, or individual agent. The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon. The executive session is not open to the public.

The Commissioners will hold a Board Briefing on **Wednesday, April 19, 2023** at **2:00 p.m.** to discuss weekly Commissioner updates. The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon. The teleconference number is 1-971-254-3149, Conference ID: 736 023 979#.

The Commissioners will hold an executive session on **Monday, April 24, 2023** at **3:30 p.m.** pursuant to ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member, or individual agent. The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon. The executive session is not open to the public.

The Commissioners will attend a Tillamook Lightwave meeting on **Tuesday, April 25, 2023** at **9:30 a.m.** The teleconference number is 1-253-215-8782, conference ID: 899 5732 9678.

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

**THE STATE OF OREGON
OREGON HEALTH AUTHORITY
ISSUES THE FOLLOWING**



REQUEST FOR GRANT PROPOSALS

**RFGP #5620
OregonBuys #S-44300-00006073
for**

**Mobile Health Unit Pilot Programs
to Increase Access and Quality of
Healthcare Services for Priority Populations**

Date of Issuance: **March 9, 2023**

Proposals Due by: **April 10, 2023 at 3:00 pm (Pacific Time)**

**NOTE: Proposals must be submitted through the OregonBuys system.
(See Section 5.1.3 Proposal Delivery below)**

Sole Point of Contact ("SPC"): **John F. Gardner, Procurement & Contract Specialist**
Address: **800 NE Oregon Street, Suite 640**
City, State, Zip: **Portland, OR 97232**
Phone (voice): **503-509-5698**
E-mail: **john.f.gardner@odhsoha.oregon.gov**

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SECTION 1 – PURPOSE/OVERVIEW

1.1 Introduction

House Bill 4052 (2022) (HB 4052 (2022)) was passed in the 2022 Oregon legislative session, becoming effective on March 23, 2022. The bill was developed by the Oregon Health Equity Task Force, convened by the Oregon Public Health Association, to identify strategic actions to support House Resolution 6 (2021), which declared racism to be a public health crisis in the state. One of the main strategic actions identified in HB 4052 is to remove barriers to increase access and quality of health care for “Priority populations,” as that term is defined in [Section 1.2 Definitions](#) below.

HB 4052 (2022) established the Mobile Health Unit Pilot Program to reduce barriers to health care access by bringing care directly into communities through Mobile health units that leverage existing community assets and provide culturally and linguistically specific services. These Mobile health units can help underserved communities overcome common barriers to accessing health care, such as time, geography, and trust.

By making health care more accessible than in traditional settings, Mobile health units can improve health outcomes in the communities they serve. The Mobile Health Unit Pilot Program focuses on equity and community by emphasizing community engagement and serving priority populations (i.e., groups that disproportionately experience poor health or social outcomes attributable to racism).

Pursuant to HB 4052 (2022) and through this Request for Grant Proposals, Oregon Health Authority (OHA), Health Systems Division, Medicaid Program intends to establish a Mobile health unit pilot program that will provide a sustainable, culturally responsive model to increase access to health care and will inform a collaboratively developed statewide feasibility study.

OHA invites qualified organizations to submit a Proposal to participate in the Mobile Health Unit Pilot Program to increase access to and the quality of healthcare services for priority populations.

Grant awards from this RFGP will be used to support Mobile health unit programs in alignment with Oregon’s goal to remove barriers to quality health care for priority populations.

Please review the Section 2, “Minimum Eligibility and RFGP Requirements” applicable to all Proposers.

The goal of the Grants to be awarded under this RFGP is to provide funding to successful Proposers who:

- Submit Work Plans containing program goals and activities that will most effectively address barriers to increase access to and the quality of health care for populations experiencing avoidable differences in health; and
- Demonstrate that Proposer’s Key Persons have the experience, qualifications, and ability necessary to serve Priority populations within their communities and conduct meaningful community engagement, including previously established relationships with one or more Priority populations.

Each Proposer’s proposed Work Plan must include grant activities and outcomes that align with the goal of improving health outcomes of Oregonians impacted by racism. See [Section 5. Proposal](#)

Requirements for additional information and Section 6. Proposal Evaluation for additional details regarding the evaluation of Proposals.

Available Funding under this RFGP and Initial Grant Term: HB 4052 (2022) dedicated approximately \$1.275 million dollars for the 2021-2023 biennium (through June 30, 2023) to fund mobile health unit programs. The grant funds awarded under this RFGP must be spent by Recipients by no later than June 30, 2023.

The Grant Agreement term in which Recipient's Work Plan (Program activities) must be completed will be from approximately May 1, 2023 through no later than October 31, 2024. *See* definition of Recipient in Section 1.2 Definitions below.

Future funding for mobile health unit programs may become available mid-2023. Approximately \$2 million dollars have been dedicated for the 2023-2025 biennium (July 1, 2023-June 30, 2025) and is pending legislative assembly approval. Funding for the 2025-2027 biennium has yet to be determined. Currently, OHA plans to issue a separate RFGP for additional mobile health unit programs for the 2023-2025 biennium.

As detailed below, Proposers must submit a proposed Work Plan and a proposed Budget, indicating the amount of grant funding Proposer requests. *See* definition of Proposer in Section 1.2 below. The combined total of all grant awards under this RFGP will not exceed \$1,275,000. OHA expects to issue multiple grant awards from this RFGP. However, OHA reserves the right, in its sole discretion, to determine the amount of each grant award from this RFGP.

Only one Proposal may be submitted by any one eligible organization, governmental entity, or Tribe located within the State of Oregon.

All Proposers must include a completed Attachment 1 - Proposer Certification Sheet, signed by an authorized representative of Proposer, that includes the following certifications and other certifications included in that attachment:

- Proposer will not request funding for expenditures already funded by any other agency or department of the State of Oregon or the federal government, or by private insurance.
- If Proposer is receiving Medicaid Administrative Claiming (MAC) or Medicaid outreach, enrollment and education funds, Proposer can demonstrate that funding will not be used for the same activities and that separate financial tracking processes exist, distinguishing the funding sources and uses from each other.
- Proposer certifies that Proposer will not expend grants funds under any Grant Agreement issued from RFGP 5620 on healthcare services if any other funding source for the services is obtained or sought from private health insurance, Medicaid, Medicare, or any other federal or state government funding source by Proposer to cover the cost of those services.
- If Proposer is awarded a Grant Agreement under this RFGP, Proposer's performance of the Program activities described in Proposer's Work Plan under the grant agreement will, to the best of Proposer's knowledge, create no actual or potential conflict of interest, as defined by ORS 244, for Proposer or any of Proposer's Key Persons, and creates no other violation of ORS Chapter 244 for Proposer's employees, agents, or contractors.

OHA, in consultation with its Mobile Health Advisory Committee, will consider each budget and, if there are any concerns or if clarification is needed, the Mobile Health Advisory Committee will request further information from the Proposer.

The parties may negotiate the final Program Activities, Work Plan and Budget to be included in the Grant Agreement.

1.2 Definitions

For the purposes of this RFGP and any resulting Grant(s) awarded, the terms below shall have the following meanings:

- **Communities of color** means members of the following racial or ethnic communities: American Indian; Alaska Native; Hispanic or Latino; Asian; Native Hawaiian; Pacific Islander; Black or African American; Middle Eastern; North African; Mixed race; or other racial or ethnic minorities. (*Source: HB 4052 (2022)*)
- **Coordinated care organization (CCO)** means a corporation, governmental agency, public corporation or other legal entity that is certified as meeting the criteria adopted by the Oregon Health Authority under ORS 414.572 to be accountable for care management and to provide integrated and coordinated health care for each of the organization's members.
- **"Culturally and linguistically responsive services"** means the provision of effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs.
- **"Culturally and linguistically specific services"** means provision of culturally and linguistically responsive services (defined above) designed for a specific population by a provider who shares the culture, language, or identity with the individual seeking services.
- **Grant** means a Grant(s) awarded under this RFGP.
- **Grant Agreement** means a grant agreement substantially in the form of Attachment 5 that is entered into between OHA and a Proposer awarded a Grant under this RFGP, which Grant Agreement includes all exhibits and attachments identified therein.
- **Key Person(s) or Key Personnel** means the person or persons on Proposer's staff, or Proposer's subcontractors, that Proposer will assign to perform the allowable program activities under the Grant Agreement as described in Proposer's Work Plan. For Key Persons not identified prior to Proposal submission, a position description must be submitted.
- **Mobile health services** are health care services that travel to communities to improve the health outcomes of Oregonians impacted by racism by providing access to health care.
- **Mobile health units** are units that deliver health care directly into communities to help individuals overcome common barriers they experience when attempting to access health care in traditional settings, including time, geography, and trust.

- **Mobile health unit program** means a program capable of delivering Mobile health services through Mobile health units within a community.
- **Office of Contracts and Procurement (OC&P)** means the office that is responsible for this procurement process for OHA.
- **Priority populations** means groups that disproportionately experience avoidable illness, death or other poor health or social outcomes attributable directly or indirectly to racism, including: communities of color; Oregon's nine federally recognized tribes and the descendants of the members of the tribes; immigrants; refugees; migrant and seasonal farmworkers; low-income individuals and families; persons with disabilities; and individuals who identify as lesbian, gay, bisexual, transgender or queer or who question their sexual or gender identity. (Source: HB 4052 (2022))
- **Proposal** means a written response submitted through the OregonBuys system in response to this RFGP.
- **Proposer** means the organization, governmental entity or Tribe that submits a Proposal in response to this RFGP.
- **Recipient** means the Proposer(s) selected through this RFGP to enter into a Grant Agreement with OHA.
- **RFGP** means this Request for Grant Proposals.
- **Sole Point of Contact (SPC)** means the OC&P sole point of contact who serves as the coordinator and focal point of information, communications and activities relating to this RFGP.
- **Tribe (or Tribes)** refers to the following Federally Recognized Tribes of Oregon:
 - i. Burns Paiute Tribe;
 - ii. Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians;
 - iii. Confederated Tribes of the Grand Ronde Community of Oregon;
 - iv. Confederated Tribes of Siletz Indians;
 - v. Confederated Tribes of the Umatilla Indian Reservation;
 - vi. Confederated Tribes of Warm Springs;
 - vii. Coquille Indian Tribe;
 - viii. Cow Creek Band of Umpqua Tribe of Indians; and
 - ix. Klamath Tribes.
- **Work** means the required activities, goals, milestones and objectives, reporting, and invoicing, as described in this RFGP.
- **Work Plan** means a description of the Work that defines goals, activities, milestones and how success will be measured for the Grant period, using the format required by OHA (See Attachment 3).

1.3 Authority

OHA issues this RFGP under the authority of ORS 413.032, ORS 413.033, and HB 4052.

SECTION 2 – MINIMUM ELIGIBILITY AND RFGP REQUIREMENTS

2.1 Minimum Eligibility Requirements

Proposers must certify that they meet the following minimum eligibility requirements in Attachment 1 – Proposer Certification Sheet:

2.1.1 Proposer is :

- a non-profit organization with current 501(c)(3) status with the Internal Revenue Service*;
- an organization that has submitted an application for 501(c)(3) non-profit organization status with the Internal Revenue Service;**
- a governmental entity; or
- a Tribe located within the State of Oregon.

*501(c)(3) refers to 26 U.S. Code § 501(c)(3).

**No grant awards will be made to organizations that have not received Internal Revenue Service approval of their 501(c)(3) non-profit organization status by April 27, 2023 (approximately 10 days after the Intent Award Notice for this RFGP).

2.2 Compliance with RFGP Requirements.

All Proposers must comply with all requirements Section 4, “RFGP Process” and Section 5, “Proposal Requirements.”

SECTION 3 – SCOPE OF WORK

3.1 Program Goals

Grant funds awarded under this RFGP must be used to support the following goals and objectives for Mobile Health Unit Pilot Programs:

- **Goal #1:** Increase health equity in Oregon by providing healthcare access for Priority populations.
- **Goal #2:** Build the capacity of existing mobile health unit programs or establish a Mobile health unit pilot program that provides healthcare services or behavioral health services (which may include community services in addition to healthcare services or behavioral health services).
- **Goal #3:** Comply with all program requirements, including metrics collection, assessments, and reporting.

- **Goal #4:** Coordinate, collaborate, communicate, and engage with community-based organizations, Tribes, state and local public health partners, CCOs, other health systems, or other cross-sector partners as necessary to successfully complete all other Program goals.

3.2 Allowable Program Activities

Each Recipient shall use the funding provided under the Grant Agreement issued under this RFGP solely to support Recipient's performance of the allowable Program activities during the term of the Agreement, while adhering to specific OHA guidance provided by OHA to Recipient.

Under HB 4052 (2022), OHA is authorized to provide grants for Mobile health units that provide health services.

Allowable Program activities must increase the capacity of an existing Mobile health unit program or establish a Mobile health unit pilot program that provides healthcare services for priority populations and may include any of the following:

- 1) Community services;
- 2) Community engagement;
- 3) Infrastructure development;
- 4) Operations improvement;
- 5) Workforce expansion; and
- 6) Technical assistance, data collection, and training, including but not limited to building capacity for culturally and linguistically responsive services through education and training.

Examples of allowable Program activities:

1) Community services examples:

- Behavioral health services
- Wellness programs
- Blood pressure, glucose, or cancer screenings
- Environmental programs to improve health

2) Community engagement examples:

- Marketing or informational materials
- Translation services
- Development of culturally specific and/or culturally responsive activities or materials

3) Infrastructure development examples:

- Procure or repair mobile health clinic delivery systems (trailer, vehicle)
- Develop or enhance power systems to supply energy to mobile health operations
- Establish or enhance mobile communication systems (internet, phone)

4) Operations improvement examples:

- Conduct community engagement activities to determine health and social needs of the target community
- Conduct community resource mapping in order to determine medical/health provider organizations for purposes of on-site services, referrals and care coordination
- Develop partnership and workflow processes between school and medical van providers to support the mobile school-linked health center operations.

5) Workforce expansion examples:

- Recruit, screen and hire staff necessary to provide services
- Provide training opportunities to staff

6) Technical assistance, education, training, and data collection examples:

- Identification of a process for submitting billing, electronic medical records, and data reporting requirements

3.3 No-Cost Services

Recipient must perform the program activities under Grant Agreements for the Mobile Health Pilot Program at no-cost to clients, regardless of the client's ability to pay or insurance status. This RFGP will not prohibit Recipients from billing clients' insurance for reimbursement of healthcare services covered; however, Recipient may not expend grant funds under any Grant Agreement issued from RFGP #5620 on healthcare service if any other funding source for the service is obtained or sought from private health insurance, Medicaid, Medicare or any other federal or state government funding source by Recipient to cover the cost of those services.

3.4 Information Security and Privacy

In the performance of this grant agreement, the Recipient may receive or access documents, records or items that contain "personal information" as that term is used in the Oregon Consumer Information Protection Act, ORS 646A.600 to 646A.628. Recipient may also have possession of, control of, or access to documents, records or items that contain "protected health information" as referenced in 45 Code of Federal Regulations, Part 164 and OAR 943, Division 14. Therefore, within 90 days of Grant Agreement execution, each Recipient must have in place a formal information security program that provides appropriate safeguards to protect personal and health information from loss, theft, and disclosure to unauthorized persons.

3.5 Reporting Requirements

Successful Proposers (Recipients) will be required to submit periodic reports to OHA in the specific content and format required by OHA under each Grant Agreement issued for this RFGP, including but not limited to the types of reports listed below.

3.5.1 Allowable Activity Reports: Recipient shall submit to OHA periodic summaries of Allowable Program activities completed by Recipient using an OHA-provided template.

3.5.2 Expenditure reports for Allowable Program Activities: Recipient shall submit to OHA expenditure reports (which will be further detailed in the Grant Agreement) as outlined below:

- (a) Recipient's cost expenditure reports shall include a summary of expenditures for the report period including a completed Expenditure Report for Allowable Program Activities and supporting documentation for expenses, which Recipient shall maintain in accordance with Exhibit B, Section 10, "Records Maintenance, Access" of the Grant Agreement. *See Attachment 5 – Form of Grant Agreement.*
- (b) As required by Section 10, "Records Maintenance, Access" of the Grant Agreement (*See Attachment 5 – Form of Grant Agreement*), Recipient shall maintain all financial records relating to the Grant Agreement in accordance with generally accepted accounting principles, including but not limited to accurate books, records, and accounts regarding all funding and expenses arising under the Grant Agreement.

3.5.3 Client demographics and client service and support reports: Recipient shall prepare and submit to OHA client demographics and client service and support reports as outlined below:

- (a) In accordance with ORS 413.161 and the Race, Ethnicity, Language and Disability (REALD) data collection standards detailed in OAR 943-070-0000 through OAR 943-070-007, Recipient shall collect and report demographic data on clients served, including self-reported demographic data on race, ethnicity, gender identity, sexual orientation, and age. (For more information, see <https://dhsoha.sharepoint.com/teams/Hub-OHA-OEI/SitePages/HB-2134.aspx>).
- (b) Recipient shall submit a summary of how demographics are collected, including any tools used and the staff person or network entity who will collect the data. The summary shall include justification for the approach.
- (c) Additional client, client service, and client outcome reporting requirements developed in mutual agreement between the OHA Health Systems Division, program evaluation staff, and Recipient.

SECTION 4 – RFGP PROCESS

4.1 Sole Point of Contact (SPC)

The Sole Point of Contact (SPC) for this RFGP is:

John F. Gardner
Procurement & Contract Specialist
800 NE Oregon Street, Suite 640
Portland, OR 97232
Phone (voice): 503-509-5698
E-mail: john.f.gardner@odhsoha.oregon.gov

All communications concerning this RFGP must be directed only to the SPC named above. Any unauthorized contact regarding this RFGP with other state employees or officials may result in Proposal rejection. Any oral communications will be considered unofficial and non-binding. The OregonBuys system will be used to distribute all information regarding this

RFGP. Any additional information received in writing from the SPC is also considered official.

4.2 Timeline for RFGP and Proposal Submission

RFGP Issued March 9, 2023
Informational Q&A Videoconference To be announced*
RFGP Questions due..... March 21 2023 at 3:00 pm (Pacific Time)
RFGP Answers provided (approximately) March 24, 2023 (RFGP Closes).
Proposals due April 10, 2023 at 3:00 PM (Pacific Time)
Notice of Award issued (estimated) April 17, 2023

*Any verbal responses by OHA staff to questions are not binding on OHA until they are confirmed by a written Q&A document posted online (on OregonBuys).

4.3 Closing Date for Submittal of Proposals

Proposals must be submitted through the OregonBuys system no later than the date and time specified in Section 4.2, "Timeline for RFGP and Proposal Submission."

Proposals will only be accepted electronically through the OregonBuys system.

4.4 Pre-proposal Questions Relating to this RFGP

Questions about this RFGP, including specifications, Grant terms and conditions, or the solicitation process must be submitted in writing and received by the SPC by the date and time specified in Section 4.2, "Timeline for RFGP and Proposal Submission." Questions may be submitted by email to the SPC directly or they may be submitted through the OregonBuys system. Notification of any substantive clarifications provided in response to any question will be published through the OregonBuys system.

For complete RFGP documentation, please go to the OregonBuys website at <https://oregonbuys.gov/bsa/>

OC&P will not automatically mail copies of any amendment or answers but will publish amendments and questions and answers through OregonBuys for download. Proposers are responsible for frequently checking OregonBuys for any additional information until the date the RFGP closes.

4.5 Withdraw or Resubmit a Proposal

The OregonBuys system allows Proposers to withdraw any documents submitted and allows Proposers to resubmit a Proposal up to the date and time that the RFGP closes.

SECTION 5 – PROPOSAL REQUIREMENTS

All Proposals shall include the items listed in this Section. Proposals must address all Proposal and submission requirements set forth in this RFGP and must describe how the Work will be provided. Proposals that merely offer to “provide services as stated in this RFGP” will be considered non-responsive and will not be considered further.

OHA will evaluate the overall quality of content and responsiveness of Proposals to the purpose and specifications of this RFGP.

5.1 General Proposal Requirements

- 5.1.1** Proposer should submit one signed Proposal electronically using the OregonBuys system (*See* Section 5.1.3, “Proposal Delivery”), without extensive artwork, unusual printing, or other materials not essential to the utility and clarity of the Proposal.

Proposer must submit the Proposal, bearing the Proposer’s authorized representative’s Signature on the completed Proposer Certification Sheet (Attachment 1), as **one complete electronic copy** of the Proposal in one of the following formats: Adobe Acrobat (PDF) or Microsoft Word (DOC or DOCX).

Note: The size of the Acrobat or Word file should not exceed 30 megabytes.

A representative authorized to bind the Proposer must sign the Proposer Certification Sheet. Failure of an authorized representative of the Proposer to sign the Proposer Certification Sheet may subject the Proposal to rejection by OC&P.

- 5.1.2** In addition, if Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.410 through 192.505), Proposer shall complete and submit the Affidavit of Trade Secret (Attachment 2) and a fully redacted version of its Proposal, clearly identified as the redacted version.

5.1.3 Proposal Delivery

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFGP requirements before the Proposal due date (OregonBuys “Bid Opening Date”). OHA is not responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Proposal submitted by any means not authorized will be rejected. The following delivery options are permitted for this RFGP:

Delivery through OregonBuys

Proposal submission should be electronically through OregonBuys at: OregonBuys.gov Detailed instructions on how to submit a Proposal can be found at How to electronically respond to a Bid in OregonBuys.

5.2 Technical Proposal Requirements

The technical Proposal shall include the following items in the order listed below. Page limits are noted when relevant. Unless otherwise specified, no particular form is required.

5.2.1 Proposer Certification Sheet (Attachment 1)

5.2.2 Community Health Needs Assessment

Each Proposer must submit data documenting the **health needs of the community** they intend to work with. The Proposer is not required to compile their own needs assessment but should pull from existing sources that periodically publish Community Health Needs Assessments, such as:

- County Governments
- Tax-Exempt Hospital Facilities
- United Way
- Coordinated Care Organizations (CCOs)
- City Governments
- Multi-County Health Coalitions
- Public Health Divisions

Needs assessment data shall be from within the last 5 years. OHA can assist in identifying relevant needs assessment data in response to Proposer questions for this RFGP.

5.2.3 Work Plan (Attachment 3)

Proposer shall submit a comprehensive Work Plan using the format below (also provided as Attachment 3 to this RFGP), defining goals, milestones and how success will be measured for the Grant period starting **May 1, 2023 through no later than October 31, 2024**.

Proposer's Work Plan should include a description of the health services that Proposer will provide in a Mobile health unit, and focus on planning and development, outreach and engagement, service type/delivery, transportation/travel, geographic area of operation, target communities, and collaboration with community partners.

Recommended Page limit: The recommended page limit for the Work Plan is 5 pages, but Proposals will not be rejected for exceeding this page limit.

WORK PLAN (INCLUDING NARRATIVE) for Grant Period of May 1, 2023 through no later than October 31, 2024			
Goals and Activities	Milestones	Community Impact	Key Person(s) Responsible
<i>List the actions or steps needed to achieve each goal and provide a timetable.</i>	<i>Specify the milestones leading to each goal, including the dates Proposer expects to reach those milestones.</i>	<i>Describe how Proposer will measure success.</i>	<i>List name and title for Key Persons directly working on each goal. If Proposer plans to hire staff, or issue subcontracts, please list the position title(s) and the expected date(s) of hire or subcontract execution date.</i>
<i>See Additional Work Plan Instructions below. *</i>			
Work Plan Narrative:			
<i>See Work Plan Narrative instructions below. **</i>			
<i>Proposer may add rows to this table as necessary.</i>			

***Additional Work Plan Instructions:**

The Work Plan shall include the following information:

- 5.2.3.1** Include a description of the health services that Proposer will provide in a Mobile health unit. Include measurable goals and objectives for the project, and explain how the proposed work will increase health equity in Oregon by reducing barriers to healthcare access for Priority populations as defined in Section 1.2 Definitions.
- 5.2.3.2** Provide specific, measurable goals for improving access to health care for priority populations.

****Work Plan Narrative Instructions:**

- 5.2.3.3** Describe how Proposer will achieve each goal, and describe the measurements, or performance indicators that Proposer will use to ensure all goals are being accomplished and all milestones are being met.
- 5.2.3.4** Describe how Proposer will track and collect the data required for periodic reporting to OHA.
- 5.2.3.5** Provide specific information about the service area(s) in which activities will be performed (can be done in summary). Please include city and county information.
- 5.2.3.6** Address engagement and outreach challenges or barriers specific to the region Proposer will target and proposed measures to address those challenges and barriers.

- 5.2.3.7 Describe Proposer's outreach and system navigation strategies, with justification on why those strategies were chosen (i.e., are the proposed methods based on previous experience by you or others?).
- 5.2.3.8 Provide a list of the names of each Key Person who will be working directly on this project and the activities to be performed by the Key Person.
- 5.2.3.9 Demonstrate the connection between the needs of the community and the services being offered by the mobile health unit pilot program
- 5.2.3.10 Describe collaborative approaches with other entities to provide services that address underlying social and economic inequities.

5.2.4 Proposer's Key Persons' Experience and Qualifications

Provide a narrative describing Proposer's Key Persons' experience and qualifications to perform the activities described in Proposer's Work Plan and provide a resume for each Key Person. The narrative should include:

- A description of how Proposer's Key Persons will successfully engage priority populations to utilize services available through mobile health programs to achieve clear and measurable objectives.
- A description of Proposer's Key Persons' experience (successes and challenges) in providing outreach and system navigation within communities/populations
- A description of Proposer's Key Persons' experience in developing promotional/informational materials on prevention programs targeted to priority populations and successful distribution with different methods of communication of those materials.
- A description of Key Persons' collaborative community action experience and previously established relationships with one or more priority populations.
- Key Persons' Licenses, Certifications, and Insurance Coverage necessary to provide healthcare services. Proposer shall provide copies of the current professional licenses or certifications held by Proposer's Key Persons that are required by applicable Oregon laws, administrative rules, and regulations to provide those services, together with certificates of insurance verifying professional liability insurance covering the Key Persons.

- 5.2.5 **Evidence of Support:** Proposer must provide at least two documents (not to exceed 2 pages each) from entities located in the region, county or other area where Proposer will perform activities, to demonstrate the entity's support for Proposer's proposed mobile health unit pilot program as described in its Work Plan.

5.3 Budget Proposal Requirements

Each Proposer must submit a complete and detailed Budget Proposal (Attachment 4) as well as the Budget Narrative. The funds must be spent by the Recipient by June 30, 2023.

Budget Period: May 1, 2023 – June 30, 2023

Maximum Total Budget: \$1,275,000

Recommended Page Limit: The recommended page limit for the Budget and Budget Narrative (combined) is **2 pages** but Proposals will not be rejected for exceeding this page limit.

The budget must include:

- Line items that are reasonable, cost-effective, and consistent with Proposer's Work Plan; and
- budget narrative that provides a clear description and justification for the proposed expenses, which specifically explains how the proposed expenses will allow Proposer to achieve Program goals.

Expenses included in the proposed budget may include the following expense types:

- Personnel Expenses
- Travel Expenses
- Other Expenses
- Indirect / Administrative Expenses
- Operation Expenses

*The above list includes examples of expenses but is not an exhaustive list of all possible expenditures. See Attachment 4 for additional instructions, requirements, and cost limitations.

SECTION 6 – PROPOSAL EVALUATION

Proposals must be complete at the time of submission and include all required documents.

OC&P will conduct a comprehensive and impartial review of the Proposals received to verify whether each Proposal meets the General Proposal Requirements in Section 5.1 and to determine whether the Proposal is responsive. The Proposals meeting those requirements will be forwarded to the Evaluation Committee for evaluation and scoring. Those Proposals that do not meet all requirements will be deemed non-responsive and will not be further evaluated.

Responsive Proposals will be evaluated by an Evaluation Committee selected by OHA. The Evaluation Committee will evaluate the Proposals and score them according to the criteria described below.

Proposals must provide a concise description of the Proposer's ability to reach the goals and objectives of the Program with emphasis on completeness and clarity of content. Evaluators will consider brevity and clarity of responses when scoring Proposals.

Maximum point values and the evaluation criteria for each section are described below.

Award(s), if one or more are made, will be made to responsive Responsible Proposer(s) subject to Section 6.3, "Final Selection and Award."

6.1 Technical Proposal Evaluation

6.1.1 Proposer's Experience and Work Plan (Maximum 90 points)

- 6.1.1.1 Access:** How well does Proposer's Work Plan address barriers to increase access and quality of care for populations experiencing avoidable differences in health. **(Maximum 25 points)**
- 6.1.1.2 Community Needs:** Does Proposer's Work Plan include activities tailored to the needs of the community and target populations as documented by the Community Health Needs Assessment submitted by Proposer? **(Maximum 20 points)**
- 6.1.1.3 Qualifications:** Does Proposer's Work Plan and Key Persons' Experience and Qualifications demonstrate Proposer's ability to serve priority populations? Has Proposer demonstrated Proposer's Key Persons' previously established relationships with one or more priority populations? **(Maximum 20 points)**
- 6.1.1.4 Collaboration/Partnership:** To what extent does the proposed Work Plan, as supported by Proposer's Evidence of Support, include collaborative approaches with other entities to provide services that address underlying social and economic inequities? **(Maximum 15 points)**
- 6.1.1.5 Services:** Does Proposer's proposed Work Plan include evidence-based interventions that impact health inequities? **(Maximum 10 points)**

6.2 Budget Proposal Evaluation (Maximum 10 points)

- Does Proposer's budget include line items that are reasonable, cost-effective, and consistent with Proposer's Work Plan?
- Does Proposer's budget narrative provide a clear description and justification of the proposed expenses, which specifically explains how the proposed expenses will allow Proposer to achieve Program goals?

6.3 Final Selection and Award

Award(s), if they are made, will be to the responsive Proposer(s) that submitted a Proposal that best addresses the goals and objectives of this RFGP, most accurately and completely fulfills the requirements of the Program, and are deemed by OHA to best meet the goals and objectives of HB 4052 (2022) as described in this RFGP.

Accordingly, award(s), if any, will be made to the highest ranked Proposers, subject to the following:

OHA, in its sole discretion, may elect to award Grants to lower ranked Proposers based upon

OHA's determination on how to best achieve the goals and objectives of HB 4052 (2022), and OHA's objectives of geographic and demographic diversity.

In the event that Grant negotiations are not successful within a reasonable time frame, OHA reserves the right to terminate negotiations with a specific Proposer(s) and continue negotiations with other Proposer(s) until successful negotiations are completed or OHA decides to terminate all negotiations or cancel this solicitation. The determination of what constitutes a reasonable time frame for purposes of this Section shall be solely at the determination of OHA. This protocol will be followed until a Grant Agreement has been signed. If all Proposals are rejected, Proposers will be promptly notified.

6.4 Proposal Rejection

6.4.1 OC&P will reject a Proposal if the Proposer attempts to influence a member of the Evaluation Committee regarding the solicitation, Proposal review or evaluation process.

6.4.2 OC&P may reject a Proposal for any of the following additional reasons:

- (a) The Proposer fails to substantially comply with all prescribed solicitation procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal; or
- (b) The Proposer makes any unauthorized contact regarding this RFGP with State employees or officials other than the SPC.

SECTION 7 – GENERAL INFORMATION

7.1 Changes/Modification and Clarifications

When appropriate, OC&P will issue revisions, substitutions, or clarifications as amendments to this RFGP. Changes and modifications to the RFGP shall be recognized *only* if in the form of written amendments issued by OC&P and posted on the OregonBuys system.

7.2 Reservation of OC&P Rights

OHA reserves all rights regarding this RFGP, including, without limitation, the right to:

- Amend or cancel this RFGP without liability if it is in the best interest of OHA to do so;
- Reject any and all Proposals received by reason of this RFGP upon finding that it is in the best interest of OHA to do so;
- Waive any minor informality or non-conformance with the provisions or procedures of this RFGP;
- Seek clarification of any Proposal, if required;
- Negotiate the activities described in this RFGP and to negotiate the final Work Plan and budget;
- Amend or extend the term of any Grant Agreement that is issued as a result of this RFGP;
- Engage Proposer by selection or procurement for different or additional services independent of this RFGP process and any Grants/Agreements entered into pursuant hereto;
- Enter into direct negotiations to execute a Grant Agreement with a responsive Proposer, in the event that the Proposer is the sole Proposer to this RFGP, and OC&P determines that the Proposer satisfies the minimum RFGP requirements; and/or

- Reject any Proposal upon finding that to accept the Proposal may impair the integrity of the procurement process or that rejecting the Proposal is in the best interest of OHA.

7.3 Award Notice

A written Notice of Award will be published in the OregonBuys system. For complete award documentation, please download the Notice of Award from the OregonBuys website as it becomes available. OC&P will not automatically mail copies of the Notice of Award to Proposers. Proposers are responsible for frequently checking OregonBuys for the Notice of Award once the RFGP closes. After award, OC&P will set the timelines for Grant negotiation as applicable.

7.4 Release of Information

No information shall be given to any Proposer (or any other individual) relative to their standing with other Proposers during the solicitation and evaluation process.

7.5 Cost of Proposals

All costs incurred in preparing and submitting a Proposal in response to this RFGP will be the responsibility of the Proposer and will not be reimbursed by OHA.

7.6 Grant Period

Initial term of the Grant shall be for the period stated in Section 1.1, "Introduction." If OHA determines that the Work performed has been satisfactory, OHA may, at its option, amend or extend any Grant for additional time and for additional dollars without further solicitation. Any modification or extension shall be by written amendment duly executed by the parties to the original Grant Agreement.

7.7 Obligation

All Proposers who submit a Proposal in response to this RFGP understand and agree that OHA is not obligated thereby to enter into a Grant Agreement with any Proposer and, further, has absolutely no financial obligation to any Proposer arising from this RFGP.

7.8 Grant Documents

Grant Agreements awarded from this RFGP will be in the form of:

- Attachment 5-1: Grant Agreement for private non-profit organization;
- Attachment 5-2: Intergovernmental Grant Agreement; or
- Attachment 5-3: Tribal Grant Agreement.

The Grant(s) awarded under this RFGP will be subject to the terms and conditions set forth in the Grant Agreement(s) executed by OHA and Recipient. The terms and conditions included in Attachments 5-1, 5-2, and 5-3 are subject to negotiation; however, all terms and conditions of the Grant Agreement(s) issued from this RFGP must be approved by the Oregon Department of Justice.

7.9 Insurance Requirements

Each successful Proposer will be required to secure insurance as described in the Form of Grant Agreement (Attachment 5-1, 5-2 or 5-3), Exhibit C (Insurance Requirements) prior to execution of the Grant Agreement. If applicable, Professional Liability Insurance and Automobile Liability Insurance may be required depending upon the types of services included in Proposer's Work Plan.

**ATTACHMENT 1 – Proposer Certification Sheet
RFGP #5260**

Proposer Name: _____

For non-governmental organizations, check one box:

Proposer is a publicly held company or privately held company Other _____

Proposers is (check applicable box):

Proposer is:

- a non-profit organization with current a 501(c)(3)* status with the Internal Revenue Service;
- an organization that has submitted an application for 501(c)(3) non-profit organization status with the Internal Revenue Service;
- a governmental entity; or
- a Tribe located within the State of Oregon may submit a Proposal.

*501(c)(3) refers to 26 U.S. Code § 501(c)(3).

Primary Contact Person: _____ Title: _____

Address: _____ City, State, Zip _____

Telephone: _____ E-mail Address: _____

Name and title of the person(s) authorized to represent the Proposer in any negotiations and sign any Grant Agreement that may result:

Name: _____ Title: _____

Telephone: _____ E-mail Address: _____

By signing this sheet and submitting a Proposal, the undersigned (a) certifies that he/she is a duly authorized representative of the Proposer, has been authorized by the Proposer to make all representations, attestations, and certifications contained in this Proposal, and to submit this Proposal on behalf of the Proposer.

1. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFGP) and this Proposer Certification Sheet, are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty.
2. Proposer and its employees and agents are not included on:
 - a. the list titled “Specially Designated Nationals and Blocked Persons” maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>
 - b. the government wide exclusions lists in the System for Award Management found at: <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>
3. Proposer is not in violation of any tax laws of the state or a political subdivision of the state, including without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.
4. Proposer complies with ORS 652.220 and does not unlawfully discriminate against any of Proposer’s employees in the payment of wages or other compensation for work of comparable character on the basis of an employee’s membership in a protected class. “Protected class” means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability or age.
5. Proposer may not prohibit any of Proposer’s employees from discussing the employee’s rate of wage, salary, benefits, or other compensation with another employee or another person. Proposer may not

retaliate against an employee who discusses the employee's rate of wage, salary, benefits, or other compensation with another employee or another person.

6. Proposer must be independent of any health insurance or Stop Loss Insurance issuer, and must not be an owner, employee, insurance agent receiving commission or consultant to or have any direct or indirect financial interest with any health insurance or Stop Loss Insurance issuer.
7. Proposer may not request funding for expenditures already funded by any other agency or department of the State of Oregon or the federal government or by private insurance.
8. If Proposer is receiving Medicaid Administrative Claiming (MAC) or Medicaid outreach, enrollment and system navigation funds, Proposer is able to demonstrate that funding will not be used for the same activities and separate financial tracking processes exist, distinguishing the funding sources and uses from each other.
9. If Proposer's Work Plan includes healthcare services, Proposer certifies that Proposer will not expend grants funds under any Grant Agreement issued from RFGP 5620 on health care service if any other funding source for the service is obtained or sought by Proposer to cover the cost of those services, from private health insurance, Medicaid, Medicare, or any other federal or state government funding source.
10. If Proposer is awarded a Grant Agreement under this RFGP, Proposer's performance of the Program activities described in Proposer's Work Plan under the Agreement, will to the best of Proposer's knowledge, create no actual or potential conflict of interest, as defined by ORS 244, for Proposer or any Proposer's Key Persons, and creates no other violation of ORS Chapter 244 for Proposer's its employees, agents, or contractors.
11. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, or national origin. When awarding subcontracts, Proposer does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business.
12. Information and costs included in this Proposal shall remain valid for 90 days after the Proposal due date or until a Grant Agreement is executed, whichever comes first.
13. The statements contained in this Proposal are true and complete to the best of the Proposer's knowledge and Proposer accepts as a condition of the Grant, the obligation to comply with the applicable state and federal requirements, policies, standards, and regulations. The undersigned recognizes that this is a public document and open to public inspection.
14. Proposer understands that any statement or representation it makes, in response to this RFGP, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the Oregon False Claims Act, ORS 180.750(1)}, made under Contract being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

15. The Proposer acknowledges receipt of all addenda issued under this RFGP.
16. If the Proposer is awarded a Grant as a result of this RFGP, the Proposer will be required to complete, and will be bound by, a Grant Agreement, substantially in the form attached to this RFGP and found in the OregonBuys system. At the time of signing the Grant Agreement with OHA, the Proposer will be required to provide its Federal Employer Identification Number (FEIN) or Social Security Number (SSN) as applicable.

Signature: _____
(Authorized to Bind Proposer)

Date: _____

***** THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL *****

**ATTACHMENT 2 – Affidavit of Trade Secret
RFGP #5260**

_____ (Affiant), being first duly sworn under oath, and representing
_____ (hereafter “Proposer”), hereby deposes and swears or affirms
under penalty of perjury that:

1. I am an employee of the Proposer, I have knowledge of the Request for Grant Proposals referenced herein, and I have full authority from the Proposer to submit this affidavit and accept the responsibilities stated herein.
2. I am aware that the Proposer has submitted a Proposal (the “Proposal”), dated on or about _____ [insert date], to the State of Oregon (State) in response to Request for Grant Proposals RFGP #5620, for and I am familiar with the contents of the RFGP and Proposal.
3. I have read and am familiar with the provisions of Oregon’s Public Records Law, Oregon Revised Statutes (“ORS”) 192.410 through 192.505, and the Uniform Trade Secrets Act as adopted by the State of Oregon, which is set forth in ORS 646.461 through ORS 646.475. I understand that the Proposal is a public record held by a public body and is subject to disclosure under the Oregon Public Records Law unless specifically exempt from disclosure under that law.
4. I have reviewed the information contained in the Proposal. The Proposer believes the information specified is exempt from public disclosure (collectively, the “Exempt Information”), which is incorporated herein by this reference. It is my opinion that the Exempt Information constitutes “Trade Secrets” under either the Oregon Public Records Law or the Uniform Trade Secrets Act as adopted in Oregon because that information is either:
 - A. A formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information that:
 - i. is not patented,
 - ii. is known only to certain individuals within the Proposer’s organization and that is used in a business the Proposer conducts,
 - iii. has actual or potential commercial value, and
 - iv. gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

or

 - B. Information, including a drawing, cost data, customer list, formula, pattern, compilation, program, device, method, technique or process that:
 - i. Derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use; and
 - ii. Is the subject of efforts by the Proposer that are reasonable under the circumstances to maintain its secrecy.

5. I understand that disclosure of the information referenced below may depend on official or judicial determinations made in accordance with the Public Records Law.

Affiant's Signature

State of _____)

) ss:

County of _____)

Signed and sworn to before me on _____ (date) by

_____ (Affiant's name).

Notary's Signature

Notary Public for the State of _____

My Commission Expires: _____

Proposer identifies the following information as exempt from public disclosure:

Attach additional pages if necessary.

**ATTACHMENT 3 – Work Plan
RFGP #5260**

Proposers: Complete and submit your Work Plan using the following table, per the Instructions below.

Recommended page limit: The page limit for the Work Plan and Narrative is **5 Pages**, but **Proposals will not be rejected for exceeding this page limit.**

WORK PLAN (INCLUDING NARRATIVE)			
(for Grant Period of May 1, 2023 through no later than October 31, 2024)			
Goals and Activities	Milestones	Community Impact	Key Persons Responsible
<i>List the actions or steps needed to achieve each goal and provide a timetable.</i>	<i>Specify the milestones leading to each goal, including the dates Proposer expects to reach those milestones.</i>	<i>Describe how Proposer will measure success.</i>	<i>List name and title for Key Persons directly working on each goal. If Proposer plans to hire staff or issue subcontracts, please list the position title(s) and the expected date(s) of hire or subcontract execution date.</i>
<i>See Additional Work Plan instructions below.*</i>			
Work Plan Narrative:			
<i>See Work Plan Narrative instructions below.**</i>			
<i>Proposer may add rows to this table as necessary.</i>			

***Additional Work Plan Instructions from RFGP Section 5.2.3:**

The Work Plan shall include the following information:

- 5.2.3.1** *Include a description of the health services that Proposer will provide in a mobile health unit. Include measurable goals and objectives for the project and explain how the proposed work will increase health equity in Oregon by reducing barriers to healthcare access for Priority populations as defined in Section 1.2 Definitions.*
- 5.2.3.2** *Provide specific, measurable goals for improving access to health care for priority populations.*

****Work Plan Narrative Instructions from RFGP Section 5.2.3:**

- 5.2.3.3** *Describe how Proposer will achieve each goal and describe the measurements, or performance indicators that Proposer will use to ensure all goals are being accomplished and all milestones are being met.*

- 5.2.3.4 *Describe how Proposer will track and collect the data required for periodic reporting to OHA.*
- 5.2.3.5 *Provide specific information about the service area(s) in which activities will be performed (can be done in summary). Please include city and county information.*
- 5.2.3.6 *Address engagement and outreach challenges or barriers specific to the region Proposer will target and proposed measures to address those challenges and barriers.*
- 5.2.3.7 *Describe Proposer's outreach and system navigation strategies, with justification on why those strategies were chosen (i.e., are the proposed methods based on previous experience by you or others?).*
- 5.2.3.8 *Provide a list of the names of each Key Person who will be working directly on this project and the activities to be performed by the Key Person.*
- 5.2.3.9 *Demonstrate the connection between the needs of the community and the services being offered by the mobile health unit pilot program*
- 5.2.3.10 *Describe collaborative approaches with other entities to provide services that address underlying social and economic inequities.*

**ATTACHMENT 4 – Budget Proposal
RFGP #5260**

Budget Guidance

Budget Time Period: May 1, 2023 through June 30, 2023.

Maximum Total Budget : \$1,275,000

Recommended Page Limit: The recommended page limit for the budget and budget narrative (combined) is 2 pages, but Proposals will not be rejected for exceeding this page limit.

Proposers must complete Attached 4 Budget Proposal including the budget narrative consistent with the following instructions.

The budget should include:

- Line items that are reasonable, cost-effective, and consistent with Proposer's Work Plan; and;
- budget narrative that provides a clear description and justification for the proposed expenses, which specifically explains how the proposed expenses will allow Proposer to achieve Program goals.

Documentation to verify staffing and other operational costs will be requested at the time OHA enters into Grant negotiations with successful Proposers.

Personnel Expenses

For all personnel costs, the budget proposal must include the total personnel expenses of all staff who will be assigned to support this Program. If an existing part-time or any percentage less than an FTE is assigned to work on this project, explain how time will be tracked for each employee specifically working on this project.

Personnel expenses are limited to expenses for staff working directly on this project. List the name and title for staff directly working on the project in the proposed work plan. No more than 10% of the total requested FTE should include positions assigned to provide administrative support or oversight.

Expenses for legal counsel, accounting, facilities, and similar expenses are not considered personnel expenses for this Program. If proposed personnel are not currently on staff, please list the proposed position title and the expected date of hire.

Travel Expenses

Travel expenses are limited to current state rates for non-represented employees in effect at the time the expenses are incurred. All travel shall be conducted in the most efficient and cost-effective manner resulting in the best value to the State. Personal expenses shall not be authorized at any time. Only local travel is authorized. OHA may reimburse for out-of-town travel on a case-by-case basis only if travel is pre-approved for OHA workshops or training.

OHA may pay for approved travel only at the rates and in accordance with the reimbursement procedures set forth in the Oregon Accounting Manual:

<http://www.oregon.gov/DAS/CFO/SARS/policies/oam/40.10.00.pdf>

Outreach and System Navigation Expenses

OHA will reimburse for costs for approved outreach and system navigation materials. OHA will provide flyers and limited other materials that may be used for this project. Materials will be available in multiple languages with customizable versions for organizations to add contact information.

Office space and furniture

OHA will not fund office space directly. It is expected that Proposer will provide this in-kind.

Indirect/Administrative Expenses

Up to 12% of the total budget may be used to cover Indirect/Administrative Costs.

The budget narrative should clearly explain and justify how budget items are necessary and related to carrying out proposed activities related to the accomplishment of Program Goals in RFGP Section 3.1.

ATTACHMENT 4 - Budget Proposal
RFGP #5260
(OregonBuys #S-44300-00006073)

Please complete the following BUDGET PROPOSAL FORM and submit the completed form with the Proposal.

Proposer Name: Rochelle Phillips

Proposed Budget (May 1, 2023 through June 30, 2023)	
Expenses	Amount
Personnel Expenses	
.5 FTE Medical Assistant Salary July 1, 2023 through June 30, 2023	23,056.80
Benefits	14,986.92
.1 FTE Public Health Deputy Director-Oversight. In kind contribution.	0
.1 FTE Harm Reduction Coordinator. In-kind contribution.	0
.1 Harm Reduction Coordinator. In-kind contribution.	0
.1 WIC Coordinator. In-kind contribution.	0
.2 Public Health Program Representative. In-kind contribution.	0
.2 FTE Community Health Worker. In-kind contribution.	0
.2 Harm Reduction MA. In-kind contribution.	0
Total Personnel Expenses	38,043.72
Travel Expenses	
Mileage – (# miles) @ current State of Oregon rate	
Total Travel Expenses	0
Other Expenses	
Purchase of Mobile Unit	200,000.00
Mobile Unit Outfitting and Supplies	25,000.00
Total Other Expenses	225,000.00
Subtotal Expenses	228,803.72
Indirect/Administrative Expenses (no more than 12% of the total budget):	21,196.28
8.48%	
Total Proposed Budget	250,000

*OHA may request documentation at any time related to the proposed budget and expenses.

Budget Narrative:

We have a new MA position that will be shared with our integrated Federally Qualified Health Center (FQHC) who's overall goal is to increase access to care. Half of their FTE will be focused on activities that increase access to care, for example providing immunizations at locations outside of the clinic, point of care testing at harm reduction events, and other outreach events utilizing the new mobile unit. The other half of their FTE and additional staffing needed to oversee and implement the Mobile Clinic Pilot program would be in kind contributions made by Tillamook County Health Department and Tillamook County Community Health Center, our integrated FQHC. Time spent by the MA and other staff on this project will use a specific code in our time sheet program to track hours used.

The majority of our budget is dedicated to the acquisition and outfitting of a mobile unit under 25 feet in length. We received 3 quotes for ready-built mobile clinic units that would fit our needs and budget. Additionally, we would purchase supplies needed to outfit the clinic such as point of care test units, test cartridges, vaccine needles and syringes, and portable signs to advertise the service being provided.

ATTACHMENT 5 – Form of Grant Agreement

**RFGP #5260
(OregonBuys #S-44300-00006073)**

Attachment 5 will be posted as separate file attachment in OregonBuys #S-44300-00006073 in three parts as follows.

- **Attachment 5-1:** Grant Agreement Form for private non-profit organizations
- **Attachment 5-2:** Intergovernmental Grant Agreement Form
- **Attachment 5-3:** Tribal Grant Agreement Form



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141

Phone: 503-842-3403

Erin D. Skaar, Chair
Mary Faith Bell, Vice-Chair
David Yamamoto, Commissioner

April 19, 2023

RE: Commitment Letter for Bayside Gardens

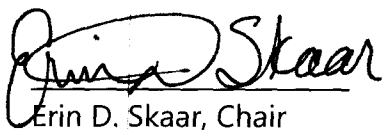
To Whom It May Concern:

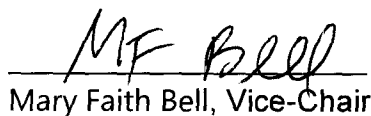
Tillamook County is committed to addressing the housing crisis experienced in our communities and is working diligently to address the affordable housing crisis in our region. Tillamook County supports public/private partnerships that result in construction of stable housing for residents and is pleased to confirm we have awarded the Murphy Bayside Commons Project \$120,000 from the Tillamook County Multi-Family Rental Housing Fund to support construction of Bayside Commons in Nehalem. This award is contingent on fulfillment of the loan agreement that is in final preparations by the County.

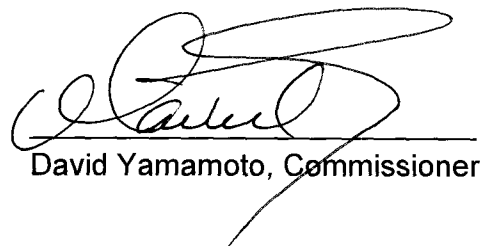
Please accept this letter as confirmation of Tillamook County's commitment to this project.

Sincerely,

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON


Erin D. Skaar, Chair


Mary Faith Bell, Vice-Chair


David Yamamoto, Commissioner

Received

APR 12 2023

Tillamook County Board of Commissioners

LETTER OF INTENT FOR PURCHASE OF REAL PROPERTY

TO: TILLAMOOK COUNTY BOARD OF COMMISSIONERS (BOC)
201 Laurel Avenue
Tillamook, Oregon 97141

With this Letter of Intent, the undersigned offers to purchase real property pursuant to the process defined by BOC at www.co.tillamook.or.us/gov/bocc in accordance with the following terms and conditions:

- 1. Seller: Tillamook County at address 201 Laurel Avenue, Tillamook, Oregon 97141, 503-842-3403, herein referred to as "Seller".
2. Buyer: Jerry L. Druey at address, email, telephone herein referred to as "Buyer".
3. Subject Property: The property that is the subject of this offer, herein referred to as "Subject Property", is identified as: Tax Lot # 3510 11 200 Account # 199546
4. Purchase Price: Two hundred & ninety five thousand eight hundred Dollars and 00 Cents (\$ 295,800 .00).
5. Processing Fee: Buyer has enclosed a money order or cashier's check made payable to "Tillamook County" as a processing fee that is not toward or applicable to the Purchase Price in an amount of One Hundred and 00/100 Dollars (\$100.00), herein referred to as "Processing Fee".
6. Terms of Purchase: If Purchase Price is less than Twenty Thousand Dollars (<\$20,000), Buyer will receive a Tax Collector's Deed, herein referred to as "Deed", upon Seller's receipt from Buyer of full Purchase Price by money order or cashier's check made payable to "Tillamook County".

IF OFFER IS >=\$20,000, BUYER WANTS A JLD DEED OR A CONTRACT.

- 7. Final Payment: Upon acceptance of this offer, Seller agrees to contact Buyer to finalize the payment arrangements and procedures to complete the sale and property transference from Seller to Buyer.

Buyer's Signature

4/12/2023
Date

