DATE: May 12, 2020
TO: Board of Supervisors
FROM: Miguel Marquez, Chief Operating Officer
SUBJECT: Monthly Report of Upcoming Requests for Proposals (RFPs)

RECOMMENDED ACTION
Receive report relating to anticipated Requests for Proposals.

FISCAL IMPLICATIONS
There are no fiscal implications resulting from the issuance of Requests for Proposals (RFPs) or Requests for Grant Applications (RFGAs). Fiscal impacts will be identified when resulting contracts are approved.

REASONS FOR RECOMMENDATION
This report is a consolidated report of RFPs and RFGAs anticipated to be released on or after May 12, 2020. This report is a comprehensive list for all County Departments and contains information relating to three solicitations, with anticipated release dates spanning from May of 2020 through June of 2020.

The purpose of this legislative file and the attached Master Acquisition List (MAL) is to inform the Board of Supervisors of anticipated upcoming RFPs and RFGAs to be released by Departments. The report is intended to provide summarized data, but not the actual solicitations, as Departments often update and refine solicitation language up to the point of issuance. The solicitations may be in various stages of drafting.

If a Supervisor is interested in reviewing a specific solicitation from the list prior to the solicitation being released, the Supervisor should contact the MAL Coordinator in the County Executive’s Office to coordinate receiving an off-agenda report from the issuing department before the solicitation is released.

The Anticipated Solicitation Issue Date is an estimate and is subject to change. If the date changes, or if the item is cancelled, it will be noted on the next report.

The following is a summary of the items that appear on this report:
• Upcoming Requests:
  • New – There are a total of two upcoming items that have been submitted since the prior report, including items #957 and #958
  • Previously Reported – Item #952 was previously reported to the Board.
  • Revised Date of Issuance – There are no items with a revised solicitation issuance date that were previously reported to the Board.
  • Cancelled – There are no cancelled items that were previously reported to the Board.

Report Description
A database has been created to generate this report regarding projected acquisitions. In some instances, Departments may modify or cancel their acquisition plans and subsequently revise information in the report. The items in this report are numbered sequentially; however, only projects that have not yet been advertised are included in these monthly updates. Some items may be listed on multiple monthly reports with the same item number. This is an indicator that the solicitation has not yet been issued.

The following fields are present on the report:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Number</td>
<td>This is a unique number assigned to the acquisition. If the item is reported multiple times, the item number will remain with the acquisition.</td>
</tr>
<tr>
<td>Anticipated Solicitation Issue Date</td>
<td>This is the date the department plans to issue the RFP. If this date is extended to the next reporting period, the item will be reported again with the new anticipated date.</td>
</tr>
<tr>
<td>Department Number and Name</td>
<td>The department taking the lead in issuing the RFP.</td>
</tr>
<tr>
<td>Title</td>
<td>The title of the acquisition.</td>
</tr>
<tr>
<td>New or Existing</td>
<td>This field identifies if this acquisition is for a new or existing good or service.</td>
</tr>
<tr>
<td>Single or Multiple Contract Award</td>
<td>This field identifies the plan to execute a single contract with a single vendor, or multiple contracts with multiple vendors.</td>
</tr>
<tr>
<td>Funding Type</td>
<td>This field identifies whether the funding is from the General Fund, a Grant Fund, or other Non-General fund.</td>
</tr>
<tr>
<td>Synopsis</td>
<td>A description of the acquisition.</td>
</tr>
</tbody>
</table>

**CHILD IMPACT**
The recommended action will have no/neutral impact on children and youth.

**SENIOR IMPACT**
The recommended action will have no/neutral impact on seniors.
SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

Board of Supervisors Policy Manual Chapter 5, Policies on Soliciting and Contracting, section 5.6.5.1(A)(2) requires the Administration to issue a report to the Board about the RFPs that departments plan to issue.

CONSEQUENCES OF NEGATIVE ACTION

RFP issuance and resulting contract execution will be delayed, possibly affecting the ability to provide services.

ATTACHMENTS:

- Attachment 1 - Upcoming RFPs (PDF)