



24-2175

**DATE:** February 6, 2024 (Item No. 57)  
**TO:** Board of Supervisors  
**FROM:** Ky Le, Deputy County Executive  
**SUBJECT:** Semi-Monthly Report of Upcoming Solicitations

**RECOMMENDED ACTION**

Receive report from the Office of the County Executive relating to anticipated solicitations.

**FISCAL IMPLICATIONS**

There are no fiscal implications resulting from the issuance of Requests for Proposals (RFPs), Requests for Grant Applications (RFGAs), and Request for Statement of Qualifications (RFSQs). Fiscal impacts will be identified when resulting contracts are approved.

**REASONS FOR RECOMMENDATION AND BACKGROUND**

The report is a consolidated report of RFPs, RFGAs, and RFSQs anticipated to be released on or after February 6, 2024. This report is a comprehensive list for all County Departments and contains information relating to 12 solicitations, with anticipated release dates spanning from February 2024 through June 2024.

The purpose of this legislative file and the attached Master Acquisition List (MAL) is to inform the Board of Supervisors of anticipated upcoming RFPs, RFGA, and RFSQs 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 Office of the County Executive 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 four upcoming items that have been submitted since the prior report, including items #1432–1435.
  - Previously Reported—There are a total of six items that were previously reported to the Board, including items #1366, #1372, #1425, #1428–1429, and #1431.
- Revised Date of Issuance—There are a total of two items with a revised solicitation issue date, including items #1238 and #1342.
- 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:

<b>Field</b>	<b>Description</b>
ID	This is a unique number assigned to the acquisition. If the item is reported multiple times, the item number will remain with the acquisition.
Solicitation Type	This field identifies the solicitation type: RFP, RFGA, RFSQ, or other.
Anticipated Solicitation Issue Date	This is the date the department plans to issue the solicitation. If this date is extended to the next reporting period, the item will be reported again with the new anticipated release date.
Pre-proposal Conference	This field identifies if a pre-proposal conference is applicable for this solicitation.
Soliciting Agency/Department	The department taking the lead in issuing the solicitation.
Contract Users	The department(s) that will utilize the goods and/or services that are being solicited.
Solicitation Title	The title of the solicitation.
New or Existing Good/Service	This field identifies if this solicitation is for a new or existing good or service.
Single or Multiple Contract Award	This field identifies the plan to execute a single contract with a single vendor, or multiple contracts with multiple vendors.

Fund Type	This field identifies whether the funding is from the General Fund, a Grant Fund, or other Non-General fund.
Solicitation Synopsis	A high-level description of the solicitation.
Periscope Classification Code(s)	This field identifies the appropriate classification code for each solicitation. Vendors interested in responding to the solicitation should update their Periscope profiles to receive notifications and search Periscope for similar solicitations.

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 solicitations that departments plan to issue.

**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.

**CONSEQUENCES OF NEGATIVE ACTION**

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

**STEPS FOLLOWING APPROVAL**

Notify Tiffani Lopez of the Office of Countywide Contracting Management upon processing of this report.

**ATTACHMENTS:**

- Upcoming RFPs
- Revised RFPs