

County of Santa Clara
Office of the County Executive



County Government Center
East Wing – Eleventh Floor
70 West Hedding Street
San Jose, California 95110

DATE: November 1, 2021

TO: Honorable Members of the Board of Supervisors
Jeffrey V. Smith, M.D., J.D., County Executive

FROM: Sylvia Gallegos, Deputy County Executive

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SUBJECT: Off-Agenda Report on September 14 Board Referral Regarding Free Period Products for Bathrooms in County Facilities

At the September 14, 2021 Board meeting, the Board directed the Administration to:

- a) Identify requirements for providing period products and the installation of dispensers and receptacles containing Period Products at the County’s restroom facilities; and
- b) Issue a solicitation within 60 days from that Board meeting date. The Period Products would be made available free of charge to employees and the public.

The Procurement Department was tasked with issuing the solicitation within a timeframe set forth for in the Period Products Board report. The Procurement Officer conducted market research and interviewed County subject matter experts and facilities staff. The Procurement Officer worked with the Office of the County Executive, Office of Women’s Policy, Office of LGBTQ Affairs, and Facilities and Fleet (FAF) to develop a scope of requirements for the issuance of a Request for Proposals (RFP) on or before the target date of November 12, 2021.

The RFP was issued on October 27, 2021. Depending upon how events proceed, it may be possible to present an action at the December 14, 2021 Board meeting to fund and approve the agreement(s).

Below is the Proposed Schedule of Milestones:

	EVENT	DATE
1.	Issuance of RFP	October 27, 2021
2.	Pre-proposal Conference	November 2, 2021 10:00 am Pacific Time

3.	Deadline to Submit Written Questions	November 4, 2021
4.	Response to Written Questions/RFP Addendum Posted	November 5, 2021
5.	Deadline to Submit Required Forms (If Applicable)	N/A
6.	Submission of Proposals	November 18, 2021 3:00 pm Pacific Time
7.	Proposal Evaluation	November 19-26, 2021
8.	Selection of Short List	November 29, 2021
9.	Conduct Product Demonstrations and/or Sampling (If Applicable)	November 30-December 8, 2021
10.	Selection of Finalist(s)	December 10, 2021
11.	Negotiations	December 2021
12.	Issue Notice of Intent to Award	December 2021
13.	Contract Approval and Execution	December 2021
14.	Commencement of Contract	January 2022

Upon the issuance of the Notice of Intent to Award, an estimate of the project costs would be provided to the Board of Supervisors for further action.

c: Tiffany Lennear, Clerk of the Board
Miguel Márquez
Monica Fernandez
James Williams
Kimberly Forrester
Chiefs of Staff
Cheryl Liu
Marlon Paulo
Oscar Inzunza