



COUNTY OF ALAMEDA
BEHAVIORAL HEALTH CARE SERVICES (BHCS)

ADDENDUM NO. 1
TO
RFP NO. 13-01
FOR

INDIVIDUAL PLACEMENT SUPPORT AND SUPPORTED EMPLOYMENT (IPS/SE)

NOTICE TO BIDDERS

THIS COUNTY OF ALAMEDA, BHCS RFP ADDENDUM HAS BEEN ELECTRONICALLY ISSUED TO POTENTIAL BIDDERS VIA E-MAIL. E-MAIL ADDRESSES USED ARE THOSE IN THE COUNTY'S SMALL LOCAL EMERGING BUSINESS (SLEB) VENDOR DATABASE OR FROM OTHER SOURCES. IF YOU HAVE REGISTERED OR ARE CERTIFIED AS A SLEB PLEASE ENSURE THAT THE COMPLETE AND ACCURATE E-MAIL ADDRESS IS NOTED AND KEPT UPDATED IN THE SLEB VENDOR DATABASE. THIS RFP/Q ADDENDUM WILL ALSO BE POSTED ON THE BHCS WEBSITE LOCATED AT [HTTP://WWW.ACBHCS.ORG/DOCS/DOCS.HTM#RFP](http://www.acbhcs.org/docs/docs.htm#RFP) AND THE GENERAL SERVICES AGENCY (GSA) CONTRACTING OPPORTUNITIES WEBSITE LOCATED AT & [HTTP://WWW.ACGOV.ORG/GSA/PURCHASING/BID_CONTENT/CONTRACTOPPORTUNITIES.JSP](http://www.acgov.org/gsa/purchasing/bid_content/contractopportunities.jsp).

The following Sections have been modified to read as shown below. Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~.

SLEB:

BHCS recognized the need to amend the Individual Placement and Support and Supported Employment (IPS/SE) RFP# 13-01 based on feedback from General Services Agency (GSA). The following should be added to page Section II. F. of the RFP.

- 1. Preference for Local Products and Vendors: A five percent (5%) preference shall be granted to Alameda County products or Alameda County vendors on all sealed bids on contracts except with respect to those contracts which state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this RFP.**
- 2. Small and Emerging Locally Owned Business: A small business is as defined by the United States Small Business Administration. For this RFP, applicable industries include, but are not limited to, the following NAICS Code(s): 541990 as having no more than \$14,000,000 over the last three (3) years. An emerging business, as defined by the County, is one that has less than one-half (1/2) of the preceding amount and has been in business less than five (5) years. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions and Application) has been attached hereto as Exhibit E and must be completed and returned by a qualifying contractor. To access the online (pdf) version of this application please go to: <http://www.acgov.org/auditor/sleb/forms/commonapp.pdf>.**

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least

six (6) months prior to the issue date of this RFP; and which holds a valid business license issued by the County or a city within the County.

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses the following provisions shall apply to this RFP:

- a. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in paragraph 1., above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.
- b. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference and must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder's total bid amount in order to be considered for the contract award. SLEB subcontractors must be independently owned and operated from the prime contractor with no employees of either entity working for the other. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this RFP. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.
- c. The County reserves the right to waive these small/emerging local business participation requirements in this RFP, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.
- d. The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB:
 - (1) Non-profit community based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents;
 - (2) Non-profit churches or non-profit religious organizations (NPO);
 - (3) Public schools; and universities; and
 - (4) Government agencies

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Service as 501(c)3.

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

3. Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is ten percent (10%) [five percent (5%) local, and five percent (5%) certified]. Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.

4. **First Source Program:** The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act require that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued RFP are to allow Alameda County ten (10) working days to refer potential candidates to vendor to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as Exhibit H, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten day window) in the event that they are awarded a contract as a result of this RFP. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

If compliance with the First Source Program will interfere with Contractor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor will provide to the County a written justification of non-compliance.

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

Section II. G. should now read:

Each of the Evaluation Criteria below shall be used in ranking and determining the quality of proposals. Proposals shall be evaluated according to each Evaluation Criteria and scored on a five-point scale shown below. The scores for all the Evaluation Criteria shall then be added according to their assigned weight, as shown below, to arrive at a weighted score for each proposal. A proposal with a high weighted total shall be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any program is ~~five hundred (500)~~ **five hundred-fifty points**.

Sub-Section	Evaluation Criteria	Weight	0-5 Rating
<p align="center">II. 6. Cost</p>	<p><i>Cost Coefficient will use the following formula:</i></p> <ul style="list-style-type: none"> • Low bid divided by low bid x 5 x weight = points <ul style="list-style-type: none"> ◦ $\\$100,000 / \\$100,000 = 1 \times 5 \times \text{weight} = \text{points}$ • Low bid divided by second lowest bid x 5 x weight = points • Low bid divided by third lowest bid x 5 x weight = points • Low bid divided by fourth lowest bid x 5 x weight = points 	<p>6</p>	
	<ul style="list-style-type: none"> • How accurately does the proposed budget reflect the Bidder's proposal (e.g. staffing, services and activities)? • How appropriate and realistic are the proposed costs of the proposed program? • How clear, thorough and thoughtful is the budget narrative? 	<p>2</p>	
<p align="center">II. F. 7. Bidder Experience, Ability & Plan</p>	<p><i>a. Organizational Infrastructure Capacity and Readiness</i></p> <ul style="list-style-type: none"> • How strong is Bidder's existing organizational infrastructure to implement this project? • How well matched is Bidder's organization structure to this project? • How thoughtful is Bidder's plan to restructure and/or augment staffing to implement this project? • How well matched are Bidder's staff roles to this project? • How well matched is Bidder's mission to this project, mental health recovery and employment services? • How experienced is Bidder in managing change processes similar to this one? • How well matched is Bidder's financial infrastructure to this project? • How well matched is Bidder's technological infrastructure to this project? 	<p>7</p>	
	<p><i>b. Project Description</i></p> <ul style="list-style-type: none"> • How well matched are Bidder's current services to the target population's needs and the project? • How well does the Bidder demonstrate understanding of the IPS/SE model within the existing program? • How thoughtful and realistic is Bidder's current work or plan to work with employers. 	<p>5</p>	

Sub-Section	Evaluation Criteria	Weight	0-5 Rating
	<ul style="list-style-type: none"> Overall, how well does Bidder's proposed project show the capacity to implement the IPS/SE program model? How thoughtful and realistic is Bidder's vision to change Bidder's organizational approach to employment services, program model and client outcomes? Over all, how well does Bidder demonstrate a clear understanding of the expected outcomes? 		
	<p>c. Understanding of Target Populations and Needs</p> <ul style="list-style-type: none"> How well does the Bidder understand the target population? How thoughtful is Bidder's philosophy and approach to providing culturally responsive services to best meet the target population? How thoughtful is Bidder of the target population's racial/ethnic and cultural needs? How well matched is the Bidder's current population matched to this project? 	5	
	<p>d. Ability to Track Data and Outcomes</p> <ul style="list-style-type: none"> How relevant and appropriate is Bidder's current use of data? How organized and thoughtful is Bidder's plan to collect and enter data for this project? 	3	
	<p>e. Forming Partnerships and Collaboration</p> <ul style="list-style-type: none"> How detailed, feasible and reasonable is Bidder's plan to collaborate with other services, programs and employers? 	2	
	<p>f. Sustainability of Project</p> <ul style="list-style-type: none"> How thoughtful and realistic is Bidder's plan to sustain this project after the end of the contract term? 	4	
<p>II. F. 8 Implementation Schedule & Plan</p>	<ul style="list-style-type: none"> How thoughtful and feasible is Bidder's implementation schedule and plan? How thoughtful and realistic is the Bidder's problem identification and mitigation? How well does Bidder demonstrate a clear understanding of BHCS' timeline and the ability to achieve it? 	4	
<p>References</p>	<p>How well does the Bidder's references demonstrate the following:</p> <ul style="list-style-type: none"> Performed the services as stated; Highlight areas in which the Bidder did well; Highlight areas in which the Bidder could have improved; Rate project management, technical ability, availability, training, documentation and reliability on a scale of one to five; Whether the project was completed on time and on budget; Responsiveness to clients Usefulness of Bidder's product; Understanding of the project and need; References' overall satisfaction with Bidder; 	2	

Sub-Section	Evaluation Criteria	Weight	0-5 Rating
	<ul style="list-style-type: none"> References' comfort with recommending the Bidder to Alameda County; Whether the Bidder would be used again by Reference; Any other information that would assist in Alameda County's' work with the Bidder. 		
Feasibility Site Visit (if applicable)	<i>Will use the Feasibility Site Visit Checklist:</i> http://www.dartmouth.edu/~ips/page48/page77/files/agency-readiness-visit-and-checklist.pdf	60	
Preference Points		% of Subtotal of Points	
	SLEB	5	
	Local	5	

**EXHIBIT A – BID ACKNOWLEDGEMENT
COUNTY OF ALAMEDA
BEHAVIORAL HEALTH CARE SERVICES (BHCS)**

**ADDENDUM NO. 1
TO
RFP NO. 13-01
FOR
INDIVIDUAL PLACEMENT SUPPORT AND SUPPORTED EMPLOYMENT (IPS/SE)**

The County of Alameda is soliciting bids from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP/Q number. This Bid Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the bid response. Obligations assumed by such signature must be fulfilled.

- 1. Preparation of bids:** (a) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid. (b) Quote price as specified in RFP/Q. No alterations or changes of any kind shall be permitted to Exhibit B, Bid Form. Responses that do not comply shall be subject to rejection in total.
- 2. Failure to bid:** If you are not submitting a bid but want to remain on the mailing list and receive future bids, complete, sign and return this Bid Acknowledgement and state the reason you are not bidding.
- 3. Taxes and freight charges:** (a) Unless otherwise required and specified in the RFP/Q, the prices quoted herein do not include Sales, Use or other taxes. (b) No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid. (c) Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County, as such papers may be accepted by the carrier as proof of the exempt character of the shipment. (d) Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
- 4. Award:** (a) Unless otherwise specified by the bidder or the RFP/Q gives notice of an all-or-none award, the County may accept any item or group of items of any bid. (b) Bids are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP/Q. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful bidder within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
- 5. Patent indemnity:** Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
- 6. Samples:** Samples of items, when required, shall be furnished free of expense to the County and if not destroyed by test may upon request (made when the sample is furnished), be returned at the bidder's expense.
- 7. Rights and remedies of County for default:** (a) In the event any item furnished by vendor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by vendor with its bid, the County may reject the same, and it shall thereupon become the duty of vendor to reclaim and remove the same forthwith, without expense to the County, and immediately to replace all such rejected items with others conforming to such specifications or samples; provided that should vendor fail, neglect or refuse so to do the County shall thereupon have the right purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may there after come due to vendor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that vendor fails to make prompt delivery as specified for any item, the same conditions as to the rights of the County to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government. (b) Cost of inspection or

deliveries or offers for delivery, which do not meet specifications, will be borne by the vendor. (c) The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

- 8. **Discounts:** (a) Terms of less than ten (10) days for cash discount will considered as net. (b) In connection with any discount offered, time will be computed from date of complete, satisfactory delivery of the supplies, equipment or services specified in the RFP/Q, or from date correct invoices are received by the County at the billing address specified, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the County warrant check.
- 9. **California Government Code Section 4552:** In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
- 10. **No guarantee or warranty:** The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

THE undersigned acknowledges receipt of above referenced RFP/Q and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP/Q and Bid Acknowledgement.

Bidder:
Address:
State/Zip

By: _____

Date _____ Phone _____

Printed Name Signed Above: _____

Title: _____

