



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
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**Alameda County Behavioral Health Care Services (BHCS)  
REQUEST FOR PROPOSAL  
RFP Workforce Education & Training (WET) 082013  
Specifications, Terms & Conditions  
for  
HIGH SCHOOL BEHAVIORAL/MENTAL HEALTH CAREER PATHWAYS**

**INFORMATIONAL MEETING/BIDDER’S CONFERENCES**

<p><b>First Bidders’ Conference:</b> September 9, 2013, 10: 00 am – 12:00 pm ACBHCS 1900 Embarcadero, Suite 101 (Brooklyn Basin Room) Oakland, CA 94606 Free Parking is Available</p>	<p><b>Second Bidders’ Conference:</b> September 10, 2013, 1:00 pm – 3:00 pm HCSA-Human Resources 500 Davis St, Ste 220 San Leandro, CA 94577 Free Parking is Available</p>
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**RESPONSES DUE**

No later than  
**October 1, 2013 by 2:00 p.m.**  
to  
**BHCS c/o Sanjida Mazid  
2000 Embarcadero, Suite 400  
Oakland, CA 94606  
Email: [smazid@acbhcs.org](mailto:smazid@acbhcs.org)  
Phone: 510-567-8071**

For complete information regarding this project, see RFP posted at  
[http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)  
Alameda County Behavioral Health Care Services:  
<http://www.acbhcs.org/docs/docs.htm#procurement>  
Updates or amendments will be posted at above two websites following the bidders’ conference

# COUNTY OF ALAMEDA

## REQUEST FOR PROPOSAL - WET 082013 SPECIFICATIONS, TERMS & CONDITIONS

for

### HIGH SCHOOL BEHAVIORAL/MENTAL HEALTH CAREER PATHWAYS

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#### **APPENDIX A – Glossary**

#### **ATTACHMENTS**

- Exhibit A – Bid Response Packet
- Exhibit B – Budget Narrative
- Exhibit B -1 – Budget Worksheet
- Exhibit C – Insurance Requirements
- Exhibit H – First Source Agreement
- Exhibit I – Exceptions, Clarifications, and Amendments

## **I. STATEMENT OF WORK**

### **A. INTENT**

It is the intent of the specifications, terms and conditions for Alameda County Behavioral Health Care Services (hereafter, BHCS or the County) in this Request for Proposals (RFP) to seek proposals from qualified organizations to design and implement a High School Behavioral/Mental Health Career Pathways Project (Project). This project will fund organizations to create a partnership between the County of Alameda and Alameda County high schools and/or community-based organizations (CBOs) to implement a mental health component/track similar to, or incorporated into, existing health care pathways programs. The pathways will create linkages to public behavioral/mental health careers through curriculum development and integration with core academic subjects.

The County intends to develop a Standard Agreement with the bidder whose responses best meet the County's requirements for this RFP. The terms and conditions of the Standard Agreement will be an integral part of the RFP. The County reserves the right to reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor.

This project will be funded through the Mental Health Services Act (also known as MHSA or Prop 63) Workforce Education and Training (WET) funds. This is a time-limited 36 month project that is anticipated to begin January 1, 2014 and end December 31, 2016. The total allocation for this project is \$300,000. The first year's contract maximum is \$100,000 with an option to renew for two additional years. Renewal of the contract award is contingent on project outcomes/performance and on the availability of MHSA funding. BHCS may award the contract to a single or multiple vendors.

Bidders submitting proposals shall satisfy all requirements outlined in this RFP. Bidders may utilize a subcontractor to implement portions of the contract provided that the bidder has clearly articulated their leadership role and roles of the subcontractor.

### **B. SCOPE**

#### **1. Program Description**

The Project is designed to attract, recruit, and retain culturally, linguistically and economically diverse individuals into the public behavioral/mental health field. This project has been identified as a "workforce pipeline" outreach strategy by engaging high

school students from various ethnic, cultural and linguistic backgrounds in considering behavioral/mental health careers.

This project is intended to focus on high school juniors and seniors who have demonstrated interest in exploring behavioral/mental health careers. This project will provide junior and/or senior high school students with a strong foundation for post-secondary advancement in related fields, with specific curriculum and exposure to behavioral health care theory, practice, and careers.

BHCS has developed a set of core competencies to serve as a foundation for the project. These competencies are meant as essential indicators of student readiness for both college and careers in related fields.

In addition to classroom learning, this project will create opportunities for students to be exposed to a variety of career opportunities in the field of behavioral/mental health through a combination of work-based learning experiences, such as field trips to behavioral/mental health programs, service-learning experiences, guided study tours, speakers' panels, job shadowing, internships and/or mentoring.

See sample curriculum resources:

Self-Awareness Curriculum -

[http://www.acbhcs.org/WET/docs/WET\\_Awareness\\_Self\\_Sketch\\_Curriculum.pdf](http://www.acbhcs.org/WET/docs/WET_Awareness_Self_Sketch_Curriculum.pdf)

Competencies Standards -

[http://www.acbhcs.org/WET/docs/WET\\_MH\\_Compencies\\_Standards.pdf](http://www.acbhcs.org/WET/docs/WET_MH_Compencies_Standards.pdf)

Stigma Curriculum -

[http://www.acbhcs.org/WET/docs/WET\\_stigma\\_curriculum.pdf](http://www.acbhcs.org/WET/docs/WET_stigma_curriculum.pdf)

**2. Objectives** - The objectives of this project are to:

- Create a High School Behavioral /Mental Health Career Pathways Project or to incorporate a similar program into existing High School Health Career Pathways.
- Develop a behavioral/mental health career pathway in schools with linguistically, culturally and economically diverse students.
- Work with community based organizations and Alameda County High Schools to ensure that curriculum includes opportunities to learn about public behavioral/mental health careers.
- Create and incorporate mental health curriculum based on current best practices.
- Attract students to jobs in public behavioral/mental health through specific career education and experience in the field.

- Provide support to students on a set of core competencies focusing on awareness of self, understanding of context and community and mental health practitioner skills.
- Facilitate authentic work-based learning experiences that include a combination of field trips to behavioral/mental health programs, service - learning experiences, guided study tours, job shadowing, internships, and mentoring.
- Develop collaborative efforts between high schools, post-secondary educational partners, and industry partners to support high quality instructional practices and a pipeline for students to enter the field.
- Reduce stigma and discrimination associated with mental illness.

### **C. BACKGROUND**

MHSA was passed by California's voters in November 2004. MHSA provides dedicated funding for services and programs that promote wellness, recovery, and resiliency for adults and older adults with severe mental illness, and for children and youth with serious emotional disturbances and their family members. WET is an important component of the MHSA intended to address identified occupational shortages in the public mental health field through the development of academic pipelines, internships, and financial incentive programs.

The High School Career Pathways is one of several initiatives developed through an extensive stakeholder planning process that resulted in the California Department of Mental Health approved WET Plan.

BHCS's vision for the WET Plan is to increase workforce diversity, cultural competency and linguistic capacity to reflect Alameda County's unserved, underserved and inappropriately served communities including consumer, family member, African American, Asian Pacific Islander (API), Latino, Native American, South and Southeast Asian, Emerging Immigrant, and Lesbian Gay Bisexual Transgender Queer Questioning Intersex 2-Spirit (LGBTQQI2-S) communities. Additionally, the County's workforce goals are to increase the number of consumer and family member in the workforce and to increase service provider capacity and expertise to meet the needs of clients/consumers and their families.

### **D. BIDDER MINIMUM QUALIFICATIONS and DISQUALIFICATIONS**

To be eligible to participate in this RFP, Bidder must either be a high school or a community based organization (CBO) that successfully demonstrate in their proposal how they meet the following Bidder Minimum Qualifications, in no more than **two** pages:

*If a High School, the minimum qualifications are:*

1. Bidder must be a high school in Alameda County recognized by the State of California, with juniors and/or seniors; and
2. Bidder must demonstrate experience working on a similar project within the last five years.

*If a CBO, the minimum qualifications are:*

1. Bidder must be a non-profit CBO with an office in Alameda County and that is partnering with at least one Alameda County high school with juniors and/or seniors.
2. Bidder must demonstrate experience working on a similar project within the last five years and the ability to provide the services described in the Scope of Work.
3. Bidder has developed a **Memorandum of Understanding** with the participating school(s).

Proposals that exceed the contract maximum amounts or are unreasonable and/or unrealistic in terms of budget, as solely determined by BHCS, shall be disqualified from moving forward in the evaluation process.

Bidders are eligible to participate in the RFP process if they meet the Bidder Minimum Qualifications. BHCS will disqualify proposals that do not demonstrate that Bidder meets the specified Bidder Minimum Qualifications, and these disqualified proposals will not be evaluated by the County Selection Committee (CSC)/Evaluation Panel and will not be eligible for contract award under this RFP.

## **E. SPECIFIC REQUIREMENTS and SERVICE DESCRIPTION**

Bidder must provide information as outlined below in concrete, relevant and clear responses. Bidder must respond to this section in no more than **twelve** pages (page limit does not include attachments).

### **1. Project Design**

Provide a project description for the proposed activities outlining how the proposed project activities will meet the requirements of the scope of work specified in this RFP. Include in this section the project objectives, specific project requirements described

below and how this project will be embedded into the existing school structure and curriculum.

Bidder must demonstrate their capacity to deliver services in a culturally responsive manner. Bidder must also have the capacity to adapt strategies, design program features, and select education materials that value the cultural diversity of Alameda County.

BHCS expects that the Bidder will develop a plan to sustain this project for at least two years beyond the contract period.

**a. Target Population**

The project shall be implemented by an organization that has demonstrated experience working with diverse individuals. The project shall target students who reflect Alameda County's various demographics.

Bidder must describe outreach strategies that will be utilized to attract and recruit ethnically, linguistically and economically diverse students into the project. Potential populations may include, but are not limited to: African American, Asian American, Asian Pacific Islander (API), Hispanic, Native American, South and Southeast Asian, Emerging Immigrant, and Lesbian Gay Bisexual Transgender Queer Questioning Intersex 2-Spirit populations.

**b. Student Participant Enrollment Process**

The project shall be implemented by a CBO or High School that has demonstrated experience successfully outreaching to diverse community members.

Bidder must describe the number of students expected to participate in the project for a full school year and plans for student enrollment in the project.

Bidder must include suggested location(s) of service and the number of students likely to participate in each location.

Bidder must describe the participation standards for students to remain in the project and how the program will assess a student's interest and motivation to participate in the project.

**c. Curriculum Development**

Bidder must demonstrate curriculum development and implementation experience with programs/projects of similar nature such as student career development projects.

BHCS expects the Bidder to develop curriculum and train project staff within the first six months of the contract.

BHCS expects the Bidder to work with BHCS staff to develop or adapt existing curriculum, including lesson modules and work-based learning experiences.

BHCS has mental health high school curriculum resources and technical assistance available to the awarded Bidder.

Bidder must understand that supporting student mastery of a set of core competencies for use in a variety of school settings, to introduce mental health to high school students, and to promote public mental health employment are key to this project.

An awarded Bidder must administer/use survey instruments to measure student interest in public behavioral/mental health careers and their attitudes pertaining to behavioral health clients/consumers prior to enrollment and again at the end of the project.

Bidder must work in collaboration with BHCS to develop pre and post survey instruments, and determine timing of administering the surveys.

See sample curriculum resources:

Self-Awareness Curriculum -

[http://www.acbhcs.org/WET/docs/WET\\_Awareness\\_Self\\_Sketch\\_Curriculum.pdf](http://www.acbhcs.org/WET/docs/WET_Awareness_Self_Sketch_Curriculum.pdf)

Competencies Standards -

[http://www.acbhcs.org/WET/docs/WET\\_MH\\_Compencies\\_Standards.pdf](http://www.acbhcs.org/WET/docs/WET_MH_Compencies_Standards.pdf)

Stigma Curriculum -

[http://www.acbhcs.org/WET/docs/WET\\_stigma\\_curriculum.pdf](http://www.acbhcs.org/WET/docs/WET_stigma_curriculum.pdf)

## **2. Organizational Background, Capacity and Staffing**

Bidder shall have the capability to and experience with implementing similar programs/projects. Similar experience includes prior experience collaborating with community based organizations, high schools and local governmental entities. Bidder must be able to identify potential implementation challenges and strategies to address such challenges.

Bidder must describe proposed staff and their duties, including disciplines and degrees, as appropriate. Describe training and experience of staff to ensure project outcomes are achieved. Identify the designated project director who will serve as the main point of contact. Provide professional resumes for the project director and other project staff.

Specify subcontractor's role and experience, if any, in meeting the specific program requirements, type of contract or agreement to be used to meet specific program requirements.

## **3. Collaboration**

This is a pilot/demonstration project and it is vital for Bidder to have demonstrated experience in forming and maintaining collaborative partnerships.

Bidder must describe existing collaboration with key partner agencies including high schools, community- based organizations, industry partners, and BHCS, that will support the goals or implementation of the proposed project. BHCS will have collaborative meetings with the awarded contractor and the frequency and duration of the meetings will be determined during start up.

Bidder must describe interagency collaboration and coordination strategies. Include strategies and project related activities that will provide ongoing support and maintain collaborative partnerships.

Subcontracting is allowed. If Bidder is proposing to use a subcontractor; Bidder must fully identify the subcontractor(s) or other organizations at the time of proposal submission. Specify subcontractor's role and experience in meeting the specific program requirements, type of contract or agreement to be used to meet specific program requirements.

#### 4. Program Evaluation

Bidder must identify at least three outcomes that will be used to measure the impact and effectiveness of the project. The outcomes must be measurable and directly linked to the objectives, strategies and project design. Explain how the outcomes will be achieved, tracked and reported.

Examples of outcomes include: outreach and recruitment status including demographic information and number of student enrollment; curriculum development progress and implementation status; progress on how this project is being embedded into existing school structure and curriculum; status report on number of field trips, internship site development, guided study tours, job shadowing; report on the assessment of student knowledge gain and awareness about behavioral/mental health topics etc.

Also describe your capacity to partner with BHCS in evaluating this project. Bidders may include other projects or programs that would indicate this capacity.

#### 5. Implementation Schedule and Plan

Bidder must include Implementation Schedule and Plan from project start-up to contract expiration date using **EXHIBIT A**. Describe the activities necessary during the start up, implementation and on-going phases. Include a timeline for each of these phases. Identify and describe strategies for mitigation of risks and barriers, which may adversely affect any of the proposed project schedules.

#### F. DELIVERABLES / REPORTS

Contract deliverables include, but are not limited to, the following:

- Recruiting and enrollment of students into the project within the first three months of the contract as evidenced by registration and attendance sheets.
- Develop curriculum; and pre- and post assessment instruments aligned to the competencies within the first three months of the contract signing in collaboration with BHCS.
- Develop and implement a broad range of work-based learning projects per year in collaboration with high schools/community based organizations, post-secondary educational partners, and industry partners.
- Provide project sustainability plan for at least two years beyond the contract years.
- Provide quarterly reports describing milestones and quantitative outcomes including updates on student outreach and recruitment, curriculum

development, work-based learning experience and collaboration with high schools, post-secondary educational partners, and industry partners.

## **II. INSTRUCTIONS TO BIDDERS**

### **A. COUNTY CONTACTS**

All contact during the competitive RFP process shall be through the RFP contact only. The BHCS website <http://www.acbhcs.org/docs/docs.htm#procurement> and the General Services Agency (GSA) website [http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp#goods](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp#goods) are the official notification and posting places for this RFP and any Addenda.

The evaluation phase of the competitive process shall begin upon receipt of proposals until contract award. Bidder shall not contact or lobby CSC/Evaluation Panelists during the evaluation process. Attempts by Bidder to contact CSC/Evaluation Panelists may result in disqualification of the Bidder's proposal.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail, as specified in the Calendar of Events to:

Sanjida Mazid  
Alameda County, BHCS  
2000 Embarcadero, Ste 400  
Oakland, CA 94606  
E-Mail: [smazid@acbhcs.org](mailto:smazid@acbhcs.org)

## B. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request for Proposals (RFP) Issued	August 19, 2013	
Written Questions Due	September 4, 2013 by 2:00pm to: <a href="mailto:Smazid@acbhcs.org">Smazid@acbhcs.org</a>	
Bidders' Conference #1	September 9, 2013, 10am - 12pm	at: ACBHCS 1900 Embarcadero, Ste 101 (Brooklyn Basin Room) Oakland, CA 94606
Bidders' Conference #2	September 10, 2013, 1:00 – 3:00pm	at: HCSA-Human Resources 500 Davis St, Ste 220 San Leandro, CA 94577
Responses to Written Questions Posted	September 16, 2013	
<b>Response Due</b>	<b>October 1, 2013 by 2:00 pm</b>	
Evaluation Period	October 4 through October 14	
Oral Presentation/ Interview (if any)	October 16	
Award Recommendation Letters Issued	Week of October 23 <sup>rd</sup> , 2013	
Contract Negotiations	October 29-November 8	
<b>Board Letter Issued</b>	<b>January, 2014</b>	
<b>Contract Start Date</b>	<b>January, 2014</b>	

Note: Award Recommendation, Board Agenda and Contract Start dates are approximate. Other dates are subject to change. Bidders will be notified of any changes via email. It is the responsibility of each Bidder to be familiar with all the specifications, terms and conditions. By submission of a proposal, Bidder certifies that if awarded a contract Bidder shall make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

## C. LOCAL AND SLEB PREFERENCE POINTS

### 1. Preferences for Local Products and Bidders

A five percent(5%) preference shall be granted to Alameda County products or Alameda County Bidders 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 Bidder 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 in average annual gross receipts 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. To access the online (PDF) version of the certification instructions and application, please go to: <http://www.acgov.org/auditor/sleb/cert.htm>

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 the 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. 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.

- c. The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements for contracting, but not for procurement, as described above and are not required to subcontract with a SLEB:
- Non-profit community based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents
  - Non-profit churches or non-profit religious organizations (NPO)
  - Public schools and universities
  - 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](mailto:ACSLEBcompliance@acgov.org).

### **3. SLEB Program Criteria**

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%) for local and five percent (5%) for 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.

Bidders 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 bidder to be considered by Bidder to fill any new or vacant positions that are necessary to fulfill their

contractual obligations to the County, that Bidder has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Bidder will be pre-screened, qualified applicants based on bidder specifications. Bidder 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 Bidder.

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 Phone: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at [ACSLEBcompliance@acgov.org](mailto:ACSLEBcompliance@acgov.org).

#### **D. BIDDERS' CONFERENCES**

**BHCS strongly recommends that Bidders thoroughly read the RFP prior to attending any Bidders' Conferences.** BHCS shall hold two Bidders' Conferences. Bidders' conferences shall:

- Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarifications; and
- Meet Bidders with whom collaborations may be developed.

BHCS shall respond to written questions submitted prior to the Bidders' Conferences, in accordance with the Calendar of Events and verbal questions received at the Bidders' Conferences, whenever possible at the Bidders' Conferences. BHCS shall address all questions and include the list of Bidders' Conferences attendees in an Addendum following the Bidders' Conferences in accordance with the Calendar of Events section of this RFP.

Bidders are not required to attend the Bidders' Conferences. However, attendance at least one Bidders' Conference is strongly encouraged in order to receive information to assist Bidder in formulating proposals.

Failure to participate in a Bidders' Conference shall in no way relieve the Contractor from furnishing program and service requirements in accordance with these specifications, terms and conditions and those released in any addenda.

**E. SUBMITTAL OF PROPOSALS/BIDS**

1. All proposals must be sealed and received by BHCS **no later than 2:00 p.m. on the due date and location specified on the RFP cover and Calendar of Events in this RFP**. BHCS cannot accept late proposals. If hand delivering proposals, please allow time for parking and entry into building.

BHCS shall only accept proposals at the address and by the time indicated on the RFP cover and in the Calendar of Events. Any proposal received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the Bidder unopened.

All proposals, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. BHCS' time stamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

2. Proposals are to be addressed and delivered as follows:

**WORKFORCE EDUCATION AND TRAINING  
HIGH SCHOOL BEHAVIORAL/MENTAL HEALTH CAREER PATHWAYS**

RFP WET 082013  
Attn: Sanjida Mazid  
Alameda County, BHCS  
2000 Embarcadero, Ste. 400  
Oakland, CA 94606

3. **Bidders are to submit:**

- a. One (1) original hardcopy proposal (Exhibit A – Bid Response Packet, including additional required documentation) in a three-ring binder, with

- original ink signatures. Original proposal is to be clearly marked "ORIGINAL"
- b. Seven (7) copies of proposal. Copies must be unbound without a three-ring binder.
  - c. All original pages from the Bidder, excluding forms or Attachments must:
    - Be single spaced
    - Use 12-point Times New Roman font
    - Have one-inch margins around each page
    - Conform to the maximum page limits.
4. Bidder **must** also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF), and shall be an **exact** scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid. Bidder must also submit an electronic copy of the budget. The electronic copy must be on disk or USB flash drive and enclosed with the sealed hardcopy of the original bid. It must include the budget following the budget template, provided in **Exhibit B-1**
5. Bidder's name, contact person and return address must also appear on the mailing package.
6. **BIDDER SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BID. BIDDER SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.**
- a. No telegraphic, email (electronic) or facsimile proposals will be considered.
  - b. All costs required for the preparation and submission of a proposal shall be borne by Bidder.
  - c. Only one proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, "partnership" shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state's Corporations Code or an equivalent statute.
  - d. Each proposal received, with the name of the Bidder, shall be entered on a record, and each record with the successful proposal indicated thereon shall, after the award of the order or contract, be open to public inspection.

- e. California Government Code Section 4552: In submitting a proposal to a public purchasing body, the Bidder offers and agrees that if the proposal 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 proposal. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder.
- f. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
- g. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
- h. It is understood that County reserves the right to reject this proposals and that the proposal shall remain open to acceptance and is irrevocable for a period of twelve (12) months, unless otherwise specified in the Proposal Documents.
- i. Proprietary or Confidential Information: No part of any proposal is to be marked as confidential or proprietary. County may refuse to consider any proposal or part thereof so marked. Proposal submitted in response to this RFQ may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all proposals shall become the property of County. County reserves the right to make use of any information or ideas contained in submitted proposals. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).
- j. All other information regarding the proposals will be held as confidential until such time as the County Selection Committee has completed their evaluation

and, or if, an award has been made. Bidders will receive mailed award/non-award notification(s), which will include the name of the Bidder to be awarded this project. In addition, award information will be posted on the County's "Contracting Opportunities" website, mentioned above.

**F. RESPONSE FORMAT/PROPOSAL RESPONSES**

1. Proposals are to be straightforward, clear, concise and specific to the information requested.
2. In order for proposals to be considered complete, Bidder **must** provide responses to all information requested. See **Exhibit A – Bid Response Packet**.
3. The person(s) administering the competitive process will review each proposal for completeness against the RFP requirements. Bidders cannot submit non-material documents after the proposal due date, in order to complete their proposal. Proposals with any missing items of submittals as outlined in the RFP and any Addenda shall be deemed incomplete and may be rejected.
4. Proposals, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any proposal or part thereof so marked. Proposals submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County's website at:  
<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.

Table 1

Section	Instructions	Page Max.
1. <b>TITLE PAGE</b>	Use <b>EXHIBIT A</b> to complete and submit the requested information.	One
2. <b>EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE</b>	Use <b>EXHIBIT A</b> to complete and submit the requested information.  Bidders must include <b>EXHIBIT A: BID ACKNOWLEDGEMENT</b> .	One
3. <b>LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY</b>	Use <b>EXHIBIT A</b> to complete and submit a synopsis of the highlights of the proposal.	One
4. <b>BIDDER MINIMUM QUALIFICATIONS</b>	Use <b>EXHIBIT A</b> to describe and demonstrate how Bidder meets the following criteria.  If a High School, the minimum qualifications are:  1. Bidder must be a high school in Alameda County recognized by the State of California, with juniors and/or seniors; and  2. Bidder must demonstrate experience working on a similar project within the last five years.  If a CBO, the minimum qualifications are:  1. Bidder must be a non-profit CBO with an office in Alameda County and that is partnering with at least one Alameda County high school with juniors and/or seniors.  2. Bidder must demonstrate experience working on a similar project within the last five years and the ability to provide the services described in the Scope of Work.  3. Bidder has developed a Memorandum of Understanding with the participating school(s). <b>Memorandum of Understanding</b> to be attached as <b>Attachment A</b> not included in total page maximum for Section 4	Two

<p><b>5. ORGANIZATIONAL CAPACITY REFERENCE AND INSURANCE</b></p>	<p><b><u>Supply Organizational Capacity, Reference and Insurance Information sections a. b. and c.</u></b></p> <p>a. <b>Fiscal Management Capacity</b> Include a recent copy (within the last twelve months) of Bidder’s Dun &amp; Bradstreet Qualifier Report. Dun &amp; Bradstreet Qualifier Report to be attached as <b>Attachment B</b>.</p> <p>For information on how to obtain a Supplier Qualifier Report, contact Dun &amp; Bradstreet at <b>1-800-424-2495</b>, or <a href="http://www.dnb.com/government/contractor-management-portal.html">http://www.dnb.com/government/contractor-management-portal.html</a>.</p>	
	<p>b. <b>References</b> Use <b>EXHIBIT A</b> to provide three references of organizations currently working with, or who have formerly worked with Bidder, and are familiar with the quality and reliability of the Bidder’s work. Bidder must verify the contact information for all references provided is current and valid. Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.</p> <p>The County may contact some or all of the references provided in order to determine Bidder’s performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.</p>	<p>One</p>
	<p>c. Insurance certificates are not required at the time of submission; however by signing <b>Exhibit A – Bid Response Packet</b>, the bidder agrees to meet the minimum insurance requirements stated in the RFP WET 082013, prior to award.</p>	<p>N/A</p>
<p><b>6. BIDDER EXPERIENCE, ABILITY AND PLAN</b></p>	<p>Use <b>EXHIBIT A</b> to complete and submit the requested information</p> <p><b>Bidder’s proposed program design and service delivery including:</b></p> <ul style="list-style-type: none"> <li>• Outreach plan to attract linguistically, culturally and economically diverse students. How and when students focusing on the target population will be recruited and enrolled into the program?</li> <li>• Describe Bidder’s approach to providing cultural responsive services to the</li> </ul>	<p>Twelve Page Maximum for Sections 6 &amp; 7</p>

<p><b>6. BIDDER EXPERIENCE, ABILITY AND PLAN (Continued)</b></p>	<p><i>target population.</i></p> <ul style="list-style-type: none"> <li>• <i>Number of students served per year and identified proposed service locations using the RFP funds.</i></li> <li>• <i>Assessment of student’s interest and motivation in behavioral health careers and to participate in the project.</i></li> <li>• <i>Strategies to support and sustain students continued participation in the project.</i></li> <li>• <i>Curriculum development and implementation plans focusing on public behavioral/mental health careers.</i></li> <li>• <i>Description of classroom and work-based learning activities to build and support students understanding and awareness of behavioral/mental health care theory, practice and careers.</i></li> <li>• <i>Description of collaborative efforts between high schools, post-secondary educational partners, and industry partners to support implementation of the project.</i></li> <li>• <i>Project sustainability plan for at least two years beyond the contract period.</i></li> </ul>	<p><b>BHCS will only review the first twelve pages; additional pages will be removed from proposal</b></p>
	<p><b>b. Describe, in detail, Bidder’s Organizational Background, Capacity and Staffing, including:</b></p> <ul style="list-style-type: none"> <li>• <i>Using Exhibit A specify Bidder’s demonstrated experience, background, roles and responsibilities of staff and subcontractors, if any. Provide resumes and job descriptions for staff, which describes the necessary roles, responsibilities and qualification requirements for each position.</i></li> <li>• <i>Bidder’s prior demonstrated experience implementing a similar project; such as student career development, including details of any achieved outcomes/learning.</i></li> </ul>	
	<p><b>c. Describe, in detail, Bidder’s ability and experience Forming Partnerships and Collaboration, including:</b></p> <ul style="list-style-type: none"> <li>• <i>Bidder’s capability and plan to collaborate and build relationships with other relevant partners and subcontractors, if any, including</i> <ul style="list-style-type: none"> <li>○ <i>Names, responsibilities and purpose of organizations;</i></li> <li>○ <i>How the collaboration will be developed and maintained;</i></li> </ul> </li> <li>• <i>How implementation challenges will be resolved when they arise.</i></li> </ul>	
	<p><b>d. Describe, in detail, Bidder’s Ability to Track Data and Outcomes (Program</b></p>	

<p><b>6. BIDDER EXPERIENCE, ABILITY AND PLAN (Continued)</b></p>	<p><b>Evaluation), including:</b></p> <ul style="list-style-type: none"> <li>Describe at least three measurable outcomes that will be used to measure the impact and effectiveness of the project.</li> <li>Describe Bidder’s capacity for collecting, analyzing and reporting data.</li> <li>Describe Bidder’s capacity to administer the student pre and post assessments in partnership with BHCS.</li> <li>Project sustainability plan for at least two years beyond contract period.</li> </ul>	
<p><b>7. IMPLEMENTATION SCHEDULE AND PLAN</b></p>	<p>Use <b>EXHIBIT A</b> to complete and submit the requested information</p> <ul style="list-style-type: none"> <li>Bidder’s Implementation Schedule and Plan with activities, responsible persons, milestones and due dates</li> <li>Bidder’s identification and strategies for mitigation of challenges and barriers, which may adversely affect the program’s implementation</li> </ul>	<p>Twelve Page Maximum for Sections 6 &amp; 7</p> <p><b>BHCS will only review twelve pages; additional pages will be removed from proposal</b></p>
<p><b>8. BUDGET</b></p>	<p>Use <b>EXHIBIT B-1: BUDGET Worksheet</b> and the <b>EXHIBIT B-1: BUDGET Instructions</b> to complete and submit an <b>EXHIBIT B:</b></p> <ol style="list-style-type: none"> <li><b>Cost-Coefficient</b> – Bidder does not need to submit anything additional for this.</li> <li>See <b>EXHIBIT B-1: BUDGET INSTRUCTIONS-</b> for detailed instructions. Complete and submit the budget.</li> <li>Detailed <b>Budget Narrative</b> to explain the costs and calculations in the <b>Exhibit B-1: BUDGET</b></li> </ol>	<p>Two Not including Exhibit B: Budget Worksheet</p>
<p><b>EXHIBITS</b></p>	<p>A: Bid Response Packet</p> <p>B: Budget Narrative</p> <p>B-1: Budget Worksheet</p> <p>C: Insurance Requirements</p> <p>H: First Source Agreement</p> <p>I: Exceptions, Clarifications, and Amendments</p>	<p>N/A</p>

### **III. COUNTY PROCEDURES, TERMS, AND CONDITIONS**

#### **A. EVALUATION CRITERIA / SELECTION COMMITTEE**

All proposals meeting minimum qualifications shall be evaluated by a County Selection Committee/Evaluation Panel (CSC). The CSC may be composed of County staff and other individuals that may have expertise or experience in workforce development, youth development and school –based programs. The CSC shall recommend Bidders for contract award in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

All contact during the evaluation phase shall be through the BHCS contact person only. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of Bidder.

The CSC shall evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

As a result of this RFP, the County intends to award a contract to the responsible bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the bidder(s) that proposes to the County the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced response.

Each section of the proposals will be evaluated according to the evaluation criteria specified below. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.

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 the zero to 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 will be deemed of higher quality than a proposal with a lesser-weighted total. The

final maximum score for any project is five hundred fifty (550) points, including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of bidders that shall continue to the final stage, which may include oral presentation and /or interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, oral presentation and interview.

If the two-stage approach is used, bidders receiving the highest preliminary scores and with at least 250 points shall be invited to an oral presentation and/or interview. Only the bidders meeting the short list criteria shall proceed to the next stage. All other bidders shall be deemed eliminated from the process. All other bidders shall be notified of the short list participants; however, the preliminary scores at that time will not be communicated to bidders.

The zero to five-point scale range is defined as follows:

**Table 2**

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average / Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The evaluation and respective weights for this RFP are contained in Table 3.

**Table 3**

<b>Section</b>	<b>Evaluation Method</b>	<b>Evaluation Criteria</b>	<b>Weight</b>
<b>1. Title Page</b>	Reviewed for Completeness	Complete/Incomplete, and Meets Minimum Requirements/Fails to Meet Minimum Requirements	N/A
<b>2. Exhibit A: Bidder Information and Acceptance</b>			
<b>3. Letter of Transmittal/ Executive Summary</b>			
<b>4. Bidder Minimum Qualifications</b>	Reviewed to determine whether the Bidder had demonstrated that they meet all Bidder Minimum Qualifications		
<b>5. Organizational Capacity, Reference and Insurance</b>	<b>a. Fiscal Management Capacity:</b> Reviewed for completeness, Dunn and Bradstreet rating.	Bidder's Dunn and Bradstreet Supplier Qualifier Report must be ranked a six or lower for BHCS to consider Bidder for contract award.	
	<b>b. BHCS will check references for</b>	How well does the Bidder's references demonstrate the following:	<b>2</b>

Section	Evaluation Method	Evaluation Criteria	Weight
	<p>Bidders placed on the shortlist and ask the references standard questions, which will be evaluated by the Evaluation Panel.</p>	<ul style="list-style-type: none"> <li>• Performed the services as stated</li> <li>• Highlight areas in which the Bidder did well</li> <li>• Highlight areas in which the Bidder could have improved</li> <li>• Rate project management, technical ability, availability, training, documentation, and reliability on a scale of one to five</li> <li>• Whether the project was completed on time and on budget</li> <li>• Usefulness of Bidder's product</li> <li>• Understanding of the project and need</li> <li>• References' overall satisfaction with Bidder</li> <li>• References' comfort with recommending the Bidder to Alameda County</li> <li>• Whether the Bidder would be used again by Reference</li> <li>• Any other information that would assist in Alameda County's work with the Bidder</li> </ul>	
<p><b>6. Bidder Experience, Ability, and Plan</b></p>	<p><b>a.</b> The Evaluation Panel will read and assign a score to the <b>High School Career Pathway Project Design Description and Service Delivery Approach</b></p>	<ul style="list-style-type: none"> <li>• How well Bidder articulated understanding of and commitment to the intent of this project?</li> <li>• How clear, well developed and well-matched is Bidder's program design to the RFP requirements? <ul style="list-style-type: none"> <li>○ How well does the proposed project align with the BHCS program objectives?</li> <li>○ How thoughtful, appropriate and realistic are Bidder's proposed outreach and recruitment strategies?</li> <li>○ Does the proposal provide the number of students to be served?</li> <li>○ How specific is the program design to the target population/demographics describe in the RFP?</li> </ul> </li> </ul>	<p><b>30</b></p>

Section	Evaluation Method	Evaluation Criteria	Weight
		<ul style="list-style-type: none"> <li>○ Does the proposal provide geographic location of the project?</li> <li>○ How well does the proposal address curriculum development elements?</li> <li>○ How well developed, realistic, and well-matched to the RFP requirements are Bidder's plan to provide classroom and work- based learning?</li> <li>○ How well does the proposal address work-based learning activities that promote and/or convey a compelling case for public behavioral/mental health careers?</li> <li>○ How explicit is Bidder regarding providing culturally responsive services?</li> <li>○ How well does the proposal demonstrate that it has a track record of positive community collaboration in Alameda County?</li> <li>○ How well does the Bidder demonstrate the ability to sustain the project beyond BHCS funding?</li> </ul>	
	<p><b>b.</b> The Evaluation Panel will read and assign a score to the <b>Organizational Background, Capacity and Staffing</b></p>	<ul style="list-style-type: none"> <li>● How detailed and specific is Bidder's response?</li> <li>● How well does Bidder's experience and background support the objectives of the RFP?</li> <li>● How thoughtful and well-matched to the RFP requirements is Bidder's staffing plan?</li> <li>● Do staff and others have demonstrated skills, knowledge and abilities appropriate to perform proposed project activities?</li> <li>● How well does the proposed project fit into Bidder's organizational structure?</li> </ul>	<b>15</b>

Section	Evaluation Method	Evaluation Criteria	Weight
		<ul style="list-style-type: none"> <li>• Is there sufficient oversight to ensure success?</li> <li>• How relevant is Bidder's experience with career/workforce development projects?</li> </ul>	
	<p>c. The Evaluation Panel will read and assign a score to <b>Forming Partnerships and Collaboration</b></p>	<ul style="list-style-type: none"> <li>• How detailed is the Bidder's response?</li> <li>• How specific are Bidder's plans to partner and collaborate?</li> <li>• How realistic is Bidder's plan to collaborate with additional organizational partners?</li> <li>• How detailed and relevant are the listed organizational partners that Bidder plans to collaborate with to the RFP requirements?</li> <li>• How clear is Bidders purpose for collaborating with such partners?</li> </ul>	<b>5</b>
	<p>d. The Evaluation Panel will read and assign a score to <b>Ability to Track Data and Outcomes (Program Evaluation)</b></p>	<ul style="list-style-type: none"> <li>• How detailed and specific is Bidder's response?</li> <li>• How clear are Bidder's measureable outcomes?</li> <li>• How well-matched are Bidder's outcomes to the RFP requirements?</li> <li>• How well does Bidder use quantifiable/measurable outcomes?</li> <li>• How thorough, thoughtful and relevant is Bidder's plan to collect data to monitor the progress of the proposed project?</li> <li>• Does the applicant demonstrate willingness and capacity to administer the student pre and post assessments in partnership with BHCS?</li> </ul>	<b>10</b>
<b>7. Implementation Schedule and Plan</b>	<p>a. Bidder's Implementation Schedule and</p>	<ul style="list-style-type: none"> <li>• How detailed and specific is Bidder's response?</li> <li>• How thorough, thoughtful, and realistic is Bidder's plan?</li> <li>• Has sufficient time been allocated to address any/all</li> </ul>	<b>14</b>

Section	Evaluation Method	Evaluation Criteria	Weight
	Plan with activities, milestones, and responsible persons, and due dates	challenges with implementation? <ul style="list-style-type: none"> <li>• How thorough, thoughtful, and realistic is Bidder’s identification of challenges and barrier mitigation strategies?</li> <li>• How creative and solution-oriented are Bidder’s strategies?</li> </ul>	
<b>8. Budget</b>	<b>a. Cost co-efficient</b>	<ul style="list-style-type: none"> <li>• Bidder doesn’t need to submit anything additional for this.</li> </ul>	
	<b>b. The Evaluation Panel will read and assign a score to Exhibit B-1: Budget Worksheet</b>	<ul style="list-style-type: none"> <li>• How well-matched is Bidder’s budget to the proposed program?</li> <li>• How well does the budget capture all activities and staff proposed in the Budget?</li> <li>• How well does the Bidder allocate staff and resources?</li> <li>• How appropriate are the staffing and other costs?</li> <li>• How much value does the proposal add in considering the cost of the program and proposed expected outcomes and the number served?</li> </ul>	<b>10</b>
	<b>c. Bidder’s detailed Budget Narrative to explain the costs and calculations in the Exhibit B-1: Budget Worksheet</b>	<ul style="list-style-type: none"> <li>• How detailed and specific is Bidder’s response?</li> <li>• How clear is the narrative?</li> <li>• How well does the narrative detail how Bidder arrived at particular calculations?</li> <li>• Is there a plan to leverage current resources?</li> </ul>	<b>4</b>
<b>EXHIBITS</b>	<b>Exhibit A: Bid Response Packet</b>	Complete/Incomplete, and Meets Minimum Requirements/Fails to Meet Minimum Requirements	<b>N/A</b>
	<b>Exhibit B:</b>		

<b>Section</b>	<b>Evaluation Method</b>	<b>Evaluation Criteria</b>	<b>Weight</b>
	<b>Budget Narrative</b>		
	<b>Exhibit B-1: Budget Worksheet</b>		
	<b>Exhibit C: Insurance Requirements</b>		
	<b>Exhibit H: First Source Agreement</b>		
	<b>Exhibit I: Exceptions, Clarifications, and Amendments</b>		
<b>Oral presentation/ interview, if applicable</b>	Criteria are created with the CSC/Evaluation Panel.		<b>10</b>
<b>Preference Points, if applicable</b>		<b>% of Subtotal of Points</b>	
	SLEB		<b>5 %</b>
	LOCAL		<b>5 %</b>

**B. CONTRACT EVALUATION and ASSESSMENT**

During the initial sixty (60) day period of any contract, which may be awarded to a successful Bidder (“Contractor”), the CSC and/or other persons designated by the County may meet with the Contractor to evaluate the performance and to identify any issues or potential problems.

The County reserves the right to determine, in its sole discretion, (a) whether Contractor has complied with all terms of this RFP and (b) whether any problems or potential problems are evidenced which make it unlikely (even with possible modifications) that the proposed program and services will meet the County requirements. If, as a result of such determination the County concludes that it is not satisfied with Contractor, Contractors’ performance under any awarded contract as contracted for therein, the Contractor shall be notified of contract termination effective forty-five (45) days following notice. The County shall have the right to invite the next highest ranked Bidder to enter into a contract.

The County also reserves the right to re-bid these programs if it is determined to be in its best interest to do so.

**C. AWARD**

1. Proposals evaluated by the CSC shall be ranked in accordance with the RFP section III A. of this RFP.
2. The CSC shall recommend Bidder’s for contract award who, in its opinion, has submitted the proposal that conforms to the RFP and best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be recommended or made to the Bidder with the lowest price.
3. The County reserves the right to reject any or all proposals that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. The County reserves the right to award to a single or multiple Contractors.
5. The County has the right to decline to award these contracts in whole or any part thereof for any reason.

6. Board of Supervisors (BOS) approval to award a contract is required.
7. A contract must be negotiated, finalized, and signed by the intended awardee prior to BOS approval.
8. Final terms and conditions shall be negotiated with the Bidder(s) recommended for award. Bidders may request a copy of the Master Agreement template from the BHCS contact. The template contains the agreement boilerplate language only.
9. The RFP specifications, terms, conditions, Exhibits, Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

**D. INVOICING**

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain County Purchase Order (PO) number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.

**E. NOTICE OF INTENT TO AWARD**

At the conclusion of the proposal evaluation process all Bidders shall be notified in writing by e-mail or fax, and certified mail, of the contract award recommendation(s), if any, by BHCS. The document providing this notification is the Notice of Intent to Recommend Award.

The Notice of Intent to Recommend Award shall provide the following information:

- The name of the Bidder(s) being recommended for contract award; and
- The names of all other Bidders that submitted proposals.

At the conclusion of the RFP process, debriefings for unsuccessful Bidders may be scheduled and shall be restricted to discussion of the unsuccessful Bidder's proposal.

- Under no circumstances shall any discussion be conducted with regard to contract negotiations with the recommended /successful Bidder;
- Debriefing may include review of the recommended/successful Bidder's proposal with redactions as appropriate.

All submitted proposals shall be made available upon request no later than five (5) business days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

**APPENDIX A - GLOSSARY & ACRONYM LIST**

Agreement	The formal contract between BHCS and the Contractor. Also referred to as Contract
Best Practice	A method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark.
BHCS	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency
Bid	A Bidder's response to this Request; used interchangeably with proposal
Bidder	The specific person or entity responding to this RFP
Board	Shall refer to the County of Alameda Board of Supervisors
Client/Consumer	A person who has experience mental health issues that have disrupted his or her education, employment, housing, social connections and/or quality of life. He or she has utilized mental health services and has a personal experience of stigma, discrimination or social exclusion.
Community Collaboration	The process by which various stakeholders (which may include consumers, families, citizens, agencies, organizations, and businesses) work together to share information and resources in order to accomplish a shared vision. Collaboration allows for shared leadership, decisions, ownership, vision, and responsibility.
Community-Based Organization	A non-governmental organization that provides direct services to beneficiaries
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
Culturally Responsiveness	The practice of continuous self-assessment and community awareness on the part of service providers to assure a focus on the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems relative to their care
Family Member	A person who now or was in the past, either the primary caregiver or a concerned and involved person who provides a significant level or support to a person who is living with a Severe Mental Illness (SMI), Serious Emotional Disturbance (SED), or other mental health issues.
Federal	Refers to United States Federal Government, its departments and/or agencies

Field-base Learning	The opportunity to observe/interact with various careers in the work place. Provides a sense of the opportunities available and the required competencies/skill/education required.
Inappropriately Served	Groups that exhibit poor outcomes despite receiving a disproportionately high rate of mental health services. The mental health services being received by this group may not be culturally appropriate for addressing their needs.
LGBTQQI2-S	Refers to lesbian, gay, bisexual, transgender, queer, questioning, intersex, and two-spirit populations.
Linguistically Responsiveness	Providing readily available, culturally appropriate oral and written language to Limited English Proficiency individuals through such means as bilingual, bicultural staff, trained medical interpreters and qualified translators.
Mental Health Services	Individual, family or group therapies and interventions that are designed to provide reduction of mental disability and improvement or maintenance of functioning consistent with the goals of learning, development, independent living, and enhanced self-sufficiency.
MHSA	Mental Health Services Act
Outcomes	The extent of change in attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be short, intermediate, and longer-term outcomes
Outreach	The acts of extending services or assistance to those in the community who may benefit from care but who have not, or have not been able to, come forth to seek it.
Proposal	Shall mean Bidder response to this RFP; used interchangeably with bid
Qualified	Competent by training and experience to be in compliance with specified requirements
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda's request for proposal to provide the services being solicited herein; also referred herein as RFP
Response	Shall refer to Bidder's proposal submitted in reply to RFP
Severe Mental Illness (SMI)	BHCS defines a Severe Mental Illness to be a condition associated with a diagnosis within the DSM-IV-TR (or latest authorized and required version of the DSM) that meets the medical necessity criteria as specified in the California Code of Regulations, Title 9, Chapter 11, Sections 1820.205(a)(1) for Psychiatric Inpatient

	Hospital Services and 1830.205(b)(1) for Specialty Mental Health Services. Same definition as Major Mental Disorder.
Service Provider	Individuals, groups, and organizations, including CBO and County-operated programs that deliver services to participants and patients under an agreement or contract with BHCS
State	Refers to State of California, its departments and/or agencies
Unserved or Underserved	Groups that have received no services or are receiving inadequate services to meet their needs. These groups include populations defined by race/ethnicity, linguistic backgrounds, gender, age, sexual identity, geographic location, ability status and veteran's status.