

**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (ACBH)
REQUEST FOR (RFP) 19-01
SPECIFICATIONS, TERMS & CONDITIONS
FOR
EMOTIONAL EMANCIPATION CIRCLES FOR TRANSITIONAL AGE YOUTH PILOT**

INFORMATIONAL MEETING/ BIDDERS' CONFERENCES

Date	Time	Location
Monday March 4, 2019	1:30 pm – 3:00 pm	Alameda County Public Works Agency 951 Turner Court, Hayward Conference Room 230ABC
Tuesday March 5, 2019	9:30 am – 11:00 am	Alameda County Behavioral Health 1900 Embarcadero Cove, Oakland Suite 205, Wildcat Canyon

PROPOSALS DUE
by 2:00 pm on Tuesday April 2, 2019
to
1900 Embarcadero Cove Suite 205
Oakland, CA 94606
Proposals received after this date and time will NOT be accepted
Contact: Rachel Garcia
 Email: Rachel.Garcia2@acgov.org Phone: 510-383-1744

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I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms, and conditions for Alameda County Behavioral Health Care Services (hereafter ACBH or County) to seek proposals to provide Emotional Emancipation CirclesSM (EECs) to better support and engage Transitional Age Youth (TAY). The pilot project will provide County-wide services to African American TAY and TAY of African descent.

ACBH intends to award one, time-limited contract to the Bidder selected as the most responsible bidder whose response conforms to the Request for Proposal (RFP) and meets the County requirements. ACBH has allocated a total of **\$311,007** in one time Mental Health Services Act (MHSA) Innovations funding to pilot this project from September 2019 through February 2022.

The contract that results from this RFP process will be prorated for the fiscal year at the contract start date. Project reimbursement will be based on actual costs not to exceed the total funding amount of \$311,007 over the two and half year pilot project period.

Proposals shall form the basis for any subsequent awarded contract. Staffing levels and operating costs must accurately reflect the Bidder's costs for the project. **ACBH reserves the right to dissolve a contract if/when awarded Contractor materially alters staff, budgets, deliverables, and outcomes any time after the contract award.**

The County is not obligated to award any contract as a result of this RFP process. The County may, but is not obligated to, renew any awarded contract during the pilot period. Any renewal of an awarded contract shall be contingent on the availability of funds, awarded Contractor's performance, and continued prioritization of the activities and priority populations as defined and determined by ACBH.

B. BACKGROUND

African American TAY are a historically inappropriately served population. An African American Utilization report¹ produced in 2011, which defines TAY as ages 16 to 30 years old, identifies the top two priorities for this population as:

- Decreasing social isolation and marginalizing of African American TAY at risk for serious mental health issues due to social determinants; and
- Providing culturally responsive treatment and services for those already being served in the young adult system of care.

¹ http://www.acbhcs.org/providers/QI/docs/Alameda_African_American_Utilization_Report.pdf

African American TAY in Alameda County have also identified the need to address isolation and to value one another, culturally and ethnically.

EECs² are a community-defined practice developed by the Community Healing Network (CHN) and the Association of Black Psychologist (ABPsi). EECs grew out of a need identified in the African American community for an ethnically focused practice that addresses their cultural experiences. EECs are self-help support groups to address the impact of historical forces and ongoing racism, help participants to learn emotional wellness skills and heal through the valuing of the African American experience, and build a supportive community. EECs support the development of racial and ethnic identity for African Americans as valued members of the community. In 2017, ACBH TAY System of Care piloted an EEC series to address various needs of African American young adults. Participants reported that EECs were valuable but needed to be tailored to better engage the TAY community.

There is limited data available on the impact of EECs. Adapting EEC activities and discussing approaches to better serve TAY may expand the use of a community-defined practice within the mental health field. ACBH submitted a proposal to the State MHSIA Innovations funding to pilot the use of EECs to address the needs identified by African American TAY in Alameda County. ACBH received two and half years of MHSIA Innovations funding to pilot and evaluate the mental health impact of TAY-specific EECs. Through this pilot, ACBH aims to identify how EECs can be adapted to effectively engage young adults and the impact of EEC participation on young adults. Through the provision of TAY appropriate EECs, participants shall:

- Participate and share mindfulness as a strategy for emotional wellness;
- Deepen participants' understanding of African American history and how it has impacted their communities on an individual, family, and relationship level;
- Utilize EEC meetings to talk about progress on personal emotional emancipation plans;
- Develop a sense of shared trust among group members;
- Demonstrate an emotionally emancipated approach for African Americans in the world; and
- Develop strategies for dealing with and neutralizing racial micro-aggressions.

ACBH intends to share the learnings from this pilot with behavioral health divisions throughout the State, as well as through CHN and ABPsi.

² Please note: Emotional Emancipation Circles, EEC Circles, EECs and all related copyrights, marks and logos are copyrights and service marks owned exclusively by Community Healing Network, Inc., and may be used only with its permission. Local EEC collaborators, trainers, facilitators, hosts, organizers, and others in similar roles are independent, and are not employees, agents, partners, joint ventures, or corporate affiliates of Community Healing Network or the Association of Black Psychologists. Emotional Emancipation Circles are psycho-educational and are not intended to be – nor should they be treated as – a substitute for professional counseling, advice, or therapy. Participants are urged to seek the help of a qualified mental health professional, if and when necessary.

C. SCOPE/PURPOSE

EECs provide tools and culturally relevant experiences to help heal negative self-concepts, confront negative cultural messages, and contribute to the well-being of the African American community. When modified for use in working with TAY, the goal includes supporting TAY in addressing the importance of being valued and connected to inclusive communities starting with their own.

Specifically, participation in project services aims to support TAY to:

- Engage in personal and community healing and transformation;
- Improve mental health and emotional/ functional outcomes; and
- Decrease social isolation and marginalization for serious mental health issues due to social determinants.

The awarded Contractor will work with an ACBH external Evaluator to conduct a project evaluation. The awarded Contractor will conduct six EEC series during the project period to reach a minimum of 120 TAY, at least 80 percent of which will be unduplicated.

D. BIDDER MINIMUM QUALIFICATIONS

To be eligible to participate in this RFP, bidder must meet the following Bidder Minimum Qualifications:

- Have at least three years of experience working with TAY who identify as African American and/or of African descent;
- Have at least two years of experience organizing, facilitating and managing groups with individuals who have experienced trauma or mental illness; and
- Have at least one year of experience providing services or linking clients with appropriate services. This may include the provision of direct care or support services, or assessing and/or referring individuals for services as needed.

Proposals that exceed the contract maximum amount or are unreasonable and/or unrealistic in terms of budget, as solely determined by ACBH, shall be disqualified from moving forward in the evaluation process. ACBH shall disqualify proposals submitted with subcontractors performing any portion of the services described in this RFP.

Bidders are eligible to participate in the RFP process if they meet the Bidder Minimum Qualifications. ACBH 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 Evaluation Panel and will not be eligible for contract award under this RFP. ACBH has the right to accept all or part of the proposed project model at its discretion.

E. SPECIFIC REQUIREMENTS

The scope of work for awarded contracts from this RFP will include conformance with all of the following during the pilot period:

- Provision of services that are age appropriate and culturally responsive, and address the needs of the priority population;
- Recruitment, hiring, and retention of culturally congruent and qualified staff;
- Completion of the EEC facilitator training;
- Identification and recruitment of at least four TAY who will complete EEC facilitation training and facilitate EEC series;
- Work with EEC consultants to complete trainings, access technical assistance, and tailor EECs;
- Work with an external Evaluator to develop, administer, and collect evaluation materials, and to tailor EEC activities;
- Data tracking and entry in a timely manner, as instructed, using ACBH-approved tool; and
- Continuous quality improvement of EEC services while remaining true to the model.

F. BIDDER EXPERIENCE, ABILITY, AND PLAN

1. Understanding and Experience with Priority Population Needs

The priority population for this RFP includes TAY, ages 18 to 30 years old in Alameda County, who identify as African American and/or of African descent, and who experience or are at risk for mental illness. Participants shall have a history of accessing or involvement with mental health treatment services, mental health wellness services, or other relevant services such as youth development centers, juvenile justice, social networks, and employment and/or housing support.

African American TAY are at a higher risk of not successfully transitioning into independent adulthood due to the complexity of their needs, the many challenges they face, and the lack of a support system to assist them. This population has identified discrimination, not feeling that the services are safe, a lack of support systems, and a lack of cultural diversity among service providers as reasons why they do not prioritize mental health services. TAY EEC participants have expressed the need to value one another, culturally and ethnically, despite the negative images communicated by the media or community.

Successful Bidders will demonstrate knowledge, experience, and understanding of the needs, issues and challenges faced by this priority population. Bidders should identify strategies to address barriers faced by clients and demonstrate experience in engaging clients in services.

2. Service Delivery Approach

Pilot project services include providing at least six EEC series, recruiting at least four TAY EEC Facilitators, and working with ACBH contracted Consultants and ACBH contracted external Evaluator to tailor EEC activities to better meet the needs of this TAY population.

EEC Series

The awarded Contractor will structure EECs to support TAY with understanding the relationship between culture and their mental wellness by supporting participants in developing skills to successfully navigate their transition to adulthood. The awarded Contractor shall conduct at least six EEC series during the project period. Each series shall consist of six to eight 90 minute sessions or two day extended sessions covering topics outlined in the EEC curriculum. At least two of the EEC series shall be provided in two day extended sessions. EEC series shall include a celebration for completing participation of a series. ACBH encourages the awarded Contractor to provide EEC series in each County region - North, Central, South, and East³.

Bidders shall propose their plan for managing and overseeing the delivery of at least six EEC series, as well as incorporating a final celebration into the series. Bidders shall include potential areas and/or locations where series will be held and provide rationale in their plan.

EEC series shall include no more than 22 participants. A total of at least 120 TAY shall participate in EEC series during the project period with at least 80 percent of unduplicated participants (for a total of at least 96 unduplicated clients). The awarded Contractor will conduct outreach to recruit and engage TAY in EECs. Bidders shall propose their plan for marketing EEC services, outreach, recruiting, and retaining TAY in EEC series.

EEC TAY Facilitators

The awarded Contractor will recruit at least four TAY to facilitate EEC sessions. Facilitators must complete EEC facilitation training and obtain certification. Additional information on the role of the TAY Facilitators is included in the next section, I.F.3. Planned Staffing and Organizational Infrastructure.

ACBH contracted Consultants and Evaluator

The awarded Contractor will have access to EEC consultants from CHN and/or ABPsi to provide EEC facilitation trainings and certification, technical assistance (TA) in EEC curriculum implementation, and support in ensuring fidelity to the model. ACBH has an

³ North County includes Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont
Central County includes unincorporated areas of Ashland, Castro Valley, Cherryland, Fairview, and cities of Hayward, San Leandro, and San Lorenzo.
East County includes Dublin, Livermore, Pleasanton, and Sunol.
South County includes Fremont, Newark, and Union City.

agreement in place with the EEC consultants to provide up to 90 hours of consultation during the pilot period, including training and TA. ACBH will act as the liaison between the consultant and awarded Contractor.

The County released an RFP to establish a contract with an Evaluator to support in evaluating this project as well as other MHSA programs. The Evaluator will develop evaluation tools which the awarded Contractor will administer, collect, and evaluate. The awarded Contractor will tailor EEC activities to specifically target the needs of TAY, while ensuring fidelity to the model. The awarded Contractor will work with the Consultant and Evaluator to tailor activities to better serve the target population between each series.

Tailoring will include:

- Incorporating TAY EEC facilitators;
- Incorporating models relevant to young adults, such as young adult independence development models, music and media, and framing of the topics and activities to speak to their experiences and interests;
- Incorporating components that address housing, education, employment and other needs, such as sharing of information and providing linkages;
- Developing marketing strategies that appeal to young adults; and
- Offering sessions at times and places that fit TAY schedules, and providing food and transportation assistance when necessary.

Bidders shall propose their plan for continuous quality improvement of services and adapting EEC series to better meet the needs of TAY and increase participation and graduation.

Services shall be culturally congruent and provided in welcoming and healing environments. Bidders will be evaluated based on the description of services, including how well the proposed practices meet the needs of the priority population and the Bidder's experience in implementing such practices.

3. *Planned Staffing and Organizational Infrastructure*

Bidders shall include a staffing structure that is well matched to project services. Bidders shall demonstrate how their current and planned organizational infrastructure will successfully implement the required activities.

At a minimum, bidders shall include the following staff in their proposed staffing plan:

- Program Supervisor
- Program Coordinator

Additional staff may be included as appropriate and with justification demonstrating their role and how it will improve project services. Bidders shall propose the Full Time Equivalent (FTE) of project staff and provide rationale in their bid submission.

The Program Supervisor shall provide support and supervision to the Program Coordinator and support in data collection for evaluation. The Program Coordinator shall:

- Provide project oversight;
- Provide support to the TAY EEC Facilitators;
- Attend all EEC sessions and support the EEC Facilitators in facilitation as needed;
- Provide feedback and coaching to EEC Facilitators as appropriate;
- Work with ACBH and the EEC Consultants to coordinate trainings;
- Complete EEC facilitator training; and
- Work with the ACBH-contracted external Evaluator and support in data collection as appropriate.

The awarded Contractor will recruit at least four TAY to facilitate EEC sessions. EEC sessions shall be facilitated by two TAY EEC Facilitators with support from the Program Coordinator. Facilitators shall be mixed gender including females, males, and/or non-binary. In order to be eligible as a facilitator, TAY must complete an EEC series, complete EEC facilitator training, and obtain certification.

The awarded Contractor may recruit EEC Facilitators through:

- Working with EEC Consultants to identify EEC Facilitators from a pool of individuals who have completed an EEC series;
- Recruiting TAY from existing services or partnerships; and/or
- Recruiting EEC participants to complete EEC Facilitator training and obtain certification.

The awarded Contractor will work with the EEC Consultants to support Facilitators in completing their EEC facilitation and obtaining their certification. EEC Facilitators shall receive reimbursement from the awarded Contractor, as such Bidders shall propose their plan for providing reimbursement. Bidders shall propose their strategies for recruiting EEC participants to become Facilitators from the pool of EEC participants managed through the Consultants and from participants who complete TAY EEC series. Bidders shall be evaluated based on their strategies to recruit and support TAY EEC Facilitators throughout the duration of the pilot project.

Bidders shall demonstrate their current and planned organizational infrastructure to successfully implement the project. Services shall be provided by an organization with thoughtful and appropriate operations in terms of capacity, infrastructure, staffing and hiring. Appropriate infrastructure, staffing and hiring includes:

- Plan for hiring, training, and supporting project staff;
- Plan for providing appropriate and regular supervision to project staff and EEC Facilitators; and
- Plan for providing TAY EEC series throughout Alameda County.

Bidders will be evaluated based on their description of their staffing plan and organizational capacity to provide services. Bidders must also include in their proposal

their overall organizational chart and where the project will sit within the agency that demonstrates the agency's infrastructure to ensure there is necessary oversight, supervision and support to comply with the project requirements.

4. Ability to Track Data

The awarded Contractor shall track data and outcomes for the purpose of reporting and continuous quality improvement of services.

The awarded Contractor will provide at least six EEC series during the project to reach 120 TAY, at least 96 of those TAY shall be unduplicated.

The awarded Contractor shall work with ACBH and an ACBH-contracted external Evaluator during the pilot period to evaluate project impact on participants. The Evaluator will work with the awarded Contractor and consultants to develop assessment/ evaluation tools and materials to administer to EEC participants. The awarded Contractor will administer and collect evaluation materials to provide to the Evaluator.

The awarded Contractor shall track data to regularly report on project measures and outcomes. The awarded Contractor will track and report on the following:

- Number of participants per session; and
- Number of participants that complete at least half of EEC sessions.

The awarded Contractor will conduct quarterly and annual project evaluations and report results to ACBH using an ACBH-approved template. ACBH reserves the right to determine and to evaluate project measures and outcomes and work with the awarded Contractor to alter their project and outcome measures in subsequent years.

Bidders shall describe their ability to track data as well as any systems in place for data collection. Bidders shall describe any experience working with an external evaluator to collect data and evaluate project. Bidders will be evaluated based on their plan for meeting project outcomes as well as their ability to track client progress.

II. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTACTS

All contact during the competitive RFP process shall be through the RFP contact, only.

The ACBH website <http://www.acbhcs.org/Docs/docs.htm#RFP> and the General Services Agency (GSA) website https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp 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. Bidders shall not contact or lobby County Selection Committee (CSC)/Evaluation Panelists during the evaluation process. Attempts by Bidders to contact CSC/Evaluation Panelists may result in disqualification of the Bidder's proposal.

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

Rachel Garcia
1900 Embarcadero Cove, Suite 205
Oakland, CA 94606
Email: Rachel.Garcia2@acgov.org

B. CALENDAR OF EVENTS

Event	Date/Location	
Request for Proposals (RFP) Issued	Friday February 22, 2019	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 nd Bidder's Conference – ACBH strongly encourages Bidders to submit written questions earlier.	
1 st Bidders' Conference	Monday March 4, 2019	1:30 pm – 3:00 pm 951 Turner Court, Hayward Conference Room 230ABC
2 nd Bidders' Conference	Tuesday March 5, 2019	9:30 am – 11:00 am 1900 Embarcadero Cove, Oakland Suite 205, Wildcat Canyon
Addendum Issued	Tuesday March 12, 2019	
Proposals Due	April 2, 2019 by 2:00 pm	
Review/Evaluation Period	April 2, 2019 – May 9, 2019	
Oral Interviews (as needed)	Tuesday May 9, 2019	
Award Recommendation Letters Issued	Tuesday May 16, 2019	
Board Agenda Date	September 2019	
Contract Start Date	September 1, 2019	

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 of 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. SMALL LOCAL EMERGING BUSINESS (SLEB) PREFERENCE POINTS

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, Bidders must meet the County's SLEB requirements in order to be considered for the contract award. These requirements can be found online at:

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this proposal, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code: 624190 and 624110.

A small business is defined by the [United States Small Business Administration](#) (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

D. BIDDERS' CONFERENCES

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

- Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarification; and
- Provide the County with an opportunity to receive feedback regarding the project and RFP.

ACBH 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. ACBH 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 to at least one Bidders' Conference is strongly encouraged in order to receive information to assist Bidders in formulating proposals.

Failure to participate in a Bidders' Conference shall in no way relieve the Bidder from furnishing program and services 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 ACBH **no later than 2:00 pm on the due date and location specified on the RFP cover and Calendar of Events in this RFP.** ACBH cannot accept late and/or unsealed proposals. If hand delivering proposals, please allow time for parking and entry into building.

ACBH shall only accept proposals at the address and by the time indicated on the RFP cover and in the Calendar of Events. Any proposals received after said time and/or date or at a place other than the stated address cannot be considered and shall be returned to the Bidder unread/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 delivery address prior to the time designated. ACBH's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bidders must submit proposals which clearly state Bidder and RFP. Proposals shall include:
 - a. One original hard copy proposal in a three-ring binder, with original ink signatures. Original proposal is to be clearly marked on the cover (it should be clear who the Bidder is on the front of the binder);
 - The original proposal must include evidence that the person(s) who signed the proposal is/are authorized to execute the proposal on behalf of the Bidder. A signed statement by either the Executive Director or the Board President on an agency letterhead will meet this requirement.
 - b. Seven copies of proposal. Copies must be unbound without a three-ring binder.
 - c. Enclosed with the hard copy include, a USB flash drive clearly marked with the Bidder and RFP name with the following saved on it:
 - An electronic copy of the proposal, saved with Bidder's name;
 - An electronic Excel copy of the completed Exhibit B-1 Program Budget, saved with the Bidder's name.

The County requests that all proposals submitted shall be printed double-sided and on minimum thirty percent post-consumer recycled content paper.⁴

Bidders shall ensure that proposals are:

- Single spaced
- 11-point Arial font
- No more than **25** pages excluding Exhibits and Attachments
- Maximum 1 inch margins

3. **The County will not consider telegraphic, electronic or facsimile proposals.**
4. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of proposal.
5. Submitted proposals shall be valid for a minimum period of eighteen months.
6. All costs required for the preparation and submission of a proposal shall be borne by Bidder.
7. Proprietary or Confidential Information: No part of any proposal response is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof

⁴ Inability to comply with this recommendation will have no impact on the evaluation and scoring of proposals.

so marked. Bid responses 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. 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.).

8. All other information regarding proposals shall be held as confidential until such time as the CSC/Evaluation Panel has completed their evaluation, notification of recommended award has been made and the contract has been fully negotiated with the recommended awardees named in the intent to recommend award/non-award notification. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, shall receive mailed intent to recommend award/non-award notification, which shall include the name of the Bidder(s) recommended for award of this service. In addition, recommended award information will be posted on the ACBH website.
9. 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 negotiations and award of the order or contract, be open to public inspection.
10. 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.
11. 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.
12. 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.

13. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
14. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

F. RESPONSE FORMAT/PROPOSAL RESPONSES

Bidders shall use the provided MS Word Bid Response Template to complete and submit your proposals. The person(s) administering the competitive process will review each proposal for completeness against the RFP requirements and ensure that responses conform to a **total page maximum of twenty-five (25)**. Page maximum does not include any Exhibit's, SLEB Partnering Sheet, Letter of Authorized Alternate Designee (as needed), Attachments, and the two tabs of the Budget Template. **Bidders are strongly encouraged to review Appendix C Bid Submission Checklist in order to submit a complete proposal package.**

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.

Proposals shall be complete, substantiated, concise and specific to the information requested. Any material deviation from the requirements may be cause for rejection of the proposal, as determined at ACBH's sole discretion.

The proposal sections, instructions and recommended page maximums per section are contained in Table 1.
Proposal shall not exceed 25 pages excluding Exhibits and Attachments.

Table 1

Section	Instructions	Recommended Page Max.
1. TITLE PAGE	Use the MS Word Bid Response Template to complete and submit the following information: <ul style="list-style-type: none"> • Bidder Organization Name; • Bidder Organization’s Headquarter Address; • Name of Executive Director or Equivalent including title, phone number, and email; and • Name of Contact Person including title, phone number, and email. 	1
2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE	Review, complete, and submit the requested information included as Attachment 1: Exhibit A Bidder Information and Acceptance form with your bid.	N/A
3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY	Use Bid Response Template to complete and submit a synopsis of the highlights and benefits of the proposal, including project name, total funding request, and staffing overview.	1
4. BIDDER MINIMUM QUALIFICATIONS	Use Bid Response Template to describe and demonstrate how Bidder meets all of the following criteria: <ul style="list-style-type: none"> • Have at least three years of experience working with TAY who identify as African American and/or of African descent; • Have at least two years of experience organizing, facilitating, and managing groups with individuals who have experienced trauma and/or mental illness; and • Have at least one year of experience providing services or linking clients with appropriate services. This may include the provision of direct care or support services; or assessing and/or referring individuals for services as needed. 	2
5. BIDDER REFERENCES	<p>References Provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that 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>	2

Section	Instructions	Recommended Page Max.
	<p>Do not include ACBH staff as references. Provide a list of <u>six</u> total references – three current and three former, please provide the following;</p> <ul style="list-style-type: none"> • Company Name • Reference Name • Contact info, including address, phone number, and E-mail address • Services Provided/Date(s) of Service 	
<p>6. BIDDER EXPERIENCE, ABILITY AND PLAN</p>	<p>a. Describe, in detail, Bidder’s Understanding and Experience with the Priority Population, including:</p>	(4)
	<p>i. Demonstrate Bidder’s understanding of the priority population, including:</p> <ol style="list-style-type: none"> 1. Strengths and protective factors; 2. Risk factors and barriers; 3. Identification of services that are age appropriate and culturally congruent; and 4. Challenges with engaging in services and maintaining engagement. 	2
	<p>ii. Describe Bidder’s experience working with the priority population, including:</p> <ol style="list-style-type: none"> 1. Experience working with African American TAY and TAY of African descent in similar services; 2. Experience implementing successful strategies to address barriers faced by the priority population; 3. Experience engaging TAY in services; and 4. Experience identifying and building on existing protective factors. 	2
	<p>b. Describe in detail, Bidder’s Service Delivery Approach, including:</p>	(6)
	<p>i. Describe Bidder’s plan to provide EECs to the priority population, including</p> <ol style="list-style-type: none"> 1. Proposed plan to provide at least six EEC series during the program period including incorporating celebrations into the series, proposed number of participants per session, and tentative timeline for delivering each series; 2. Proposed locations and times to provide EEC sessions throughout Alameda County including rationale; and 3. Previous experience providing, facilitating, and managing groups including experience in creating group culture and overcoming challenges in groups. Include examples of TAY group activities previously provided or currently providing as Attachment 1. 	2

Section	Instructions	Recommended Page Max.
	<p>ii. Describe Bidder’s plan for outreach and recruitment, including:</p> <ol style="list-style-type: none"> 1. Proposed strategies to market EEC series, outreach to TAY and recruit TAY into EEC series. Include development of marketing materials to appeal to the priority population and strategies to engage TAY throughout Alameda County; 2. Proposed strategies to retain participants in EEC series and address barriers to attend and participate in series or sessions; 3. Proposed plan to build off existing partnerships and collaborations and/or establishing new partnerships to support in outreach and recruitment efforts; and 4. Previous successes in outreach, recruitment, and retention of TAY or similar populations in services. 	2
	<p>iii. Describe Bidder’s plan to tailor EEC activities, including:</p> <ol style="list-style-type: none"> 1. Proposed plan for tailoring session activities to target the needs and interests of TAY to increase EEC series completion; 2. Plan for ensuring fidelity to the EEC model; and 3. Experience implementing promising practices and/or community defined practices. 	1
	<p>iv. Describe how services will be culturally congruent and welcoming, including:</p> <ol style="list-style-type: none"> 1. Determining practices that are culturally congruent; 2. The design of welcoming and healing environments in which to deliver services; and 3. Previous successes in providing services that are culturally congruent to the priority population or similar population/s. 	1
<p>6. BIDDER EXPERIENCE, ABILITY AND PLAN</p>	<p>c. Describe, in detail, Bidder’s Planned Staffing and Organization Infrastructure, including:</p>	(3)
	<p>i. Roles and responsibilities of project staff, including:</p> <ol style="list-style-type: none"> 1. Plan for project staffing including staff positions, staff education and/or experience, roles, responsibilities, and supervision structure. As well as tasks necessary to provide project services and how they will be assigned to staff. Include proposed job descriptions as Attachment 2; 2. Plan for hiring, training, supervising, coaching, and retaining staff. Including how staff will reflect the priority population; 3. Plan for identifying, recruiting, and retaining at least four TAY EEC Facilitators, as well as supporting Facilitators in completing EEC Facilitator training and obtaining 	2

Section	Instructions	Recommended Page Max.
	<p>certification. Include recruitment strategies, and plan and rationale for providing Facilitator reimbursement; and</p> <p>4. Plan for supervision and oversight of proposed project components, including supporting TAY ECC Facilitators.</p>	
	<p>ii. Bidder’s planned organizational infrastructure, including:</p> <p>1. Description of how project services will be integrated into Bidder’s existing organizational structure and services. Include organizational chart (include as Attachment 3A) and proposed project chart that illustrates where the project will sit within the organization (include as Attachment 3B); and</p> <p>2. Experience with and/or capacity to provide project services to African American TAY and TAY of African descent Countywide, including experience working with ACBH, consultants, and an external evaluator; and</p> <p>3. Experience with and/or capacity to tailor activities or services and ensure continuous quality improvement.</p>	1
	<p>d. Describe, in detail, Bidder’s Experience and Plan to Track Data and Deliverables, including Bidder’s plan for collecting data specified in this RFP, including:</p>	(2)
	<p>i. Experience with data collection, tracking, and reporting including examples of how data and outcomes information has been used for quality improvement.</p> <p>ii. Plan for monitoring project measures and outcomes;</p> <p>iii. Plan for tracking and reporting on number of participants per session and number of participants that complete at least half of the sessions; and</p> <p>iv. Provide examples of previous or current project deliverables and outcomes in project delivery as Attachment 4. This may include qualitative and/or quantitative data on project outcomes, participant feedback, etc.</p>	2
7.	<p>Budget and Budget Narrative</p> <p>Budget</p> <p>a. Cost-Coefficient – Bidder does not need to submit anything additional for this.</p> <p>b. Complete and submit one BUDGET WORKBOOK (saved in MS Excel).</p> <p>See Budget Instructions tab. Complete and submit all worksheets in the Workbook.</p> <p>c. Bidder’s detailed Budget Narrative to explain the costs and calculations in the Budget Instructions tab.</p>	(2)
		2

Section	Instructions	Recommended Page Max.
	i. Bidder’s narrative on how the proposed project budget is aligned with the requirements of this RFP taking into account how calculations were made on the following and explanation on any variances in costs: <ol style="list-style-type: none"> 1. Required Staffing 2. Salaries and Benefits 3. Operating Expenses 4. Administrative and/or Indirect Costs 	
8. IMPLEMENTATION SCHEDULE AND PLAN	a. Bidder’s Implementation Schedule and Plan with responsible persons, milestones and due dates around the following activities: <ul style="list-style-type: none"> • Staff hiring, training, coaching, and supervision; • Staff completion of Facilitator training; • Recruitment of TAY EEC Facilitators; • Participant outreach and recruitment; • EEC series delivery; • Tailoring of EEC activities; and • Evaluation 	1
	b. Bidder’s identification and strategies for mitigation of risks and barriers, which may adversely affect the project’s implementation.	1
EXHIBITS AND ATTACHMENTS	EXHIBIT C: INSURANCE REQUIREMENTS	N/A
	EXHIBIT D: EXCEPTIONS, CLARIFICATIONS AND AMENDMENTS	
	SLEB PARTNERING SHEET	

G. EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis (Bidder Minimum Qualifications, Completeness of Response, Conformance to Page Limitations, and Debarment and Suspension) shall be evaluated by the CSC/Evaluation Panel. The CSC/Evaluation Panel may be composed of County staff and other individuals who may have expertise or experience in the RFP content. The CSC/Evaluation Panel shall score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals for recommendation shall be within the sole judgment and discretion of the CSC/Evaluation Panel.

All contact during the evaluation phase shall be through the ACBH contact person only. Bidders shall neither contact nor lobby evaluators during the evaluation process. **Attempts by Bidder to contact and/or influence members of the CSC/Evaluation Panel may result in disqualification of Bidder.**

The CSC will evaluate each proposal meeting the minimum qualifications and requirements set forth in this RFP. The CSC will conduct one or two (based on the number of bids received) evaluation meetings. 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, shall 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 whose response conforms to the RFP and whose proposal 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 that demonstrates 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 proposal.

The basic information that each proposal section should contain is specified in section II. F. These specifications should be considered as requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed in II. F. 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 a five-point scale shown in Table 2. The scores for all the Evaluation Criteria shall be added according to their assigned weight, as shown in Table 3, 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 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 will continue to the final stage of oral presentation and 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, the three Bidders that receive the highest preliminary scores and with at least 200 points shall be invited to participate in an oral 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 Bidders shall be notified of the short list participants; however, the preliminary scores at that time shall not be communicated to Bidders.

The zero to five-point scale range is defined in **Table 2**:

Table 2

Score	Label	Description
0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score shall 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 shall 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 criteria and respective weights for this RFP are contained in Table 3.

Table 3

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
1. Title Page	Reviewed for completeness	Complete/Incomplete	Pass/Fail
2. Exhibit A: Bidder Information and Acceptance		Meets/Does Not Meet Minimum Qualification	
3. Letter of Transmittal/ Executive Summary		Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete. Additionally, bid responses that do not conform to the page limitations in Table 1, will be rated a Fail in the Evaluation Criteria and will receive no further consideration.	
4. Bidder Minimum Qualification	<ul style="list-style-type: none"> • Have at least three years of experience working with TAY who identify as African American and/or of African descent; • Have at least two years of experience organizing, facilitating, and managing groups with individuals who have experienced trauma and/or mental illness; and • Have at least one year of experience providing services or linking clients with appropriate services. This may include the provision of direct care or support services; or assessing and/or referring individuals for services as needed. 		

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
<p>5. Bidder References</p>	<p>a. ACBH will check references for Bidders placed on the shortlist and ask the references standard questions, which will be evaluated by the Evaluation Panel.</p>	<p>How do the Bidder's references rate the following:</p> <ul style="list-style-type: none"> • Bidder's capacity to perform services, including working with TAY populations and providing, facilitating, and managing groups; • Areas in which the Bidder did well; • Areas in which the Bidder could have improved; • How well did/does Bidder do around: <ul style="list-style-type: none"> ○ Understanding of African American TAY and TAY of African descent; ○ Recruiting and retaining clients/ participants in services; ○ Cultural responsiveness; ○ Ability to track and report outcomes; ○ Quality improvement, specifically using data or client feedback to adapt and improve services; ○ Ability to hire, support, train, coaching, and retain staff; ○ Overall satisfaction with Bidder on a scale of one to five; • Is/Was Bidder within their budget and meeting deadlines? 	<p>3</p>
<p>6. Bidder Experience, Ability and Plan</p>	<p>a. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to the following questions which will become the total score under the Understanding and Experience with the Priority Population Needs.</p> <p>i. Understanding of the Priority Population</p>	<p>How well does Bidder demonstrate understanding of the priority population including:</p> <ul style="list-style-type: none"> • Strengths and protective factors; and • Risk factors and barriers. • How well does Bidder identify services that are age appropriate and culturally congruent? • How well does Bidder identify and address challenges with accessing and engaging in mental health services? 	<p>(14) Section Subtotal</p> <p>7</p>

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	ii. Experience with Priority Population	How well does Bidder demonstrate experience working with or knowledge of the priority population including: <ul style="list-style-type: none"> • How well does Bidder demonstrate experience working with African American TAY and TAY of African descent in similar services? • How successful were Bidder’s past strategies to address barriers faced by clients? • How well does Bidder demonstrate experience engaging TAY in services? • How well does Bidder describe experience identifying and building on existing client protective factors? 	7
	b. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder’s response to the following questions which will become the total score under the Service Delivery Approach.		(33) Section subtotal
	i. EEC Plan	How well matched is Bidder’s plan to provide EECs to the priority population, including: <ul style="list-style-type: none"> • How appropriate is Bidder’s plan to provide at least six EEC series during the project period? How well does Bidder incorporate celebrations into EEC series? How appropriate is proposed number of participants per session? How appropriate and attainable is Bidder’s proposed timeline for delivering series? • How well matched are Bidder’s proposed locations and times to provide EEC sessions? How well does Bidder propose services County-wide? How well matched is Bidder’s rationale for locations and times? • How well matched is Bidder’s experience providing, facilitating, and managing groups? How well does Bidder demonstrate experience managing challenges in group facilitation? 	9
	ii. Outreach and Recruitment	How well matched is Bidder’s plan to outreach and recruit participants from the priority population into project services, including:	9

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> • How well matched are Bidder’s proposed strategies to market EEC series, outreach to TAY, and recruit TAY into EEC series? How well matched is Bidder’s description of marketing materials to appeal to the priority population? How well does Bidder demonstrate effective strategies to engage TAY throughout Alameda County? • How well matched are Bidder’s proposed strategies to retain participants in EEC series? How well does Bidder address barriers to attending and participating in services? • How well does Bidder demonstrate plan to build off existing partnerships and collaborations and/or establishing new partnerships to support in outreach and recruitment efforts? • How well does Bidder demonstrate successes in outreach, recruitment, and retention of TAY or similar populations in services? 	
	<p>iii. Tailoring of EEC Activities</p>	<p>How well matched is Bidder’s plan to tailor EEC activities, including:</p> <ul style="list-style-type: none"> • How well matched or appropriate is Bidder’s plan to tailor EEC session activities to target the needs and interests of TAY to increase EEC series completion? • How well does Bidder describe their plan for ensuring fidelity to the model? • How well does Bidder demonstrate experience implementing promising practices and/or community defined practices, including experience maintaining and ensuring program fidelity? 	<p>8</p>
	<p>iv. Services that are Culturally Congruent</p>	<p>How well does Bidder describe how services will be culturally congruent, including:</p> <ul style="list-style-type: none"> • How well does Bidder demonstrate an understanding of practices that are culturally congruent to provide? How well matched are proposed practices? • How well does Bidder describe how services will be delivered in a welcoming and healing environment? 	<p>7</p>

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> How well does Bidder demonstrate previous success in providing culturally congruent practices to the priority population or similar population/s? 	
	c. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to the following questions which will become the total score under Planned Staffing and Organization Infrastructure .		(14) Section subtotal
	i. Project Staffing	How well does Bidder describe roles and responsibilities of project staff, including: <ul style="list-style-type: none"> How appropriate or well matched is Bidder's staffing plan? How well does Bidder describe project staffing plan, including staff positions, roles, and responsibilities? How well are project tasks assigned to staff? How well does Bidder's plan demonstrate effective hiring, training, supervising, and retention of all staff? How well does Bidder demonstrate how staff will reflect the priority population? How well matched is Bidder's plan for identifying, recruiting, and retaining at least four TAY EEC Facilitators? How well does Bidder demonstrate how Facilitators will be supported in completing EEC Facilitator training and obtaining certification? How well matched are recruitment strategies? How appropriate is Bidder's plan for providing Facilitator reimbursement? How well does Bidder demonstrate a plan to support TAY EEC Facilitators? How well does Bidder demonstrate appropriate and effective supervision and oversight of the project? How well matched is Bidder's supervision and oversight plan? 	7
	ii. Organizational Infrastructure	How well does Bidder describe organizational infrastructure, including: <ul style="list-style-type: none"> How well does Bidder describe how project services will be integrated into Bidder's existing organizational structure and services? 	7

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> • How well does Bidder demonstrate experience and/or capacity to provide project services to African American TAY and TAY of African descent Countywide? How well does Bidder demonstrate experience working with ACBH, Consultants, and external Evaluators? • How well does Bidder demonstrate experience with and/or capacity to tailor activities or services to ensure continuous quality improvement? 	
	<p>d. The Evaluation Panel will read and assign a score based on how detailed and specific Bidder's response to the following questions which will become the total score under Experience and Plan to Track Data and Deliverables.</p>		<p>(6) Section Subtotal</p>
	<p>Track Data and Deliverables</p>	<p>How well does Bidder describe their experience and plan to track data and deliverables, including:</p> <ul style="list-style-type: none"> • How well does Bidder demonstrate experience in data collection, tracking, and reporting? How well does Bidder demonstrate experience using data and outcomes information for quality improvement? How appropriate or well matched are data tracking tools or systems? • How well matched is Bidder's plan for monitoring measures and outcomes? • How well matched is Bidder's plan to track and report on number of participants per session and number of participants that complete at least half of the sessions? • How well does Bidder demonstrate success in project delivery? How well does Bidder's example/s demonstrate potential for success in this project? 	<p>6</p>
<p>7. Cost</p>	<p>The Evaluation Panel will review the Exhibit B-1 Budget Workbook and the Budget Narrative and assign a score based on how Bidder's proposed program budget aligns with the requirements of the RFP which will become the total score under the Cost. The Cost-Coefficient is scored by applying the standard County formula.</p>		<p>(9) Section subtotal</p>

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p>a. Cost Co-Efficient</p>	<ul style="list-style-type: none"> • Low bid divided by low bid x 5 x weight = points <i>For example:</i> $\\$100,000 / \\$100,000 = 1 \times 5 \times 5 = 25 \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 	2
	<p>b. Budget c. Budget Narrative</p>	<ul style="list-style-type: none"> • How well-matched is Bidder's budget to the proposed project? • How well does the budget capture all activities and staff proposed in the Budget? • How well does Bidder allocate staff and resources? • How appropriate are the staffing and other costs? • How much value does the proposal add considering the cost of the project, expected outcomes and the number of clients served? • How well does the narrative detail how Bidder arrived at particular calculations? • How well does Bidder "show the work"? 	7
8. Implementation Schedule and Plan	<p>The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under Implementation Plan and Schedule.</p>		(11) Section Subtotal
	<p>a. Implementation Schedule and Plan</p>	<ul style="list-style-type: none"> • How detailed and specific is Bidder's response? • How realistic does Bidder account for timeline to complete the following milestones: <ul style="list-style-type: none"> ○ Staff hiring, training and supervision; ○ Staff completion of EEC series and Facilitator training; ○ Recruitment of TAY EEC Facilitators; ○ Participant outreach and recruitment; ○ EEC series delivery; and ○ Tailoring of EEC activities. • How well does Bidder assign the implementation of the program in the first year? 	6

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	b. Identification and Strategies for Mitigation of Risks and Barriers	<ul style="list-style-type: none"> • How detailed and specific is Bidder's response? • How thorough, thoughtful and realistic is Bidder's identification of challenges and barrier mitigation strategies? • How well does Bidder assess barriers? • How creative and solution-oriented are Bidder's strategies? 	5
Exhibits	Exceptions, Clarifications and Amendments	Complete/Incomplete Meets Minimum Requirements/ Fails to Meet Minimum Requirements	N/A
Oral Interview, if Applicable	Criteria are created with the CSC/Evaluation Panel.		10
Preference Points, if Applicable	SLEB		5%
	Local (not SLEB certified)		5%

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

I. AWARD

1. Proposals evaluated by the CSC/Evaluation Panel shall be ranked in accordance with the RFP section II.G. of this RFP.
2. The CSC shall recommend award of each contract to the Bidder 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. Any proposal/bids that contain false or misleading information may be disqualified by the County.
5. The County reserves the right to award to one unique Contractor.
6. The County has the right to decline to award a contract in whole or any part thereof for any reason.
7. BOS approval to award a contract is required.

8. A contract must be negotiated, finalized, and signed by the intended awardee prior to BOS approval.
9. Final terms and conditions shall be negotiated with the Bidder recommended for award. The successful Bidder may request a copy of the Master Agreement template from the ACBH RFP contact. The template contains the agreement boilerplate language only.
10. 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.

J. PRICING

Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

K. 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.

L. NOTICE OF AWARD

At the conclusion of the proposal evaluation process ("Evaluation Process"), all Bidders shall be notified in writing by e-mail and certified mail, of the contract award recommendation(s), if any, by ACBH. 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 being recommended for contract award; and

- The names of all other Bidders that submitted proposals.

At the conclusion of the RFP response evaluation process, debriefings for unsuccessful Bidders may be scheduled upon written request 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) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

M. TERM/TERMINATION/RENEWAL

The term of the contract, which may be awarded pursuant to this RFP, will be one year and may be renewed thereafter, contingent on the availability of funds, Contractor's performance, continued prioritization of the activities and priority populations, as defined and determined by ACBH.

III. APPENDICES

A. GLOSSARY & ACRONYM LIST

ACBH	Alameda County Behavioral Health Care Services
African American	An ethnic group of Americans with total or partial ancestry from any of the Black racial groups of Africa. The term typically refers to descendants of enslaved Black people who are born in the United States.
African descent	Individuals that identify with ancestry from Africa.
Agreement	The formal contract between ACBH and the Contractor. Also referred to as Contract.
Bid	A Bidders' response to this RFP; used interchangeably with proposal.
Bidder	The specific person or entity responding to this RFP.
Board	Refers to the County of Alameda Board of Supervisors.
Central County	Central County includes unincorporated areas of Ashland, Castro Valley, Cherryland, and cities of Hayward, San Leandro and San Lorenzo.
Client	The recipient of services; used interchangeably with beneficiary and consumer.
Consultants	For the purpose of this RFP, ACBH has an MOU in place with Community Healing Network and Association of Black Psychologists to provide consultation services to the awarded Contractor. This includes providing EEC facilitator training, technical assistance, and support.
Consumer	The recipient of services; used interchangeably with beneficiary and client.
Community-Based Organization (CBO)	A non-governmental organization that provides direct services to beneficiaries.
Community-Defined Approach	A community-defined approach is a way of working in partnership with persons of concern during all stages of the program cycle. It recognizes the resilience, capacities, skills and resources of persons of concern, builds on these to deliver protection and solutions, and supports the community's own goals.
Contractor	When capitalized, shall refer to selected Bidder that is awarded a contract.
County	When capitalized, shall refer to the County of Alameda.
CSC	County Selection Committee or Evaluation Panel.
Culturally Congruent	Services and programming that are in agreement and consistent with the cultural reality of the community being served.
Culturally Specific	Refers to the need for services and programming to be directed to a specific group.
Culture	A process that reflects the vast structure of behaviors, ideas, attitudes, values, habits, beliefs, customs, language, rituals, and practices that give people a "general design for living and patterns for interpreting reality."
Deliverable	A term used in project management or contract monitoring to describe a tangible or intangible object produced as a result of the project that is intended to be delivered to a customer.
East County	East County includes Dublin, Livermore, Pleasanton, and Sunol.

Emotional Emancipation Circles (EECs)	Emotional Emancipation Circles. Emotional Emancipation Circles SM are self-help support groups to address the impact of historical forces, learn emotional wellness skills, and build a supportive community.
Engagement	Actively participating in services. This may include regularly going to scheduled appointments and/or obtaining services.
Evaluator	For the purpose of this RFP, ACBH will be contracting with an external Evaluator to evaluate this program as well as other ACBH MHSA programs.
Federal	Refers to United States Federal Government, its departments and/or agencies.
Full Time Equivalent (FTE)	A budgetary term used to describe the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For example, if the normal schedule for a staff person is 40 hours per week (40*52 weeks–4 weeks for vacation=1,920). Someone working 1,440 hours during the year represents 1,440/1,920=.75 FTE.
FY	Fiscal Year
Inappropriately-Served Populations	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.
Mental Health Services Act (MHSA)	Proposition 63, also known as the Mental Health Services Act, passed by the California voters in November 2004. The MHSA provides funding to counties to expand mental health services to those who are unserved or underserved.
North County	North County includes Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont.
Outreach	The act 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.
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.
Promising Practice	Program and strategies with data showing positive outcomes but do not have enough evidence to support generalizable conclusions.
Proposal	Shall mean Bidder's response to this RFP; used interchangeably with Bid.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Quality Assurance (QA)	The QA Office oversees the quality of services delivered to beneficiaries of the Mental Health Plan. The primary responsibility of the QA Office is to ensure that state and federal laws and regulations, and ACBH policies are met by all ACBH providers. Examples of this Office's responsibilities relating to delivery of services are to establish and monitor standards of clinical record documentation, notification to beneficiaries of their rights, etc.
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 bid submitted in reply to RFP.
SLEB	Small Local Emerging Business

Social Determinants	Social, economic, educational, healthcare and physical environments in which people live that shape mental and physical health, disease, disorders, and morbidity.
South County	South County includes Fremont, Newark, and Union City.
State	Refers to State of California, its departments and/or agencies.
Transitional Age Youth (TAY)	Transitional Age Youth. For the purpose of this RFP, TAY are defined as individual's ages 18 to 30 years old.
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.

B. EMOTIONAL EMANCIPATION CIRCLES OVERVIEW*

**Adapted from Community Healing Network, Inc. and the Association of Black Psychologists*

Background

For nearly 400 years, African Americans have been fed toxic lies about our history, worth, and value as people of African ancestry. The lies are rooted in one big lie: the lie of African American inferiority. For centuries, powerful negative stereotypes based on that lie have shaped and continue to shape perceptions of African Americans. EEC Support Groups were originated by Community Healing Network, Inc. (CHN) and developed by leaders of the Association of Black Psychologists (ABPsi) in collaboration with CHN. EECs are part of a grassroots movement to for emotional emancipation to help African Americans heal from and overturn the lies once and for all.

What are Emotional Emancipation Circles?

Emotional Emancipation Circles (EECs)SM Support Group are safe spaces where African American people work together to overcome, heal from, and overturn the lies of White superiority and black inferiority: the root causes of the devaluing of African American lives. Emotional Emancipation Circles are psycho-educational.

EECs encourage participants to:

- Share our stories and our feelings, always respecting the humanity and dignity of Circle members;
- Deepen our understanding of the impact of historical forces on our emotional lives, our relationships, and the well-being of our communities;
- Free our minds and spirits from the lies, and heal from the historical and continuing trauma of racism;
- Tell ourselves a new and empowering story about who we are as people of African ancestry;
- Revitalize ourselves and our relationships with each other;
- Learn and practice essential emotional wellness skills to help us be at our very best as individuals and as a people; and
- Develop strategies to extinguish the lies – once and for all.

Additional Sources of Information on EECs:

- <https://www.communityhealingnet.org/>
- [https://www.cibhs.org/sites/main/files/file-attachments/day_1 - 315-445p - russian river valley 12 - eec.pdf](https://www.cibhs.org/sites/main/files/file-attachments/day_1_-_315-445p_-_russian_river_valley_12_-_eec.pdf)
- <http://villageprojectinc.org/emotional-emancipation-circle/>

C. BID SUBMISSION CHECKLIST

BID SUBMISSION CHECKLIST

All of the specific documentation listed below is required to be submitted with the Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

- 1. Proposal Narrative**
 - a. Exhibit A: Bidder Information and Acceptance:**

Every Bidder must select one box under Item 10 of Exhibit A Bidder Information and Acceptance Form and must fill out and submit a **signed** page of Exhibit A.
 - b. Bidder Minimum Qualifications:**

Every Bidder must demonstrate how they meet all of the criteria.
 - c. References:**

Bidders are to provide a list of **three current** and **three former** references. If unable to provide the stated number of references, include justification in your bid submission as a separate attachment. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in the specifications, terms and conditions of the RFP.
 - d. Attachments:**

Bidders must submit all Attachments as part of their bid packet.

 - Exhibit A: Bidder Information and Acceptance Form
 - Attachment 1: Example TAY Group Activities
 - Attachment 2: Job Descriptions
 - Attachment 3A: Organizational Chart
 - Attachment 3B: Program Chart
 - Attachment 4: Program Outcomes
- 2. Exhibit B-1: Budget:**

Bidders must complete all tabs in the budget workbook.
- 3. Exhibit D: Exceptions, Clarifications, Amendments:**

Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP. This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template in Exhibit A – Bid Response Packet.

THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.

- 4. SLEB Partnering Information Sheet:**

Every bidder must fill out and submit a signed SLEB Partnering Information Sheet in the Fillable Forms Template, indicating their SLEB certification status. If bidder is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the bidder will subcontract to meet the County SLEB participation requirement must be stated. Any CERTIFIED SLEB subcontractor(s) named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subcontractor(s) must be certified by the time of bid submittal.

- 5. Original Proposal:**

One original hard copy of the proposal in a three-ring binder with original signatures. Original proposal is to be clearly marked on the cover.

- 6. Copies of Proposal:**

Seven copies of the proposal. Copies must be unbound without a three-ring binder.

- 7. Electronic copy of Proposal:**

Enclosed with the hardcopy of the proposal, include a USB flash drive clearly marked with the Bidder and RFP name and with the following saved on it:

 - An electronic copy of the proposal, saved with the Bidder's name;
 - An electronic copy of the completed Exhibit B-1 Program Budget, saved in MS Excel with the Bidder's name.

D. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE

Bidder Information and Acceptance

1. The undersigned declares that the proposal documents, including, without limitation, the RFP, Addenda and Exhibits have been read and accepted.
2. The undersigned declares that he/she is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the RFP's specifications, terms & conditions.
3. The undersigned has reviewed the proposal documents and fully understands the requirements in this proposal including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, to the County, and agrees that its proposal, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the proposal.
4. The undersigned also agrees to follow the Bid Protests / Appeals Process.

Alameda County prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidders wish to protest the proposal process or the recommendation to award a contract for these programs once the Notices of Intent to Award/Non-Award have been issued.

The following describes two separate processes: Bid Protests and Appeals. Bid Protests submitted prior to issuance of the Notices of Intent to Award/Non-Award shall not be accepted by the County.

Bid Protests from any Bidder related to this RFP must be submitted in writing to the ACBH Director located at 2000 Embarcadero Cove, Suite 400, Oakland, CA 94606 Fax: 510.567.8180, before 5:00 p.m. of the **fifth (5th)** business day **following the date of issuance of the Notice of Intent to Award/Non-Award, not the date it is received by the Bidder**. Any Bid Protest received after 5:00 p.m. shall be considered received as of the next business day.

- The Bid Protest must contain a complete statement of the reasons and facts for the protest.
- The Bid Protest shall refer to the specific portions of documents that form the basis for the protest.
- The Bid Protest shall include the name, address, email address, fax number and telephone number of the person representing the protesting party.
- ACBH shall transmit a copy of the Bid Protest to all Bidders as soon as possible after receipt of the protest.

Upon receipt of written Bid Protest, the ACBH Director, or designee shall review and evaluate the protest and issue a written decision. The ACBH Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as determined appropriate by the ACBH Director) to discuss the Bid Protest. The decision on the proposal protest shall be issued at least ten (10) business days prior to the date the Board is considering the recommendation and award of contract.

The decision on the Bid Protest shall be communicated by e-mail, fax, or US Postal Service mail, and shall inform the Bidder whether or not the recommendation to the Board of Supervisors as stated in the Notice of Intent to Award is going to change. A copy of the decision shall be furnished to all Bidders affected by the

decision. As used in this paragraph, a Bidder is affected by the decision on a Bid Protest if a decision on the Bid Protest could have resulted in the Bidder not being the recommended successful Bidder on the RFP.

The decision of the ACBH Director on the Bid Protest may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax: 510.272.6502 unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose proposal is the subject of the Bid Protest, all Bidders affected by the ACBH Director's decision on the Bid Protest, and the protesting Bidder have the right to appeal if not satisfied with the ACBH Director's Bid Protest decision. **All Appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five (5) business days following the issuance of the decision by the ACBH Director, not the date received by the Bidder.** Appeals received after 5:00 p.m. is considered received as of the next business day.

- The Appeal shall specify the Bid Protest decision being appealed and all the facts and circumstances relied upon in support of the Appeal.
- In reviewing Appeals, the OCCR shall not re-judge the proposals. The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP or, where appropriate, County contracting policies or other laws and regulations.
- The Appeal to the OCCR also shall be limited to the grounds raised in the original Bid Protest and the decision by the ACBH Director. As such, a Bidder is prohibited from stating new grounds for a Bid Protest in its Appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by the GSA-Office of Acquisition Policy or department designee, and will determine whether to uphold or overturn the protest decision.
- The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
- The decision of the Auditor-Controller's OCCR is the final step of the Appeal process. A copy of the decision of the Auditor-Controller's OCCR shall be furnished to the protestor, the Bidder whose proposal is the subject of the Bid protest, and all Bidders affected by the decision.

The County shall complete the Bid Protest/Appeal procedures set forth in this before a recommendation to award the contract is considered by the Board of Supervisors.

The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid Protest and Appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid Protest, including filing a Government Code Claim or legal proceedings.

5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:

- **Debarment / Suspension Policy:** <http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>
- **Iran Contracting Act (ICA) of 2010:** <http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>
- **General Environmental Requirements:** <http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm>
- **Small Local Emerging Business Program:** <http://acgov.org/auditor/sleb/overview.htm>
- **First Source:** <http://www.acgov.org/auditor/sleb/sourceprogram.htm>
- **Online Contract Compliance System:** <http://acgov.org/auditor/sleb/elation.htm>

- **General Requirements:** <http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>
- **Proprietary and Confidential Information:**
<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>

6. The undersigned also acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated proposal documents.

7. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a proposal, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

8. Patent indemnity: Bidders 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.

9. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bidder Information and Acceptance, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

10. The undersigned also acknowledges **ONE** of the following. Please check only one box.

- Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
- Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the SLEB PARTNERING INFORMATION SHEET); **OR**
- Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:

- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
- Proof of six (6) months business residency, identifying the name of the bidder and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE			
Official Name of Bidder			
Street Address Line 1			
Street Address Line 2			
City	State	Zip	
Webpage			
Type of Entity/Organizational Structure	<input type="checkbox"/> Corporation		<input type="checkbox"/> Joint Venture
	<input type="checkbox"/> Limited Liability Partnership		<input type="checkbox"/> Partnership
	<input type="checkbox"/> Limited Liability Corporation		<input type="checkbox"/> Non-Profit / Church
	<input type="checkbox"/> Other		
Jurisdiction of Organizational Structure			
Date of Organizational Structure		Federal Tax ID Number	
Name		Title	
Phone Number		Fax Number	
Email			
Signature		Title	
Dated this	day of	20	

E. EXHIBIT C: INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing Exhibit A – Bidder Information and Acceptance, the Bidder agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to the County, prior to award, and shall include insurance certificate and additional insured certificate, naming County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP:

*****SEE NEXT PAGE FOR COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS*****

EXHIBIT C
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability; Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D	Professional Liability/Errors & Omissions Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
E	<p>Endorsements and Conditions:</p> <ol style="list-style-type: none"> 1. ADDITIONAL INSURED: All insurance required above with the exception of Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 2. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. 3. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. 4. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 5. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 6. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". 7. CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. <p>CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision.</p>	

F. EXHIBIT D: EXCEPTIONS, CLARIFICATIONS, AMEDMENTS

EXHIBIT D: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on this page of the Exhibit A – Bid Response Packet. THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.

Bidder Name: _____

List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated proposal, and submit with your bid response.

The County is under no obligation to accept any exceptions and such exceptions may be a basis for proposal disqualification.

Reference to			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Bidder takes exception to...</i>

*Print additional pages as necessary

G. SLEB PARTNERING INFORMATION SHEET

SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all bidders must complete this form as required below.

Bidders not meeting the [definition of a SLEB \(http://acgov.org/auditor/sleb/overview.htm\)](http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments and the OCCR will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/>).

BIDDER IS A CERTIFIED SLEB (sign at bottom of page)

SLEB BIDDER Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

NAICS Codes Included in Certification: _____

BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT ____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: _____

SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

SLEB Certification Status: Small / Emerging

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature: _____ Date: _____

Upon award, prime Contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed Name/ Title: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Bidder Signature: _____ Date: _____