



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
MARYE L. THOMAS, M.D., DIRECTOR

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**COUNTY OF ALAMEDA  
BEHAVIORAL HEALTH CARE SERVICES  
INFORMAL REQUEST FOR QUOTE (IRFQ)**

**For**

**YOUTH SPEAKERS BUREAU**

Quotations and Responses due  
by  
12:00 p.m.  
on  
Friday, May 25, 2012

**To**

**Tracy Hazelton  
2000 Embarcadero Cove, Suite 400  
Oakland, CA 94606  
Email: [thazelton@acbhcs.org](mailto:thazelton@acbhcs.org)  
Phone: 510.639.1285**

## **A. INTENT**

It is the intent of the specifications, terms and conditions in this Informal Request for Quotations (IRFQ) for organizations with an existing base of youth to form a speakers bureau to give presentations providing education about mental health topics including challenges, lived experience and wellness promotion in order to increase knowledge and awareness as well as decrease stigma around mental health issues. Speakers will use a variety of presentation methods (e.g., art-based, video diaries, spoken word, etc.) to make mental health topics relevant and engaging to youth, parents/caregivers and staff in school settings from Kindergarten through 12<sup>th</sup> grade.

Alameda County Behavioral Health Care Services (BHCS) is seeking a community-based organization (CBO) based in Alameda County with experience dealing with youth and have an established youth group in order to develop and implement this Speakers' Bureau. They also should have experience facilitating focus groups or key informant interviews for the purpose of understanding and evaluating the impact on students, caregivers and staff listening to the Speaker Bureau presentations.

For the purposes of this IRFQ, a CBO is defined as a nonprofit organization.

Through this contract, the selected provider will conduct:

- Training (ten to twenty presentations per fiscal year); and
- Program Evaluation.

This is a time-limited 24 month project (7/1/12-6/30/14) and the County intends to develop a Standard Agreement with the bidder with the lowest quote and whose response meets the County's requirements. The terms and conditions of the Standard Agreement will be an integral part of this IRFQ. The County reserves the right to reject any or all offers and discontinue this IRFQ process without obligation or liability to any potential vendor.

This project will be funded through the Mental Health Services Act (also known as MHSA or Prop 63) Prevention and Early Intervention (PEI) Statewide Multi-Jurisdictional funds, through the program Student Mental Health for K-12 Schools. This funding is a result of collaboration between the City of Berkeley and Alameda County BHCS and as such 10% of the presentations each year need to target youth, caregivers and school staff in the City of Berkeley.

The Standard Agreement for this project will be for a maximum of \$65,949. A maximum of \$52,760 will be distributed in FY 12/13, for start-up, program development, and implementation & evaluation of ten to twenty trainings and/or presentations. The remaining \$13,190 will be distributed in FY13/14 to implement and evaluate a minimum of an additional ten trainings and/or presentations. Also it should be noted that funds designated for use in FY 12/13 cannot be rolled over or used in FY 13/14.

An award based on this IRFQ is based on the availability of MHSA funding.

## **B. SCOPE**

The Speakers' Bureau will incorporate training and education through the implementation of between ten and twenty presentations per year for the purpose of increasing knowledge and awareness of youth mental health issues and reducing stigma. The presentations should effectively engage youth through a variety of youth-relevant mental health topics and presentation types. The target audience for these presentations is K-12 students, their family/caregivers and school staff. However, within this target audience BHCS is particularly interested in targeting youth at "transition points", such as when a youth enters a new school or has moved from elementary to middle or middle to high school, etc. Anecdotal evidence shows that these transition points are periods where youth often "fall through the cracks" which may put them at higher risk of mental health issues.

The process of developing the Speakers' Bureau, choosing the presentation topics and developing the presentation method (e.g. art-based, video diaries, spoken word, etc.) should be documented in such a way that the process may be evaluated and be reproduced. The effect of the presentations on students

should also be evaluated. Potential evaluation methods should include documentation of the process as well as production of outcome information such as: a simple pre/post presentation to test student/family/staff knowledge around youth mental health issues, enumeration of the number of schools where speaker bureau presentations are given, documentation of the types of presentations given, and qualitative examples of the presentation impact. Focus groups or key informant interviews may be conducted for the purpose of understanding the impact on students listening to presentations or on youth receiving training to become speakers. It is assumed that once an external evaluator is brought on board by BHCS to evaluate all programs funded with MHSA PEI Statewide funds additional evaluation activities will be determined.

A Bidder may utilize a subcontractor to co-develop and co-facilitate these trainings.

### **C. VENDOR QUALIFICATIONS**

1. Bidder shall be a community-based organization (CBO) in Alameda County.
2. Bidder shall be connected with an established group of youth and will be able to provide training in speaking and presenting material in a variety of engaging manners. Bidder should also have experience in running focus groups and interviews for evaluation.
3. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this IRFQ.

### **D. SPECIFICATIONS**

#### Training

Vendor shall provide ten to twenty presentations in FY 12/13 (7/1/2012 – 6/30/2013) and a minimum of ten presentations in FY 13/14 (7/1/2013 – 6/30/2014).

#### Program Evaluation

Vendor shall conduct a basic program documentation and evaluation of the development of the Speakers' Bureau, the locations where presentations occur, and the impact of the presentations on both the speakers and the recipients as described in Scope of Work.

### **E. VENDOR INSTRUCTIONS:**

For Purchases Over \$25,000 Up to \$100,000: Vendors must meet the definition of a Small Local Or Emerging Business (SLEB) or subcontract with a SLEB to participate in this Informal Request for Quotations (IRFQ). SLEB prime vendors will be eligible for a 5% bid preference. See "County Provisions" Section for details and groups that are exempt from SLEB requirements.

1. Review all specifications before quoting. Any questions should be directed to County contact Tracy Hazelton via phone 510.639.1285 or email thazelton@acbhcs.org
2. Include a **Cover Letter** including the following:
  - a. Statement of interest and title of program: Youth Speakers' Bureau;
  - b. The official name of the Bidder;
  - c. Proof of the Bidder's tax exempt, 501(c) 3, status;
  - d. The address of Bidder's headquarters, any local office involved in the proposal; and the address/location where the actual production of services will be performed;
  - e. The name, address, telephone, fax numbers and e-mail address of the person(s) who will serve as the liaison(s) to the County, with regards to the IRFQ response and in the implementation of the project with authorization to make representations on behalf of and to bind Bidder;
  - f. Bidder's Federal Tax Identification Number;

- g. A representation that Bidder is in good standing in the State of California and has all necessary licenses, permits, certifications, approvals and authorizations necessary in order to perform all of its obligations in connection with this IRFQ; and
  - h. The Bidder's executive director or designated board member's signature on the Cover Letter.
2. Include a one-to-two page summary of how the Bidder meets the Vendor Qualifications. If the Bidder is proposing to utilize a fiscal sponsor and/or subcontractor, this summary should briefly outline the qualifications of those organizations.
  3. Include a one-to-two page summary of how the Bidder would implement this program including:
    - examples of presentation styles;
    - a timeline of development and implementation activities; and
    - proposed or potential audiences, including the City of Berkeley. (It should be noted that not every presentation needs to include youth/family/caregivers and school staff. It will be up to the Bidder to propose a mix of audiences).

Additionally, if the Bidder is proposing to utilize a subcontractor, this summary should clearly delineate the activities that each organization would implement.

4. Include a one page summary of how the Bidder will document and evaluate the development, implementation, and impact of the Speaker's Bureau presentations.
5. Quotations must include **one comprehensive budget** of all costs and aspects of the project. The budget should cover Fiscal Year 12/13 (July 1, 2012 through June 30, 2013) describing start-up and implementation costs for ten to twenty presentations in the first year, and should not exceed \$52,760.

The Bidder must use *Exhibit A: Bid Form Instructions* to prepare the budget. The Bidder must also include a budget narrative that is no longer than two pages. The FY 12/13 budget and budget narrative must be appropriate for proposed activities and must be under the maximum funding amount available for the first fiscal year (\$52,760). The budget must include all anticipated activities to provide the scope of work specified in the IRFQ. If the proposal includes a fiscal sponsor and/or subcontractor, the Bidder must clarify which line items and amounts are assigned to each agency.

6. Provide proof of insurance as specified in *Exhibit C: County of Alameda Minimum Insurance Requirements*. Include as *ATTACHMENT 1*.
7. Complete and return *Exhibit D: Debarment and Suspension Certification* for amounts over \$25,000. Include as *ATTACHMENT 2*.
8. *Exhibit E: Contract Compliance Reporting Requirements*, only applies to purchases/contracts over \$25,000 if the prime is not a SLEB or SLEB was not waived. If there is a SLEB subcontractor requirement and the contract is over \$25,000, please include as *ATTACHMENT 3*.
9. If applicable, complete and return *Exhibit F: Request for Preference for Local Business AND Request for Small and Local OR Emerging and Local Business*. Include as *ATTACHMENT 4*.
10. Any questions must be submitted in writing by **Wednesday, May 9th, 2012**, to Tracy Hazelton at thazelton@acbhcs.org. Responses to any submitted questions will be posted on the BHCS website and all parties who submitted questions will be notified when the responses are posted.

11. Mail completed bids to:

**Tracy Hazelton  
Youth Speakers Bureau IRFQ  
2000 Embarcadero Cove, Suite 400  
Oakland, CA 94606**

**Bid must be received no later than 12pm on Friday, May 25, 2012.**

**F. COUNTY PROVISIONS (PURCHASES OVER \$25,000)**

1. Preference for Local Products and Vendors: A five percent (5%) preference shall be granted to Alameda County products or Alameda County vendors on all sealed bids on contracts except with respect to those contracts which state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this IRFQ; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this IRFQ. Applicants must complete Exhibit F in order to receive the preference for local products and vendors.
2. Small and Emerging Locally Owned Business: Please note that community-based organizations (CBOs) should complete Exhibit F in order to receive the preference points for Small and Emerging Locally Owned Business.

*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 North American Industry Classification System (NAICS) code. Size standards and classification codes information available at <http://www.naics.com/search.htm>. 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.*

In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Renewal Application) has been attached hereto as Exhibit E and must be completed and returned by a qualifying contractor.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this IRFQ; and which holds a valid business license issued by the County or a city within the County.

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

- a. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in paragraph 1., above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.
- b. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference and must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder's total bid amount in order to

be considered for the contract award. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this IRFQ. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

The County reserves the right to waive these small/emerging local business participation requirements in this IRFQ, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

**The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB.**

However, if you apply and are certified as a SLEB, you will receive a 5% SLEB bid preference:

- non-profit community based organizations (CBO);
- non-profit churches or non-profit religious organizations (NPO);
- public schools; and universities; and
- government agencies

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

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

3. Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is ten percent (10%) [five percent (5%) local, and five percent (5%) certified]. Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.
4. First Source Program: The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act requires that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

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

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

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

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

#### **G. DEBARMENT/SUSPENSION POLICY (PURCHASES OVER \$25,000)**

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of IRFQ response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

- The County will verify bidder, its principal and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at [www.epls.gov](http://www.epls.gov); and
- Bidders are to complete a Debarment and Suspension Certification form, Exhibit D attached, certifying bidder, its principal and their named and unnamed subcontractors are not debarred, suspended or otherwise excluded by the United States Government.

#### **H. ONLINE CONTRACT COMPLIANCE SYSTEM (PURCHASES OVER \$25,000)**

As part of the Alameda County General Services Agency's commitment to assist contractors to conveniently comply with legal and contractual requirements, the County has established an online Contract Compliance System. The system was designed to help reduce contractors' administrative costs and to provide various work-flow automation features that improve the project reporting process.

The Alameda County Contract Compliance System will be implemented to monitor contract compliance for County contracts through the use of a new interactive website, Elation Systems. The prime contractor and all participating subcontractors awarded contracts as a result of this bid process for this project, are required to use the secure web-based system to submit SLEB Program information including, but not limited to, monthly progress payment reports and other information related to SLEB participation.

The Alameda County Contract Compliance System has been designed to provide online functionality that streamlines the process, reduces paperwork and assists contractors and subcontractors in complying with the County's SLEB Program and its reporting requirements. Utilizing the Alameda County Contract Compliance System will reduce the amount of time currently required to submit hard copy documentation regarding contract compliance information and is provided for use by County contractors and subcontractors at no cost.

Procedural differences between the previous conventional reporting and the new web-based system include:

- Monthly progress payment status reports will be submitted via the web-based system.
- Paper copies will no longer be required.
- Contractor will be required to enter data for payments made and subcontractors will be required to enter data for payments received into the web-based system.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating sub-contractors awarded a contract as a result of this bid process for this project. Contractors having contracts with the County should schedule a representative from their

office/company, along with each of their subcontractors, to attend training. Training sessions are approximately one hour and will be held periodically in a number of locations throughout Alameda County.

Upon award of contract, please view the training schedule

[http://www.elationsys.com/elationsys/support\\_1.htm](http://www.elationsys.com/elationsys/support_1.htm) or call Elation Systems at (510) 764-1870. A special access code will be provided to contractors and subcontractors participating in any contract awarded as a result of this bid process to allow use of the System free of charge. It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System.

Please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at [ACSLEBcompliance@acgov.org](mailto:ACSLEBcompliance@acgov.org) if you have any other questions regarding utilization of the Alameda County Contract Compliance System.

## **I. COMPLIANCE INFORMATION AND RECORDS**

As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor.

## EXHIBIT A

### COUNTY OF ALAMEDA

#### INFORMAL REQUEST FOR QUOTE

Please download Excel IRFQ Budget Templates from the BHCS Website and use the following instructions to complete:

1. Fill in all areas shaded in yellow including "Bidder Name."
2. Enter amounts for all expenses and revenue using whole dollars.

#### Expenses

- The budget includes line items that may not be needed for this program.

#### Salaries & Wages:

- Staff Classifications - List all positions relevant to the programs reflected in the budget; staff may be grouped by classification.
- Annualized Salary – List the annual salary for each position. This salary should reflect the annualized cost of the position based on a 40-hour workweek.
- FTE - Provide the Full Time Equivalent (FTE) for each staff classification applicable to the program. Enter the amount of time each position will be working in each program using a 40-hour week as base. (Examples: (a) If a person works 20 hours a week in a program, this would be .50 FTE. (b) If a person works a total of 37.5 hours per week, this is .9375 FTE).
- Employee Benefits and Taxes – Enter this as a percentage in the box shaded in yellow on the line so designated.

#### Operating Expenses:

- List all expenses for the program. Use the line items designated on the form. Space has been provided for any additional expenditure accounts you may need to add. Please try to use the standard categories as much as possible.
- For the "Miscellaneous" and "Professional & Specialized Services" line items listed in the Operating Expenses section of your annualized budget; complete the "Expenses Detail" form (see Excel tabs on budget form) with a full description of each expense included in these categories.

Admin: Input indirect costs. Complete the "Admin Expenses Detail" tab on the budget form with a detailed breakdown of the Admin amount. You may also include an explanation of your indirect expense allocation methodology as applicable.

#### Final Review

Review all amounts for accuracy. Explain any unclear or unusual amounts in the Budget Narrative and/or on the corresponding Expenses Detail Description / Explanation of Line Items forms.

**EXHIBIT B – INTENTIONALLY OMMITTED**

**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 insurance coverage, limits and endorsements:

<b>TYPE OF INSURANCE COVERAGES</b>		<b>MINIMUM LIMITS</b>
<b>A</b>	<b>Commercial General Liability.</b> 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>B</b>	<b>Commercial or Business Automobile Liability.</b> 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
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL).</b> Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
<b>D</b>	<b>Professional Liability/Errors and Omissions.</b> Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 aggregate
<b>E</b>	<b>Directors and Officers Liability.</b> Including Employment Practices Liability	\$1,000,000 per occurrence
<b>F</b>	<b>Employee Dishonesty (ED) and Crime (C).</b> (ED) Required only if a significant amount of funding is advanced to contractor. (C) Required only if contractor keeps significant sums of money at premises	(ED) Minimum of 75% of the Funding (C) Minimum daily amount kept on premises
<b>G</b>	<p><b><u>Endorsements and Conditions:</u></b></p> <ol style="list-style-type: none"> <li><b>ADDITIONAL INSURED:</b> General Liability, Automobile Liability, and Directors and Officers Liability Insurance Policies 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 and volunteers. Employee Dishonesty and Crime Insurance Policy shall be endorsed to name as Loss Payee (as interest may arise): County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and volunteers.</li> <li><b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement with the following exception: 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 termination 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.</li> <li><b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li> <li><b>INSURER FINANCIAL RATING:</b> 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.</li> <li><b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.</li> <li><b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods:             <ul style="list-style-type: none"> <li>– 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.</li> <li>– Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured."</li> </ul> </li> <li><b>CANCELLATION OF INSURANCE:</b> All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.</li> <li><b>CERTIFICATE OF INSURANCE:</b> 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 require certificate(s) and endorsements must be sent to:             <ul style="list-style-type: none"> <li>- Department/Agency issuing the contract</li> <li>- With a copy to Risk Management Unit (125 – 12<sup>th</sup> Street, 3<sup>rd</sup> Floor, Oakland, CA 94607)</li> </ul> </li> </ol>	

**EXHIBIT D**

**COUNTY OF ALAMEDA**

**DEBARMENT AND SUSPENSION CERTIFICATION**

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessary result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

BIDDER: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## EXHIBIT E

### COUNTY OF ALAMEDA

#### **CONTRACT COMPLIANCE REPORTING REQUIREMENTS**

Upon receipt of signed contract documents, prime contractor shall immediately enter/assign subcontractors in the System, confirm payments received from the County within 5 business days in the System, immediately enter payments made to subcontractors and ensure that subcontractors confirm they received payments within 5 business days in the System. Subcontractors shall confirm their payments received from the prime contractor within 5 business days in the System.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating sub-contractors awarded a contract as a result of this bid process for this project. Contractors having contracts with the County which have a start date on or after July 1, 2007 should schedule a representative from their office/company, along with each of their subcontractors, to attend training. The training schedule may be viewed online at [http://www.elationsys.com/elationsys/support\\_1.htm](http://www.elationsys.com/elationsys/support_1.htm) or call Elation Systems at (510) 764-1870. A special access code will be provided to contractors and subcontractors participating in this contract awarded to allow use of the System free of charge.

It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System. Training sessions are approximately one hour and will be held periodically in a number of locations throughout Alameda County.

EXHIBIT F

COUNTY OF ALAMEDA

**REQUEST FOR PREFERENCE**

**for**

**LOCAL BUSINESS**

**and**

**SMALL AND LOCAL OR EMERGING AND LOCAL BUSINESS**

IF YOU WOULD LIKE TO REQUEST THE LOCAL BUSINESS, SMALL AND LOCAL BUSINESS, OR EMERGING AND LOCAL BUSINESS PREFERENCE, COMPLETE THIS FORM AND RETURN IT WITH YOUR BID. IN ADDITION, IF APPLYING FOR LOCAL PREFERENCE, SUBMIT THE FOLLOWING:

- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
- Proof of six (6) month business residency, identifying the name of the vendor and the local address: utility bills, deed of trust or lease agreement.

A five-percent (5%) preference will be granted to Alameda County products or vendors on all sealed bids on contracts except with respect to those contracts which State law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the date upon which a request for sealed bids or proposals is issued; and which holds a valid business license issued by the County or a city with the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County.

In addition, a five percent (5%) preference, for a total bid preference of ten percent (10%), shall be granted (except as noted above) if the bidder is certified by the County as either a small and local or an emerging and local business. Check the appropriate (2 maximum) boxes and provide the requested information below.

- Request for 5% local preference
- Request for 5% small and local preference **OR**  Request for 5% emerging and local preference

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business License Number: \_\_\_\_\_

**The Undersigned declares that the foregoing information is true and correct:**

Print/Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_