

FILLABLE FORMS TEMPLATE INSTRUCTIONS TO BIDDERS

- *Bidders must use the Fillable Forms Template to submit proposals.*
- *Bidders must to submit one original hardcopy proposal in a binder, including additional required documentation, with original ink signatures, plus seven copies bound with a clip (not in a binder) and one (1) electronic copy of the proposal in PDF.*
- *All pages of the proposal response packet must be submitted in total with all required ATTACHMENTS hereto; all information requested must be supplied; any pages of EXHIBITS a (or items therein) not applicable to the Bidder must still be submitted as part of a complete bid response, with such pages or items clearly marked "N/A"*
- *Bidders shall not modify the Fillable Forms Template in any way or qualify proposals.*
- *Bidders shall not submit to the County a scanned, re-typed, word-processed, or otherwise recreated version of Fillable Forms Template or any other County-provided document.*
- *The Fillable Forms Template must be submitted in total with all required documents attached thereto; all information requested must be supplied.*
- *Bidders that do not comply with the requirements, and/or submit incomplete proposals, shall be subject to disqualification and their proposals rejected in total.*
- *If Bidders are making any clarifications and/or amendments, or taking exception to policies or specifications of this RFP, including those to the county SLEB policy, these must be submitted in the exceptions, clarifications, amendments section of this Exhibit A in order for the proposal to be considered complete.*

I. REQUIRED FILLABLE FORMS TEMPLATE & DOCUMENTATION SUBMITTAL FOR PROPOSALS

1. TITLE PAGE

Complete this form for each proposal.

Bidder Organization Name		
Select Priority Program Category	Select Priority Population (if applicable)	Insert Proposed Service Location (if applicable)
<input type="checkbox"/> School-Based Services	<input type="checkbox"/> 100 Black Men Community Charter School <input type="checkbox"/> Academy of Alameda Charter School <input type="checkbox"/> Education for Change Learning Without Limits Charter Academy <input type="checkbox"/> Fremont Federation High School <input type="checkbox"/> Aspire Millsmont Charter School <input type="checkbox"/> Lighthouse Community Charter School <input type="checkbox"/> Oakland High School <input type="checkbox"/> Oakland Technical High School <input type="checkbox"/> Vincent Academy Charter School	
<input type="checkbox"/> Culturally and Linguistically Responsive Services to Asian and Southeast Asian Children in Central County	<input type="checkbox"/> Both Cantonese and Vietnamese	
<input type="checkbox"/> Transition Age Youth (TAY) Santa Rita Jail Mental Health Program		
<input type="checkbox"/> Recreation, Education, Arts, Career and Health (REACH) Ashland Youth Center Behavioral Health Partnership Program		
Bidder Organization's Headquarter Address		
Name of Executive Director or Equivalent	Title	
Phone	Email	
City/State/Zip		
Name of Contact Person	Title	
Phone	Email	
Proposal Date		

2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE**Complete this form for each proposal.**

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 Recommend Award/Non-Award letters have been issued or appeal thereafter.

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

Bid Protests from any Bidder related to this RFP must be submitted in writing to the BHCS 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 Recommend Award/Non-Award letter, 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 be limited to the procurement process or, where appropriate, County contracting policies or other laws and regulations.
- 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.
- BHCS 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 BHCS Director, or designee shall review and evaluate the protest and issue a written decision. The BHCS 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 BHCS 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 or fax, and certified mail, and shall inform the Bidder whether or not the recommendation to the Board of Supervisors as stated in the Notice of Intent to Recommend 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 BHCS Director on the Bid Protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax: 510.272.6502. The Bidder whose proposal is the subject of the Bid Protest, all Bidders affected by the BHCS Director's decision on the Bid Protest, and the protesting Bidder have the right to appeal if not satisfied with the BHCS Director's Bid Protest decision. **All Appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the BHCS 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 OCC shall not re-judge the proposals. The appeal to the OCC 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 OCC also shall be limited to the grounds raised in the original Bid Protest and the decision by the BHCS Director. As such, a Bidder is prohibited from stating new grounds for a Bid Protest in its Appeal.
- The decision of the Auditor-Controller's OCC is the final step of the Appeal process. A copy of the decision of the Auditor-Controller's OCC 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/enviro.htm>
 - **Small Local Emerging Business Program:** <http://acgov.org/auditor/sleb/overview.htm>
 - **First Source:** <http://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.

2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE

9. 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 5% bid preference; (Bidder must check the first box and provide its SLEB Certification Number; **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	
Date this		day of	20

3. LETTER OF TRANSMITTAL/EXECUTIVE SUMMARY

Complete and submit a synopsis of the highlights and benefits of each proposal.

4. a. BIDDER MINIMUM QUALIFICATIONS

Bidders must include one separate Bidder Minimum Qualification sheet for each Priority Program Category (proposal) for which they are proposing to serve. Bidder must specify experience with each different type of priority population.

a. Describe, in detail, how Bidder has at least two years' experience providing services to the priority population(s) within the last five years. See #13-07 Addendum no. 1 for details on how to respond per Priority Program Category.

4. b. BIDDER MINIMUM QUALIFICATIONS

Bidders must include one separate Bidder Minimum Qualification sheet for each Priority Program Category (proposal) for which they are proposing to serve.

b. Describe, in detail, how Bidder currently employ at least one Licensed Practitioner of the Healing Arts (LPHA). Include staff person's name and license number.

4. b. BIDDER MINIMUM QUALIFICATIONS

Bidders must include one separate Bidder Minimum Qualification sheet for each Priority Program Category (proposal) for which they are proposing to serve. Bidder must specify experience with each different type of priority population.

c. Provide a written confirmation that Bidder does not have any open Quality Assurance (QA) investigations and/or Plan of Correction with BHCS.

5. a. ORGANIZATIONAL CAPACITY AND REFERENCE

Supply the Organizational Capacity and Reference sections a. and b. in each Priority Program Category (proposal) Bidder is proposing to serve in the original proposal only.

a. Fiscal Management Capacity Include a recent copy (within the last twelve months) of Bidder's Dun & Bradstreet Qualifier Report;

OR

Audited Financial Statements for the past three years and include as ATTACHMENT 1A.

For information on how to obtain a Supplier Evaluation Report, contact Dun & Bradstreet at 1.866.719.7158 or visit www.dnb.com.

5. b. ORGANIZATIONAL CAPACITY AND REFERENCE

Supply the Organizational Capacity and Reference sections a. and b. in each Priority Program Category (proposal) Bidder is proposing to serve in the original proposal only.

b. 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 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.

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.

Do not include BHCS staff as references.

Current References

Bidder Name

1.

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

2.

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

3.

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

5. b. ORGANIZATIONAL CAPACITY AND REFERENCE

Supply the Organizational Capacity and Reference sections a. and b. in each Priority Program Category (proposal) Bidder is proposing to serve in the original proposal only.

b. 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 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.

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.

Do not include BHCS staff as references.

Bidder Name

Former References

1.

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

2.

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

3.

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

6. a. i. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category. Include details on the priority populations' similarities and differences.

- a. Describe, in detail, Bidder's proposed Priority Population and Program Design, including:**
 - i. Bidders proposed program design (how Bidder will provide services), including:**
 - The service delivery process and engagement from intake to discharge, including**
 - How and when Group Therapy will be provided in the program**

6. a. i. BIDDER EXPERIENCE, ABILITY AND PLAN

<ul style="list-style-type: none">• Number of clients to be served at any given time (capacity)	
<ul style="list-style-type: none">• Number of unique clients to be served over twelve months	
<ul style="list-style-type: none">• Identification of the use of evidence-based model(s) or promising practice(s);<ul style="list-style-type: none">○ If Bidder is adapting model, describe how it will be adapted and how fidelity will be maintained;• Justification of why the model(s) is/are well-matched to the priority population(s)	

6. a. ii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal). Include details on how Bidder will tailor to distinct priority populations.

- a. Describe, in detail, Bidder’s proposed *Priority Population and Program Design*, including:
 - ii. Bidder’s understanding of the priority population(s) including racial/ethnic, cultural and linguistic characteristics and anticipated mental health issues (beyond what is already stated in the RFP), including:**
 - Bidder’s capability to provide culturally and if appropriate, linguistically responsive services to the priority population****

6. a. iii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal). Include details on how Bidder will tailor to distinct priority populations.

**a. Describe, in detail, Bidder's proposed Priority Population and Program Design, including:
iii. Bidder's outreach and engagement strategies and the expected outcomes of strategies**

6. b. i. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal.)

b. Describe, in detail, Bidder's Experience with Priority Population Needs and Service Delivery Approach including:

- i. Bidder's prior experience with the priority population(s), including:**
 - Details of any achieved outcomes/learning**

6. b. ii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal).

b. Describe, in detail, Bidder's Experience with Priority Population Needs and Service Delivery Approach including:

- ii. Bidder's prior experience with the service delivery approach and/or models, including:**
 - Details of any achieved outcomes/learning**

6. b. iii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal).

b. Describe, in detail, Bidder's Experience with Priority Population Needs and Service Delivery Approach including:

iii. Bidder's learning from prior experience with the priority population and/or service delivery approach and if/how that has modified the organization's practices

6. c. i. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal).

- c. Describe, in detail, Bidder's Planned Organizational Infrastructure and Staffing, including:**
 - i. The roles of direct and non-direct service staff, licensed and non-licensed staff, roles and responsibilities of all staff**

Title	Staff Name and (if not yet hired, indicate and indicate whether licensed with license number)	Role & Responsibilities	List education and experience (if not yet hired, list requirements, including language(s) proficient in)

6. c. i. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal).

- c. Describe, in detail, Bidder's Planned Organizational Infrastructure and Staffing, including:**
 - i. The roles of direct and non-direct service staff, licensed and non-licensed staff, roles and responsibilities of all staff**

Title	Staff Name and (if not yet hired, indicate and indicate whether licensed with license number)	Role & Responsibilities	List education and experience (if not yet hired, list requirements, including language(s) proficient in)

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Title	Staff Name and (if not yet hired, indicate and indicate whether licensed with license number)	Role & Responsibilities	List education and experience (if not yet hired, list requirements, including language(s) proficient in)

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- c. Describe, in detail, Bidder's Planned Organizational Infrastructure and Staffing, including:**
 - i. The roles of direct and non-direct service staff, licensed and non-licensed staff, roles and responsibilities of all staff**

Title	Staff Name and (if not yet hired, indicate and indicate whether licensed with license number)	Role & Responsibilities	List education and experience (if not yet hired, list requirements, including language(s) proficient in)

6. c. i. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal).

- c. Describe, in detail, Bidder's Planned Organizational Infrastructure and Staffing, including:**
 - i. The roles of direct and non-direct service staff, licensed and non-licensed staff, roles and responsibilities of all staff**

Title	Staff Name and (if not yet hired, indicate and indicate whether licensed with license number)	Role & Responsibilities	List education and experience (if not yet hired, list requirements, including language(s) proficient in)

6. c. ii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal) that Bidder is proposing to serve.

c. Describe, in detail, Bidder's Planned Organizational Infrastructure and Staffing, including:

ii. Insert a one-page copy of Bidder's current organizational chart with the proposed Priority Program, as ATTACHMENT 2A here

6. c. iii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal) that Bidder is proposing to serve.

c. Describe, in detail, Bidder's Planned Organizational Infrastructure and Staffing, including:

iii. Insert a one-page copy of Bidder's proposed program chart, including staff names and lines of supervision, as ATTACHMENT 2B here

6. c. iv. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal).

c. Describe, in detail, Bidder's Planned Organizational Infrastructure and Staffing, including:

iv. Bidder's capability, including resources, policies, procedures and how supervision is provided to adhere to Medi-Cal documentation standards and requirements

6. c. v. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal) that Bidder is proposing to serve.

- c. Describe, in detail, Bidder's Planned Organizational Infrastructure and Staffing, including:**
- v. Include a sample with client identifier information blacked out of each, which conform to the CQRT and Medi-Cal Documentation Standards as ATTACHMENTS 3A, 3B, 3C, respectively**
 - **Assessment;**
 - **Treatment Plan; and**
 - **Progress Note**

6. d. i. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal). Include details on how Bidder will tailor to distinct priority populations.

d. Describe, in detail, Bidder's ability and experience Forming Partnerships and Collaboration, including:

i. Bidder's capability and plan to connect with and/or engage parents, families/ caregivers

6. d. ii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal).

d. Describe, in detail, Bidder's ability and experience Forming Partnerships and Collaboration, including:

ii. Bidder's capability and plan to collaborate with, receive referrals from (if appropriate) and build relationships with other relevant partners, including:

- Names, responsibilities and purpose of organizations;**
- How the collaboration will be developed and maintained;**
- How problems will be resolved when they arise**

6. e. i. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal) that Bidder is proposing to serve.

e. Describe, in detail, Bidder's Ability to Track Data and Outcomes, including:

- i. Bidder's current data systems, including staff capacity, procedures for collecting, analyzing and reporting data, including:**
- What resources are used/required for such systems; and**
 - Examples of measurable outcomes and data currently in use by Bidder**

6. e. ii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal) that Bidder is proposing to serve.

e. Describe, in detail, Bidder's Ability to Track Data and Outcomes, including:

ii. At least two specific outcomes Bidder will track and which data will be used, including:

- What other data will be collected for the proposed program, and how it will be used to monitor and improve performance**

6. e. iii. BIDDER EXPERIENCE, ABILITY AND PLAN

Include Bidder Experience, Ability and Plan for each Priority Program Category (proposal) that Bidder is proposing to serve.

e. Describe, in detail, Bidder's Ability to Track Data and Outcomes, including:

iii. How Bidder currently uses data to improve performance and the organization's approach to quality improvement

7. a. & b. COST

Use the EXHIBIT B-1: BUDGET WORKBOOK INSTRUCTIONS to complete and submit an EXHIBIT B-1: BUDGET WORKBOOK for each Priority Program Category (proposal) and each priority population (school) that Bidder is proposing to serve to complete and submit all of the following:

- a. Cost-Coefficient – Bidder does not need to submit anything additional for this.**
- b. Complete and submit one EXHIBIT B-1: BUDGET WORKBOOK for each school site for up to three B-1: BUDGET WORKBOOKS
OR
Submit one EXHIBIT B-1: BUDGET WORKBOOK for each Priority Program Category Bidder is proposing to serve.**

Complete and submit all worksheets in the EXHIBIT B-1: BUDGET WORKBOOK.

EXHIBIT B-1: BUDGET WORKBOOK INSTRUCTIONS

DIRECTIONS

- Click “Enable Content” to begin
- Submit one EXHIBIT B-1: BUDGET WORKBOOK for each school if applying to more than one school for up to three EXHIBIT B-1: BUDGET WORKBOOKS **OR**
Submit one EXHIBIT B-1: BUDGET WORKBOOK for each proposal for all other Priority Program Categories
- Fill in areas highlighted in yellow
- Click ‘Reset Values’ to clear the worksheet - **Make sure all unwanted data is deleted.**
- Click ‘Calculate’ to calculate data
- Click ‘Add Row’ to add a row
- Complete all four tabs (B-1; Prof & Spec Sv Detail; Misc. Detail; & Admin Detail)
- Print all five tabs(B-1; Prof & Spec Sv Detail; Misc. Detail; Admin Detail; Billable Staff Hours)
 - **Make sure printed documents are in a large enough font to read**

NOTE

- All amounts are rounded to the nearest whole dollar
- Start-up costs do not apply to this RFP - Do not include start-up costs
- If Bidder includes costs for space for Priority Program Categories where it is being provided, the costs must be strongly justified, calculated and appropriate since a vast majority of the services and staff will not be in the Bidder’s main office site.
- If a cell turns red, an error has been indicated and must be corrected.

B-1: FUNDED PROGRAM

- Insert Bidder Name
- Select the Priority Program Category from the drop-down menu
- Select the appropriate school or language if proposing School-Based or Culturally & Linguistically Responsive Services to Asian/Southeast Asian Languages from the drop-down menu

SALARIES & WAGES

- For each Position/Title, depending on the proposed Priority Program Category, generic staff titles will automatically populate to include the minimum staff requirements
 - For the purposes of this RFP:
 - Clinical Licensed staff is the person who will provide the direct service to the staff person(s) – all Priority Program Categories require this position. Read the RFP to ensure minimum staffing requirements are met.
 - Clinical Supervisor provides the supervision to the Clinical and paraprofessional staff person(s) – all Priority Program Categories require this position

- Cultural Broker is a staff person who may be an experienced paraprofessional to act as a community liaison in the Culturally & Linguistically Responsive Services to Asian/Southeast Asian Languages
- For each Position/Title Depending on the proposed Priority Program Category, generic staff titles will automatically populate to include the minimum staff requirements

Direct Services

- Select an “x” from the drop down menu for each position to indicate whether staff provides direct services to clients (i.e., billable services such as providing counseling, case management, etc.)

Admin Staff

- Admin costs are costs not directly associated with service delivery and costs that are not attributed to day to day operating expenses (e.g. Human Resources , Information Technology staff)
- Select an “x” for each position to indicate whether staff provides administrative services

Annualized Salary

- Enter the salary paid to each staff person for 12 months

Total Cost

- Enter the amount of each staff’s salary that will be paid out of this RFP budget for 12 months

Full Time Equivalent (FTE)

- The FTE will be automatically calculated based on the Annualized Salary and Total Cost
- Examples:
 - If a person works 20 hours a week in project, this would be 50% FTE
 - If a person works a total of 37.5 hours per week, this is .94 FTE

Percentage Employee Benefits & Taxes

- Enter the percent allocated for employee benefits and taxes

TOTAL PROPOSED PERSONNEL COSTS

- The sum of Total Salaries/FTEs and Total Fringe Benefits is automatically calculated

OPERATING EXPENSES

- Operating Expenses are cost not directly associated with service delivery costs of daily activities separate from administrative activities (e.g. Supplies, Rent)

Professional & Specialized Services

- Bidders must complete the Prof & Spec Sv Detail Tab to describe, in detail, all professional and specialized service expenses.

Miscellaneous

- Misc. are any Operating Expenses that do not fit into any of the pre-listed operating expense line items.
- Bidders must complete the Misc Detail Tab to describe, in detail, the miscellaneous expenses.

REVENUE

- Include any revenue Bidder will use to support the proposed program
- Do not include MHSA or EPSDT as revenue sources for this budget

SERVICE HOURS

- Include the Total Hours and Gross Cost to be provided for twelve months for:
 - Case Management
 - Mental Health

- Crisis Intervention
- Cost Per Hour and Cost Per Minute is automatically calculated.

B-2 AGENCY COMPOSITE BUDGET

- Include a copy of Bidders' budget to reflect the agency's total budget.

7. c. COST

Use the Fillable Forms Template to complete and submit the below.

**c. Bidder's detailed Budget Narrative to explain the costs and calculations in the EXHIBIT B-1:
BUDGET WORKBOOK**

7. c. COST

Use the Fillable Forms Template to complete and submit the below.

- a. Bidder's detailed Budget Narrative to explain the costs and calculations in the EXHIBIT B-1: BUDGET WORKBOOK**

8. a. IMPLEMENTATION SCHEDULE AND PLAN

a. Include Bidder's Implementation Schedule and Plan with activities, responsible persons, milestones and due dates

Activity	Responsible Persons	Milestone/Measurement	Due Date

8. a. IMPLEMENTATION SCHEDULE AND PLAN

a. Include Bidder's Implementation Schedule and Plan with activities, responsible persons, milestones and due dates

Activity	Responsible Persons	Milestone/Measurement	Due Date

8. B. IMPLEMENTATION SCHEDULE AND PLAN

b. Include Bidder's identification and strategies for mitigation of risks and barriers, which may adversely affect the program's implementation

Barriers	Mitigation Strategies

**SMALL LOCAL EMERGING BUSINESS (SLEB)
PARTNERING INFORMATION SHEET**

*Complete and submit one copy in each proposal.
Every Bidder must fill out and submit a signed SLEB Partnering Information Sheet, indicating their SLEB certification status and, if not certified, the name, identification information. In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all Bidders must complete this form as required below.*

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

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: _____

Upon award, prime contractor that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS.

Bidder Signature: _____ Date: _____

EXHIBIT I: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

Complete and submit one copy in each proposal.

This shall include clarifications, exceptions and amendments, if any, to the RFP/Q and associated Bid Documents, and shall be submitted with your bid response using the template on page <#> of this 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