



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
MANUEL JIMMEZ, DIRECTOR

SUBSTANCE USE DISORDER  
OFFICE  
2000 Embarcadero Cove, Suite 101  
Oakland, California 94606

COUNTY OF ALAMEDA BEHAVIORAL HEALTH CARE SERVICES (BHCS)

INFORMAL REQUEST FOR QUOTE (IRFQ) #15-0408  
for  
Drinking Driver Program (DDP) Audits

E-MAIL RESPONSE DUE

by  
2:00 p.m.  
on  
April 30, 2015

to  
Michael Huff, Alameda County BHCS  
PHONE: (510) 383-1793  
Email: [MHuff@acbhcs.org](mailto:MHuff@acbhcs.org)

VENDOR INSTRUCTIONS:

- REVIEW ALL SPECIFICATIONS BEFORE QUOTING;
- COMPLETE EXHIBIT A, BID FORM;
- COMPLETE EXHIBIT B, SLEB SUBCONTRACTING INFORMATION SHEET FOR PURCHASES OVER \$25,000; AND
- PROVIDE PROOF OF INSURANCE AS SPECIFIED ON EXHIBIT C, COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS
- COMPLETE EXHIBIT D, DEBARMENT & SUSPENSION CERTIFICATION FORM FOR PURCHASES OVER \$25,000
- 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, THIS EXHIBIT IS APPLICABLE.

FOR PURCHASES \$25,000 OR LESS: VENDORS MUST MEET THE ATTACHED DEFINITION OF A LOCAL SMALL EMERGING BUSINESS (SLEB).



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FOR PURCHASES OVER \$25,000 UP TO \$100,000: VENDORS MUST MEET THE DEFINITION OF A LOCAL SMALL EMERGING BUSINESS (SLEB), OR SUBCONTRACT WITH A SLEB TO PARTICIPATE IN THIS INFORMAL REQUEST FOR QUOTE (IRFQ). SLEB PRIME VENDORS WILL BE ELIGIBLE FOR A 5% BID PREFERENCE. SEE 'COUNTY PROVISIONS' SECTION.

### INTENT

The intent of this Informal Request for Quote (IRFQ) is to search for qualified vendors who are interested in providing the County Behavioral Health Care Services (BHCS) of assistance in conducting Driving Under the Influence (DUI) and Drinking Driver Program (DDP) site reviews and fiscal audits as required by California Title IX, Programs for Alcohol & Drug Impaired Drivers.

BHCS intends to award a **three-year contract** to an outside vendor selected as most qualified in meeting the services of the DUI/DDP Program. The **budget** provided for this contract is for **\$95,400**.

The County of Alameda does not guarantee that a subsequent IRFQ will be issued. Should an IRFQ be issued, the terms and conditions described in this RFQ are not guaranteed to remain exactly the same.

### SCOPE AND METHODOLOGY

Qualified vendor must be able to assist the Alameda County Alcohol Program Administrator in monitoring\* 4 Alameda County DUI, DDP providers (6 sites), bi-annually, to ensure compliance with the regulations contained in Chapter 9 (commencing with Section 11837.6), Division 10.5 of the Health and Safety Code, using the following methods:

#### Case management Review

Conduct a review of programs client files, to include active client, completed clients, transferred clients, terminated clients, exit group clients, and education and group rosters, DL 101 and DL 107 Logs. The program shall be keep aware of the issues and problem areas found during the case management review and the corrective action needed to correct the findings.

#### Financial Review

- Assure the program does not exceed the 10% annual profit margin as required by Title 9.
- Monitor to ensure that the programs do not utilize other funds administered by the Department for program operations.
- Notify the County Alcohol Administrator, or designee, when the vendor determines that the program is not in compliance with the appropriate regulations.
- Monitor to ensure that the program does not utilize participant fees for purposes other than DUI/DDP Programs activities, with the exception of allowable profit or surpluses.
- Review and recommend approval or denial of DUI/DDP Program fees and additional fees contained in the initial application for licensure and requests from existing licensees for increases in program fees and additional fees.
- Assure that each DUI/DDP program makes provision for persons who cannot afford to pay program participation fees.
- Carry out liaison activities with the courts, the county probation department, DUI programs, and interested parties at the count level.
- Monitor the DUI court referral system as described in the Health and Safety Code Section 11837.2

\* The State Monitoring Instrument shall be used to perform all Drinking Driver Program (DUI/DDP) site reviews. The reason for using the State Instrument is to keep consistence in monitoring procedures whether it is the County or State monitoring.

### SPECIFICATIONS (OR ATTACH)

Vendor minimum qualification criteria include, but are not limited to the following:

- ◇ Must have a minimum of 25 years of State/County DUI audit experience, knowledge, and understanding in relation to the State and County regulations in regard to DUI and DDP Programs.
- ◇ Must have experience in working with the Superior Court in setting Court Referral and Tracking Procedures for the DUI System.
- ◇ Must have experience in working with the Department of Motor Vehicles.
- ◇ Must have experience in providing training to DUI Providers on regulations.
- ◇ Must have experience in the County review and recommendation process of fee increase requests by DUI Providers.
- ◇ Must have experience in Needs Assessment development.
- ◇ Must be able to provide credentials and references to support professional experience in DUI and DDP program monitoring.
- ◇ Current Business Licenses

### DELIVERY REQUIREMENTS

- After completing the site visit review, the vendor shall review findings that are out-of-compliance and problem areas with the program representative(s) and make recommendations for correcting the out of compliance issues.

The vendor shall submit to:

- The DUI/DDP provider - a written report of the audit findings, and recommendations for corrective action needed to remedy all out of compliance issues and problem areas. The provider will be required to submit a written corrective plan (CAP) to the vendor within 30 days after receiving the written report. The vendor will review the CAP and determine approval/disapproval.
- The County - a copy of the written report to the provider with the audit findings and a copy of the provider's corrective action plan.

COUNTY PROVISIONS

- A. Small and Emerging Locally Owned Business: A small business for purposes of this IRFQ is defined by the United States Small Business Administration as having no more than \$9 millions in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County is one having annual gross receipts of less than one-half (1/2) of the above amount over the same period of time. 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 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 dedicated to 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

1. 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. However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.
2. 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 on Attachment B. 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. Contractor shall provide quarterly participation reports during the term of said contract and a final account statement at the end of the contract to the County Business Outreach Officer.

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. 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 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)

- B. Environmentally Friendly Packaging: Alameda County is an environmentally responsible employer and seeks all practical opportunities for waste reduction and recycling. The County, therefore, encourages its contractors to reduce waste volume and toxicity by using environmentally friendly packaging material whenever possible. Options may include backhauling product packaging to the supplier for reuse or recycling, shipping in bulk or reduced packaging, using soy bean-based inks for packaging printing, using recycled product packaging or using recyclable or reusable packaging material. The County encourages all bidders and contractors for goods and services to adhere to these principles where practicable.

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 RFP/RFQ 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
- —

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 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. 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 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.

A. 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  
for**

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**BID FORM**

Quote the cost below, including all delivery charges to the destination location. Delivery must be received on the date specified. All deliveries shall be shipped FOB Destination. The cost quoted below is the total cost the County will pay. This quote is valid for a minimum of 90 days.

DESCRIPTION	UNIT	QTY	UNIT COST	EXTENDED COST
<b>SUBTOTAL</b>				
<b>TAX</b>				
<b>Minus 5% SLEB Preference (if bidder is a certified SLEB)</b>				
<b>TOTAL</b>				
<b>DELIVERY DATE</b> <i>(To be inserted by County department before sending to bidders)</i>	<b>SHIP TO LOCATION:</b>			
<b>NOTE ANY EXCEPTIONS COUNTY PROVISIONS OR TO SPECIFICATIONS BELOW.</b> The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.				
<b>VENDOR NAME</b>				
<b>VENDOR ADDRESS:</b>				
<b>VENDOR SIGNATURE:</b>				<b>DATE</b>

Use additional copies of this bid form as necessary to complete your response.

**EXHIBIT B**

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

**COUNTY OF ALAMEDA  
INFORMAL REQUEST FOR QUOTE  
for  
*(RFQ Title)***

**In order to meet the small local emerging business (SLEB) requirements of this Request for Quote, all bidders must complete this form as required below.**

**Bidders not meeting the definition of a SLEB (per the Request for Quote Provisions contained herein) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. This form must be submitted for each business that bidders will work with, evidencing a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)**

**Bidders are encouraged to subcontract with a SLEB that can participate directly with this contract. One of the benefits of subcontracting will be economic, but subcontracting 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 the subcontractor without prior written approval from the General Services Agency, Business Outreach Officer.**

**The General Services Agency, Business Outreach Officer will monitor the contract for compliance with the SLEB requirements.**

<b>BIDDER:</b> _____  <input type="checkbox"/> is a SLEB.
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<input type="checkbox"/> is not a SLEB and will subcontract _____% with the SLEB named below for the following service(s): _____  SLEB Business Name: _____  Street Address: _____  City, State, Zip: _____  Phone: _____ Fax: _____ E-mail: _____  Tax ID Number: _____  Principal Name: _____  SLEB Principal Signature: _____ (Date)
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Bidder Signature: \_\_\_\_\_ (Date)

*(Request Insurance requirements from RMU for each IRFQ)*

**EXHIBIT C**

## **CONTRACTORS INSURANCE REQUIREMENTS SYSTEM**

The Risk Management Unit has developed a new basic insurance requirement system to assist its clients in determining the appropriate insurance to require from County Contractors. This new system can be applied to your operations effective immediately. You may access the County of Alameda Minimum Insurance Requirement forms [here](#) (or visit: [http://dsmain/docushare/dscgi/ds.py/Get/File-5784/COI\\_Reqmt\\_DB.xls](http://dsmain/docushare/dscgi/ds.py/Get/File-5784/COI_Reqmt_DB.xls)). You will find Risk Management's instructions, insurance requirements, and certificate numbers. The path to this may be found on the County intranet site: Alcoweb / Document Center / Risk Management / Contractors Insurance Requirements / COI Requirements Database.

**EXHIBIT D  
DEBARMENT AND SUSPENSION CERTIFICATION**

**COUNTY OF ALAMEDA**

**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 necessarily 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.