



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (BHCS)
REQUEST FOR PROPOSAL (RFP) 18-04
SPECIFICATIONS, TERMS & CONDITIONS
FOR
EMPOWERMENT/HEALING SUPPORT GROUP FOR AFRICAN AMERICANS**

INFORMATIONAL MEETING/ BIDDERS' CONFERENCES

Date	Time	Location
<p align="center">Tuesday July 10th, 2018</p>	<p align="center">1:30 pm - 3:30 pm</p>	<p align="center">Alameda County Public Works Agency 951 Turner Ct, Hayward (Conference Room 230 ABC)</p>
<p align="center">Wednesday July 11th, 2018</p>	<p align="center">9:00 am – 11:00 am</p>	<p align="center">Alameda County Behavioral Health Care Services Agency 1900 Embarcadero Cove, Suite 101, Oakland (Brooklyn Basin Room)</p>

**PROPOSALS DUE
by 2:00 pm on Friday, August 3rd, 2018
to**

**RFP 18-04 c/o Fonda Houston
1900 Embarcadero Cove Suite 205
Oakland, CA 94606**

Proposals received after this date/time will NOT be accepted

Contact: Fonda Houston

Email: Fonda.Houston@acgov.org Phone: 510-777-2143

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I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms, and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or County) to seek proposals for developing and implementing an Empowerment/Healing Support Group curriculum based on African values to support participants in using their voices and experiences to address their mental health needs. This RFP is specifically designed to support Alameda County African American residents of all ages. Consumers, family members, and caregivers are the target audience of the curriculum and trainings.

The African American community members trained in this approach will be able to provide support that will address the mental and psychological health of the community, empowering that community to help reduce the high rates of individuals needing higher and more expensive levels of care. It is also an opportunity for members to be more included in their community and develop a healthier self-esteem and awareness of self and to be more prepared to effectively and strategically respond to the daily stressors associated with racism, discrimination and other forms of systemic oppression. Without culturally congruent trainings, African Americans experiencing mental health challenges and their exposure to ongoing racism, discrimination and stress are at risk of internalizing a complex of inferiority and self-hatred.

BHCS intends to award one contract to the Bidder selected as the most responsible bidder whose response conforms to the Request for Proposal (RFP) and meets the County requirements. At this time, **\$415,227** per contract year for this project has been allocated by BHCS through the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI). The contract that results from this RFP process will be prorated for the fiscal year at the contract start date.

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

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

B. BACKGROUND

African Americans are no different when it comes to the prevalence of mental health conditions when compared to other groups in the United States. However, research shows the concerns and experiences of African Americans and how they understand and cope with these conditions vary. While the rates of mental illnesses for African Americans are similar to those of the general population, disparities exist in how mental health care services are delivered. African Americans often receive poorer quality of care and lack access to culturally competent care.¹ Poor quality of care and lack of access to culturally appropriate care have, historically, been linked to racism, discrimination and the other oppressive practices meted out to African Americans. Today, African Americans comprise only 13.3 percent of the population of the U.S. but are a culturally diverse population consisting of immigrants from African nations, the Caribbean, Central America and other regions. The uniqueness and complexity of the African American population must also be taken into account as health care systems attempt to address the health inequities and ameliorate the inappropriate level of care.

In Alameda County, there is a disproportionate number of African Americans accessing mental health services relative to their overall composition in the County. In Fiscal Year 2016-2017, Alameda County Behavioral Health Care Services data shows African Americans made up 19 percent of all Medi-Cal beneficiaries, yet comprised 32 percent of those who penetrated the system—mainly in the most restrictive settings like jails, emergency hospitals and crisis stabilization facilities. This disproportionality is compounded by the fact there are little to no services to adequately address the mental health needs of African Americans in a culturally congruent and affirming manner.

Centuries of physical, economic, sexual, spiritual and psychological enslavement of people of African descent in the United States has and continues to nourish an environment of negation, self-hatred, mistrust and distrust of past and present institutions, which continues to facilitate mistreatment in care. As noted in a term coined by Dr. Joy DeGruy, Post Traumatic Slave Syndrome, has been used to explain the multigenerational transmission of trauma, which includes behaviors associated with lowered self-esteem, anger and feelings of inferiority.² While American enslavement has, on paper, ended for some African Americans in 1863, the residual effects of slavery continues to exist in the 21st century. Failure to consider the ways in which slavery, and various other historical traumas affect aspects of [a Black] client's experiences and presenting problems may lead therapists to conceptualize cases from the default perspective of the dominant discourse, which may lead to ineffective treatment or even harm.³

Reversing the effects of slavery requires a safe, culturally affirming and healing space for African American mental health consumers and family members to address trauma and

¹ American Psychiatric Association, 2017

² Wilkins, Whiting, Watson, Russon, Moncrief, 2012

³ Idem

maintain mental wellness, therefore developing culturally congruent and affirming platforms is a recommended application.

In one of the reports produced by the California Reducing Health Disparities Project, it highlighted conversations with African Americans about mental health needs and community strengths. The report noted, “Most participants had experienced or witnessed forms of racism and discrimination, social exclusion, and stigma. Experiences of racism ranged from racially motivated violence to more subtle forms of discrimination in which participants felt that they were not able to access valuable opportunities because of their skin color.”⁴

“African Americans in the focus groups generally felt alienated from dominant society. Their mistrust of police, the criminal justice system, and government carried over into a mistrust of mental health agencies and mental health service providers.”⁵

Furthermore, the African American Utilization Report⁶ reflected the discrepancies in mental health and substance abuse services for Alameda County’s African American community. The report made recommendations for system transformation to effectively serve the African American population in Alameda County. Recommendations included: recognizing the impact of historical trauma across the African American community and exploring solutions to instill a belief and trust in the effectiveness of the County system of care. In addition, feedback from the BHCS sponsored Request for Information Community Session for African American Mental Health Services engaged community members who stated the need for a culturally informed curriculum with a train-the-trainer approach. The community input also stressed the need to have an orientation to engage and offer trainings as a series with multiple opportunities to attend.

The work of the African American Steering Committee and the feedback provided by community members and family members through a RFI process in December 2017 summarized the need in Alameda County as follows:

- Ensuring experts are accurately evaluating clients;
- Encouraging more engagement with providers and family;
- Addressing the need to incorporate community-defined approach and promising practices along with Western medicine;
- Addressing systems of racism, bias of mental health staff; and
- Utilizing culturally specific screening and assessment tools.

⁴ UC Davis Center, California Reducing Mental Health Disparities, 2009

⁵ Idem

⁶ BHCS Winter 2011

C. SCOPE/PURPOSE

The overall goal of this RFP is the development of a culturally responsive and congruent training that will structure an Empowerment/Healing Support Group engaging community members, including consumers, family members, and caregivers. Approaches shall include techniques and a philosophy of effective community defined practices related to addressing historical racial trauma and maintaining mental wellness. The program shall be grounded in an Afrocentric approach to wellness, values and culture. They are designed by and for community members who identify as African American or of African descent in order to address emotional and psychological stressors affecting this population. The priority population are African Americans and those of African descent of all ages, including consumers, family members, and caregivers. The services are open to all gender and non-gender conforming individuals.

Bidders will propose a culturally appropriate curriculum with goals including, but not limited to:

- Reduction of stigma, barriers, and negative trends in the African American community;
- Building community engagement;
- Addressing of historical trauma linked to racism, discrimination, microaggressions and systemic oppression;
- Identification of culturally and holistically affirming healing practices; and
- Decrease in social isolation among consumers and family members.

D. BIDDER MINIMUM QUALIFICATIONS

To be eligible to participate in this RFP, Bidders must successfully demonstrate in their proposal how they meet the following Bidder Minimum Qualifications:

- Have a demonstrated understanding of African American experiences around mental health issues on how to engage African Americans in trainings; and
- Have the capacity to conduct trainings at various locations and times, in North, Central and South regions of Alameda County; and
- Have at least two years' experience providing trainings and developing curriculum on culturally congruent practices and/or appropriate Afrocentric strategies within the last five years.

Bidders must provide a brief description in their bid how they meet the Bidder Minimum Qualifications.

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

Bidders are eligible to participate in the RFP process if they meet the *Bidder Minimum Qualifications*. BHCS will disqualify proposals that do not demonstrate that Bidder meets the specified *Bidder Minimum Qualifications*, and these disqualified proposals will **not** be evaluated by the Evaluation Panel and will **not** be eligible for contract award under this RFP. BHCS has the right to accept all or part of the proposed program model at its discretion.

E. SPECIFIC REQUIREMENTS

The scope of work for awarded contracts from this RFP will include conformance with all of the following throughout the program period, as needed:

- Recruitment, hiring and retention of culturally congruent and qualified staff;
- Development and/or modification of an existing Empowerment/Healing Support curriculum (including course materials, proposed number of trainings and hours per training);
- Provision of a safe space to build community and social capital, accessible by public transportation;
- Provision of services that are age appropriate, culturally responsive and strength based to address the needs of the priority population;
- Services must be designed, implemented and promoted using strategies that are non-stigmatizing and non-discriminatory;
 - Compliance with the MHSA PEI data and evaluation regulations (see Appendix B & C)
- Regularly track and report data using BHCS approved method;
- Outreach to recruit participants;
- Facilitation of at least three Empowerment/Healing Support groups during the contract period;
- Implementation of a detailed plan for course evaluation and proposed outcomes;
- Complete other trainings as required or requested by the County;
- It is imperative that the Bidder demonstrate culturally affirming and effective ways to begin to reverse the impact of slavery and promote healing; and
- Bidders must understand and embrace an Afro-centric paradigm that explores the historical trauma of slavery and the psychological implications on African Americans as a critical approach and practice.

The curricula may be revised during the first and subsequent years to support continuous quality improvement. BHCS reserves the right to increase deliverables for the Empowerment/Healing Support Group trainings in subsequent years.

F. BIDDER EXPERIENCE, ABILITY AND PLAN

1. Understanding and Experience with Priority Population Needs

The priority population for this RFP includes individuals residing in Alameda County who identify as African American. Successful Bidders will demonstrate knowledge, experience and understanding of the needs, issues and challenges faced by this priority population in order to effectively develop and implement a training curriculum that promotes positive client outcomes.

Bidders must include:

- Strategies and demonstrated practice approach for working with African Americans,
- Three or more of the following:
 - Letter(s) of Support highlighting experience in this capacity, and/or
 - Curriculum design of an existing training designed for African Americans, and/or
 - Outline of an African American focused curriculum in progress, and/or
 - Biographical Information; and
- Demonstrated understanding of how to engage African Americans.

Bidders shall describe in their proposals how they have the cultural humility required to ultimately and successfully serve the priority population. This humility spans not just race/ethnicity but should include an understanding of and ability to reflect clients' shared experience, existing and emerging community and organizational strengths, and the unique experiences of community members as it relates to gender and sexual orientation, race, age, exposure to trauma, mental health status, socio-economic status, and other risk and protective factors.

2. Training Delivery Approach

The awarded Contractor will:

- Develop a curriculum or provide a detailed plan of training, content, course materials, curriculum, and timelines (including proposed number of trainings and hours per training);
- Advertise support groups in at least five widely distributed and easily accessible community-based sources, including newsletters, brochures, directories, newspapers, web-sites, social media, etc. targeted to African American consumers, family members, and caregivers;
- Provide at least three training sessions during the first year of the contract (training sessions are to be increased during the second and proceeding award year(s)).

Suggested Topics/Themes:

- Stigma around mental health problems in the African American community that can lead to delaying or terminating treatment and seeking care.
- Exploring institutionalized racism and historical trauma and its impact on African Americans.

- Addressing the need to incorporate community-defined approaches and promising practices
- Explore solutions to instill a belief and trust in the effectiveness of the County system of care.
- Health disparities that impact the African American communities.
- Accuracy of diagnosis of mental health issues among African Americans.
- Addressing systems of racism, bias of mental health staff and racial stereotype.
- Understanding and acknowledging barriers to accessing mental health services.
- Knowledge of community holistic interventions such as spiritual, family, and community support.
- Providing culturally competent, congruent, and humility services.

3. Planned Staffing and Organization

Bids must include a staffing plan well-matched to curriculum. Bidders shall demonstrate how their current and planned organizational infrastructure will successfully complete the required activities. The support groups shall be managed by an organization with sound and appropriate business operations in terms of capacity, infrastructure, staffing and/or hiring. Appropriate infrastructure, staffing and hiring includes:

- Plan for training, supervising and supporting staff;
- Organizational capacity to provide culturally informed trainings; and
- Organizational capacity to report on training deliverables.

Bids must include the following **required** positions in their proposed staffing (at least one each);

- Peer Group Leader(s) either as salaried staff or contracted
- Mental Health Specialist
- Program Manager
- Program Assistant

Bidders must also include in their proposal their overall organizational chart and where the program will sit within the agency that demonstrates the agency's infrastructure to ensure there is necessary oversight, supervision and support to comply with the program requirements.

BHCS will contract with only one agency to provide this service for this priority population. Bidders that intend to partner or sub-contract⁷ with other service provider/s to provide trainings shall provide rationale and describe how collaboration will enhance this RFP's goals.

⁷ The awarded Contractor will be responsible to the County for all contract deliverables.

4. Ability to Track Data

The awarded Contractor shall track the following data and deliverables for the purpose of reporting and for continuous quality improvement of trainings:

- Number and content of trainings; and
- Number of participants at each training, including number of repeat attendees.

The use of a BHCS developed course survey may be required. The awarded Contractor will conduct evaluations and report results on an annual basis, using a BHCS provided template. In their bids, Bidders shall describe their plan for evaluation, data tracking and collection, and reporting.

BHCS reserves the right to determine and to evaluate program measures and outcomes and work with the awarded Contractor to alter their program and outcome measures in subsequent years. BHCS will work with the awarded Contractor to evaluate the impact of training on clients receiving services.

II. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTACTS

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

The BHCS website <http://www.acbhcs.org/Docs/docs.htm#RFP> and the General Services Agency (GSA) website https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp are the official notification and posting places for this RFP and any Addenda.

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

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

Fonda Houston
1900 Embarcadero Cove, Suite 205
Oakland, CA 94606
Email: Fonda.Houston@acgov.org

B. CALENDAR OF EVENTS

Event	Date/Location	
Request for Proposals (RFP) Issued	Friday, June 29 th , 2018	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 nd Bidder's Conference – BHCS strongly encourages Bidders to submit written questions earlier.	
1 st Bidders' Conference	Tuesday July 10 th , 2018	1:30 pm - 3:30 pm Public Works Agency 951 Turner Ct, Hayward (Conference Room 230 ABC)
2 nd Bidders' Conference	Wednesday July 11 th , 2018	9:00 am - 11:00 am 1900 Embarcadero Cove, Suite 101, Oakland (Brooklyn Basin Room)
Addendum Issued	Wednesday, July 18 th , 2018	
Proposals Due	Friday, August 3rd, 2018 by 2:00 PM	
Review/Evaluation Period	August 3 rd , 2018 – September 6 th , 2018	
Oral Interviews (as needed)	Thursday, September 6 th , 2018 , 1:00-5:00pm	
Award Recommendation Letters Issued	Week of September 17 th , 2018	
Board Agenda Date	November 2018	
Contract Start Date	November 1 st , 2018	

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

C. SMALL LOCAL EMERGING BUSINESS (SLEB) PREFERENCE POINTS

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

As a result of the County's commitment to advance the economic opportunities of these businesses, Bidders must meet the County's SLEB requirements in order to be considered for the contract award. These requirements can be found online at:

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

For purposes of this proposal, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code: 611430.

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

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

D. BIDDERS' CONFERENCES

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

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

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

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

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

E. SUBMITTAL OF PROPOSALS/BIDS

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

BHCS shall only accept proposals at the address and by the time indicated on the RFP cover and in the Calendar of Events. Any proposals received after said time and/or date

or at a place other than the stated address cannot be considered and shall be returned to the Bidder unread/unopened.

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

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

The County requests that all proposals submitted shall be printed double-sided and on minimum thirty percent post-consumer recycled content paper.⁸

Bidders shall ensure that proposals are:

- Single spaced
- 11-point Arial font
- No more than 25 pages excluding attachments
- Maximum 1 inch margins

3. **The County will not consider telegraphic, electronic or facsimile proposals.**
4. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of proposal.
5. Submitted proposals shall be valid for a minimum period of eighteen months.
6. All costs required for the preparation and submission of a proposal shall be borne by Bidder.

⁸ Inability to comply with this recommendation will have no impact on the evaluation and scoring of proposals.

7. Proprietary or Confidential Information: No part of any proposal response is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all proposals shall become the property of County. County reserves the right to make use of any information or ideas contained in submitted proposals. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).
8. All other information regarding proposals shall be held as confidential until such time as the CSC/Evaluation Panel has completed their evaluation, notification of recommended award has been made and the contract has been fully negotiated with the recommended awardees named in the intent to recommend award/non-award notification. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, shall receive mailed intent to recommend award/non-award notification, which shall include the name of the Bidder(s) recommended for award of this service. In addition, recommended award information will be posted on the BHCS website.
9. Each proposal received, with the name of the Bidder, shall be entered on a record, and each record with the successful proposal indicated thereon shall, after the negotiations and award of the order or contract, be open to public inspection.
10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
12. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.

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

F. RESPONSE FORMAT/PROPOSAL RESPONSES

Bidders shall use MS Word to address and complete your proposals. The person(s) administering the competitive process will review each proposal for completeness against the RFP requirements and ensure that responses conform to a **total page maximum of twenty-five (25)**. Page maximum does not include any Exhibit's, SLEB Partnering Sheet, Letter of Authorized Alternate Designee (as needed), Letters of Support and the two tabs of the Budget Template.

Bidders cannot submit non-material documents after the proposal due date, in order to complete their proposal. Proposals with any missing items of submittals as outlined in the RFP and any Addenda shall be deemed incomplete and may be rejected.

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

The proposal sections, instructions and page maximums are contained in Table 1.

Table 1

Section	Instructions	Page Max.
1. TITLE PAGE	Use MS Word to complete and submit the following information: <ul style="list-style-type: none"> • Bidder Organization Name; • Bidder Organization's Headquarter Address; • Name of Executive Director or Equivalent including title, phone number, and email; and • Name of Contact Person including title, phone number, and email. 	1
2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE	Review, complete, and submit the requested information included as Attachment 1: Exhibit A Bidder Information and Acceptance form with your bid.	N/A
3. LETTER OF TRANSMITTAL/EXECUTIVE SUMMARY	Use MS Word to complete and submit a synopsis of the highlights and benefits of each proposal.	1
4. BIDDER MINIMUM QUALIFICATIONS	Use MS Word to describe and demonstrate how Bidder meets all of the criteria.	5
	a. Have a demonstrated understanding of African American experiences around mental health issues on how to engage African Americans in trainings.	
	b. Have the capacity to conduct trainings in various locations and times, in North, Central and South regions of Alameda County.	
	c. Have at least two years' experience providing trainings and developing curriculum on culturally congruent practices and/or appropriate Afro-centric strategies within the last five years.	
5. BIDDER REFERENCES	References Provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contact information for all references provided is current and valid. Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.	2

	<p>The County may contact some or all of the references provided in order to determine Bidder’s performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.</p> <p>Do not include BHCS staff as references. Provide a list of <u>six (6)</u> total references – three (3) current and three (3) former, please provide the following;</p> <ul style="list-style-type: none"> • Company Name • Reference Name • Address • Phone number • E-mail address • Services Provided/Date(s) of Service 	
<p>6. BIDDER EXPERIENCE, ABILITY AND PLAN</p>	<p>Describe, in detail, Bidder’s Understanding and Experience with the Priority Population Needs, including:</p>	<p>N/A</p>
	<p>i. Demonstrate Bidder’s cultural understanding of the priority population, including:</p> <ol style="list-style-type: none"> 1. Historical and daily stressors, exposure to racism, discrimination and risk of internalizing a complex inferiority and self-hatred; 2. Strengths and protective factors; 3. Internal and external stigma and challenges with accessing and engaging in mental health prevention and treatment services; 4. The impact of cultural and racial dynamics that might affect the delivery of care to the priority population; and 5. Strategies and demonstrated practice approaches for working with African Americans. 	<p>3</p>
	<p>ii. Describe Bidder’s experience working with the priority population addressed in this RFP, including:</p> <ol style="list-style-type: none"> 1. Demonstrate experience engaging with African American consumers, caregivers and family members; 	<p>3</p>

	<ol style="list-style-type: none"> 2. Experience with training consumers, family members and caregivers to respond to racism, discrimination and microaggressions from a strength based perspective which acknowledges and deepens existing protective factors; 3. Proposed strategies to identify and build on existing protective factors; 4. Proposed strategies or approaches to build community leadership and engagement; and 5. Letter(s) of Support highlighting experience in this capacity. 	
	<p>iii. Describe Bidder’s plan to develop the culturally responsive curriculum to address topics identified in the RFP including:</p> <ul style="list-style-type: none"> • Stigma around mental health problems in the African American community that can lead to delaying or terminating treatment and seeking care. • Exploring institutionalized racism and historical trauma and its impact on African Americans. • Addressing the need to incorporate community-defined approaches and promising practices • Explore solutions to instill a belief and trust in the effectiveness of the County system of care. • Health disparities that impact the African American communities. • Accuracy of diagnosis of mental health issues among African Americans. • Addressing systems of racism, bias of mental health staff and racial stereotype. • Understanding and acknowledging barriers to accessing mental health services. • Knowledge of community holistic interventions such as spiritual, family, and community support. • Providing culturally competent, congruent, and humility services. <ol style="list-style-type: none"> 1. Please list each topic a summary of the content, and length of each training sessions 	4

	<ol style="list-style-type: none"> a. Include in your response how your proposed training curriculum will enhance the understanding and skills of the African American community and community stakeholders. b. Articulate your sources for developing the curriculum content. c. Of the topics listed, which ones will you be training on the first year and subsequent years? <ol style="list-style-type: none"> 2. How will you solicit feedback from the attendees and incorporate it into future trainings? 3. How will you design the curriculum to be accessible for all learning styles? 4. Describe how you will evaluate the effectiveness of the proposed trainings, including a proposed plan for course evaluation. 	
	<p>iv. Describe Bidder’s plan to provide specific marketing of the training to community members, community-based organizations and other community stakeholders:</p> <ol style="list-style-type: none"> 1. Specific strategies to recruit, enroll and retain African American consumers, family members and caregivers; and 2. Promote trainings in at least five widely distributed and easily accessible community-based sources including social media platforms. 	1
	<p>v. Describe, in detail, Bidder’s Planned Staffing and Organization Infrastructure, including the required four positions, Peer Group Leader, Mental Health Specialist, Program Manager, and Program Assistant:</p> <ol style="list-style-type: none"> 1. Who will be the lead trainer and what is their background? 2. Describe the roles and responsibilities of the staff involved in this project including plan for training, supervising and supporting staff. <ol style="list-style-type: none"> a. Who will oversee the staff involved in this project and how will staff be supported? 3. Describe how staff will reflect the priority population. 4. If Bidder intends to partner or sub-contract with other service provider/s, provide rationale and describe how collaboration will enhance this RFP’s 	1

	<p>goals, including roles and responsibilities of lead agency and partner/sub-contractor.</p>	
	<p>vi. Describe, in detail, Bidder’s Experience and Plan to Track Data and Deliverables, including Bidder’s plan for collecting data specified in this RFP and tracking deliverables for quality improvement, specific to the following:</p> <ol style="list-style-type: none"> 1. Proposed annual number of trainings conducted. Provide rationale for proposed measures; 2. Proposed number of trainings in North, Central and South County; 3. Number of participants at each training, including number of repeat attendees; 4. Experience with and/or capacity utilizing data collection; 5. Capacity to report training deliverables; and 6. Methods for achieving quality improvement. 	1
7. COST	Budget and Budget Narrative	
	<p>Budget</p> <p>a. Cost-Coefficient – Bidder does not need to submit anything additional for this.</p> <p>b. Complete and submit one BUDGET WORKBOOK (saved in MS Excel).</p> <p>See Budget Instructions tab. Complete and submit all worksheets in the Workbook.</p>	
	<p>c. Bidder’s detailed Budget Narrative to explain the costs and calculations in the Budget Instructions tab.</p> <ol style="list-style-type: none"> i. Bidder’s narrative on how the proposed program budget is aligned with the requirements of this RFP taking into account how calculations were made on the following and explanation on any variances in costs: <ol style="list-style-type: none"> 1. Required Staffing 2. Salaries and Benefits 3. Operating Expenses 4. Administrative and/or Indirect Costs 	1

<p>8. IMPLEMENTATION SCHEDULE AND PLAN</p>	<ul style="list-style-type: none"> • Bidder’s Implementation Schedule and Plan with responsible persons, milestones and due dates around the following activities: <ul style="list-style-type: none"> ○ Staff hiring, training, and supervision ○ Curriculum and training plan development; ○ Program engagement; ○ Provision of training sessions; and ○ Program evaluation <p>Identify who will oversee the implementation of the program in the first year.</p>	<p>1</p>
	<p>Bidder’s identification and strategies for mitigation of risks and barriers, which may adversely affect the program’s implementation.</p>	<p>1</p>
<p>EXHIBITS AND ATTACHMENTS</p>	<p>EXHIBIT C: INSURANCE REQUIREMENTS</p>	<p>N/A</p>
	<p>EXHIBIT D: EXCEPTIONS, CLARIFICATIONS AND AMENDMENTS</p>	
	<p>SLEB PARTNERING SHEET</p>	

G. EVALUATION CRITERIA/SELECTION COMMITTEE

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

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

The CSC will evaluate each proposal meeting the minimum qualifications and requirements set forth in this RFP. The CSC will conduct one or two (based on the number of bids received) evaluation processes. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, shall be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

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

The basic information that each proposal section should contain is specified in section II. F. These specifications should be considered as requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed in II. F. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.

Each of the Evaluation Criteria below shall be used in ranking and determining the quality of proposals. Proposals shall be evaluated according to each Evaluation Criteria and scored on a five-point scale shown in Table 2. The scores for all the Evaluation Criteria shall be added according to their assigned weight, as shown in Table 3, to arrive at a weighted score for each proposal. A proposal with a high weighted total shall be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any program is five hundred fifty (550) points including the possible fifty (50) points for

local and small, local and emerging, or local preference points (maximum 10% of final score).

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

If the two-stage approach is used, the three Bidders that receive the highest preliminary scores and with at least 200 points shall be invited to participate in an oral interview. Only the Bidders meeting the short list criteria shall proceed to the next stage. All other Bidders shall be deemed eliminated from the process. All Bidders shall be notified of the short list participants; however, the preliminary scores at that time shall not be communicated to Bidders.

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

Table 2

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

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

Table 3

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
1. Title Page	Reviewed for completeness	Complete/Incomplete	Pass/Fail
2. Exhibit A: Bidder Information and Acceptance		Meets/Does Not Meet Minimum Qualification	
3. Letter of Transmittal/Executive Summary		Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete. Additionally, bid responses that do not conform to the page limitations in Table 1, will be rated a Fail in the Evaluation Criteria and will receive no further consideration.	
4. Bidder Minimum Qualification	<p>a. Demonstrated Understanding Have a demonstrated understanding of African American experiences around mental health issues and how to engage African Americans in trainings; and</p>		
	<p>b. Background Education Demonstrate the capacity to train in various location in Alameda County as outlined in this RFP; and</p>		
	<p>c. Years of Experience Have at least two years' experience providing trainings and developing curriculum on culturally congruent practices and/or appropriate Afro-centric strategies within the last five years; and</p>		
	<p>d. Debarment and Exclusion. Checked to ensure Bidder, its principal and named</p>		

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	subcontractors are not identified on any of the listed databases.		
5. BIDDER REFERENCES	a. BHCS will check references for Bidders placed on the shortlist and ask the references standard questions, which will be evaluated by the Evaluation Panel.	How do the Bidder’s references rate the following: <ul style="list-style-type: none"> • Bidder’s capacity to perform Training and TA; • Areas in which the Bidder did well; • Areas in which the Bidder could have improved; • How well did/does Bidder do around: <ul style="list-style-type: none"> ○ Understanding of the African American community; ○ Understanding of the African American experience around mental health; ○ Cultural responsiveness; ○ Cultural humility; ○ Awareness of mental health healing practices; ○ Designing training materials; ○ Awareness and responsiveness to community and family member needs; ○ Overall satisfaction with Bidder on a scale of one to five; • Is/Was Bidder within their budget and meeting deadlines? 	10
6. Bidder Experience, Ability and Plan	a. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder’s response to following questions which will become the total score under the Experience with the Priority Population Needs .		(40) Section Subtotal
	i. Cultural understanding of the priority population	How well does Bidder demonstrate understanding of the priority population including:	20

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> • Historical and daily stressors, exposure to racism, discrimination and risk of internalizing a complex inferiority and self-hatred; • Strengths and protective factors; • Internal and external stigmas and challenges with accessing and engaging in mental health prevention and treatment services; • The impact of cultural and racial dynamics that might affect the delivery of care to the priority population; and • Strategies and demonstrated practice approach for working with African Americans. 	
	<p>ii. Experience with Priority Population Review</p>	<p>How well does Bidder demonstrate experience working with or knowledge of the priority population including:</p> <ul style="list-style-type: none"> • How well matched is Bidder’s experience engaging with African American consumers, caregivers and family members? • How well does Bidder demonstrate experience with training consumers, family members and caregivers to respond to racism, discrimination and microaggressions from a strength based perspective which acknowledged and deepened existing protective factors? • How well does Bidder demonstrate an understanding of protective factors, and how to identify and build on them? • How well does Bidder demonstrate and understanding of strategies or approaches to build community leadership and engagement? 	20

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> • How well do Bidder’s Letter(s) of Support highlight experience in this capacity? 	
	<p>b. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder’s response to following questions which will become the total score under the Training Delivery Approach.</p>		<p>(10) Section subtotal</p>
	<p>i. Cultural Responsive Curriculum</p>	<ul style="list-style-type: none"> • How well does Bidder demonstrate in proposed training curriculum how they will address; <ul style="list-style-type: none"> ○ Stigma around mental health problems in the African American community; ○ Exploring institutionalized racism and historical trauma and its impact on African Americans ○ incorporate community-defined approaches and promising practices ○ solutions to instill belief and trust of the effectiveness of the County system of care ○ health disparities that impact African American communities ○ accurate diagnosis of mental health issues among African Americans ○ systems of racism, bias of mental health staff and racial stereotype • Does the Bidder express knowledge of community holistic interventions such as spiritual, family, and community support? • How well does Bidder articulate sources for developing the curriculum content? • How well does the Bidder demonstrate their understanding of culturally competent, congruent, and humility services? 	<p>5</p>

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> • How well does Bidder demonstrate how they will solicit feedback from the attendees and how they will incorporate it into future trainings? • How well does Bidder demonstrate how their curriculum will be accessible to all learning styles? • How well does Bidder describe how they will evaluate the effectiveness of the proposed trainings? <ul style="list-style-type: none"> ○ How well does Bidder describe their proposed plan for course evaluation? 	
	ii. Marketing Delivery	<ul style="list-style-type: none"> • How well matched are proposed strategies to recruit, enroll and retain African American consumers, family members and caregivers? • How well matched is Bidder’s plan to provide specific marketing of the training to increase training attendance and participation? • How well does Bidder describe their plan to market in at least five community-based sources including social media platforms? 	5
	c. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder’s response to following questions which will become the total score under Planned Staffing and Organization Infrastructure:		(11) Section subtotal
	Planned Staffing and Organization Infrastructure	<ul style="list-style-type: none"> • Does Bidder meet the staffing requirements of having one (1) each of the following; <ul style="list-style-type: none"> ○ Peer Group Leader ○ Mental Health Specialist ○ Program Manager ○ Program Assistant • Did the Bidder indicate who will be the lead trainer and what their background is? 	5

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> • Does the Bidder describes roles and responsibilities of the staff involved in this project including plan for training, supervision and supporting staff? • How well does Bidder’s plan demonstrate effective hiring, training, supervising, and retention of all staff, including supervision and oversight of proposed program? • How well does Bidder describe the tasks necessary to provide the trainings detailed in the scope? How well does Bidder describe how they will assign tasks to staff? • How well does Bidder describe how staff will reflect the priority population? • If Bidder intends to partner or sub-contract with other service provider/s, how well does Bidder describe the collaboration? How well does Bidder describe roles & responsibilities if partnering/sub-contacting? 	
	Letters of Support	<ul style="list-style-type: none"> • How well do Bidder’s Letters of Support demonstrate their ability to train African American consumers, family members and caregivers? 	4
	d. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder’s response to following questions which will become the total score under Tracking Data and Outcomes		
	Track Data and Deliverables	<ul style="list-style-type: none"> • How appropriate and reasonable are Bidder’s proposed annual number of training sessions? <ul style="list-style-type: none"> ○ Does the Bidder provides rationale for proposed number of training sessions? • Does the Bidder indicate the number of training sessions according to specified geographical County regions? 	2

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> How well does Bidder demonstrate experience with data collection? How well does Bidder demonstrate capacity to report training deliverables? Does Bidder describe how they will achieve quality improvement? 	
7. Cost	<p>The Evaluation Panel will review the Exhibit B-1 Budget Workbook and the Budget Narrative and assign a score based on how Bidder’s proposed program budget aligns with the requirements of the RFP which will become the total score under the Cost. The Cost-Coefficient is scored by applying the standard County formula.</p>		(13) Section subtotal
	a. Cost Co-Efficient	<ul style="list-style-type: none"> Low bid divided by low bid x 5 x weight = points <i>For example:</i> $\\$100,000 / \\$100,000 = 1 \times 5 \times 5 = 25 \text{ points}$ Low bid divided by second lowest bid x 5 x weight = points Low bid divided by third lowest bid x 5 x weight = points Low bid divided by fourth lowest bid x 5 x weight = points 	3
	b. Budget c. Budget Narrative Review	<ul style="list-style-type: none"> How well-matched is Bidder’s budget to the proposed program? How well does the budget capture all activities and staff proposed in the Budget? How well does Bidder allocate staff and resources? How appropriate are the staffing and other costs? How much value does the proposal add considering the cost of the program, expected outcomes and the number of clients served? How well does the narrative detail how Bidder arrived at particular calculations? How well does Bidder “show the work”? 	10

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
8. Implementation Schedule and Plan	The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under Implementation Plan and Schedule		(6) Section subtotal
	a. Implementation Plan Review	<ul style="list-style-type: none"> • How detailed and specific is Bidder's response? • How realistic does Bidder account for timeline to complete the following milestones: <ul style="list-style-type: none"> ○ Staff hiring, training, and supervision; ○ Curriculum development and/or training plan; ○ Program engagement; ○ Provision of training sessions; and ○ Program Evaluation? • How well does Bidder assign the implementation of the program in the first year? 	3
	b. Identification and Strategies for Mitigation of Risks and Barriers	<ul style="list-style-type: none"> • How detailed and specific is Bidder's response? • How thorough, thoughtful and realistic is Bidder's identification of challenges and barrier mitigation strategies? • How well does Bidder assess barriers? • How creative and solution-oriented are Bidder's strategies? 	3
Exhibits	Exceptions, Clarifications and Amendments	Complete/Incomplete Meets Minimum Requirements/ Fails to Meet Minimum Requirements	N/A
Oral Interview, if Applicable	Criteria are created with the CSC/Evaluation Panel.		10
SLEB			5%

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
Preference Points, if Applicable	Local (not SLEB certified)		5%

H. EVALUATION AND ASSESSMENT

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

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

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

I. AWARD

1. Proposals evaluated by the CSC/Evaluation Panel shall be ranked in accordance with the RFP section II.G. of this RFP.
2. The CSC shall recommend award of each contract to the Bidder who, in its opinion, has submitted the proposal that conforms to the RFP and best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be recommended or made to the Bidder with the lowest price.
3. The County reserves the right to reject any or all proposals that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. The County reserves the right to award 1 unique Contractor.
5. The County has the right to decline to award a contract in whole or any part thereof for any reason.
6. BOS approval to award a contract is required.
7. A contract must be negotiated, finalized, and signed by the intended awardee prior to BOS approval.

8. Final terms and conditions shall be negotiated with the Bidder recommended for award. The successful Bidder may request a copy of the Master Agreement template from the BHCS RFP contact. The template contains the agreement boilerplate language only.
9. The RFP specifications, terms, conditions, Exhibits, Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

J. PRICING

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

K. INVOICING

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

L. NOTICE OF AWARD

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

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

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

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

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

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

M. TERM/TERMINATION/RENEWAL

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

III. APPENDICES

A. GLOSSARY & ACRONYM LIST

African American	An ethnic group of Americans with total or partial ancestry from any of the Black racial groups of Africa. The term typically refers to descendants of enslaved Black people who are born in the United States.
Afrocentric	It is a paradigm based on the idea that African people should re-assert a sense of agency in order to achieve sanity.
Agreement	The formal contract between BHCS and the Contractor. Also referred to as Contract.
BHCS	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency.
Best Practice	A body of knowledge that may include scientific, practical or anecdotal elements and that is perceived as an effective method of treatment.
Bid	A Bidders' response to this RFP; used interchangeably with proposal.
Bidder	The specific person or entity responding to this RFP.
Board	Refers to the County of Alameda Board of Supervisors.
Client	The recipient of services; used interchangeably with beneficiary and consumer.
Clarifying Assessments	An assessment process used to identify a client's diagnosis, assuming the original assessment led to an inaccurate diagnosis. A clarifying assessment corrects any errors made in the original assessment.
Client	The recipient of services; used interchangeably with beneficiary and consumer.
Consumer	The recipient of services; used interchangeably with beneficiary and client.
Community-Based Organization (CBO)	A non-governmental organization that provides direct services to beneficiaries.
Community-Defined Approach	A community-defined approach is a way of working in partnership with persons of concern during all stages of the program cycle. It recognizes the resilience, capacities, skills and resources of persons of concern, builds on these to deliver protection and solutions, and supports the community's own goals.
Contractor	When capitalized, shall refer to selected Bidder that is awarded a contract.
County	When capitalized, shall refer to the County of Alameda.
CSC	County Selection Committee or Evaluation Panel.
CSS	Community Services and Supports.
Cultural Competence	Refers to the ability to interact effectively with people of different cultures.
Cultural Congruent Practices	Refers to the need for services and programming to be in agreement and consistent with the cultural reality of the community being served.
Cultural Humility	Effectively dealing with people from different cultures, and developing a respectful partnership with diverse individuals, groups and communities.

	This involves qualities such as openness, appreciation, acceptance and flexibility. It also entails a lifelong commitment to self-evaluation and critique, and includes addressing power relations and working in partnership.
Cultural Responsiveness	The practice of continuous self-assessment and community awareness on the part of service providers to assure a focus on the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems relative to their care.
CLAS	Culturally and Linguistically Appropriate Services.
Culturally Specific	Refers to the need for services and programming to be directed to a specific group.
Culture	A process that reflects the vast structure of behaviors, ideas, attitudes, values, habits, beliefs, customs, language, rituals, and practices that give people a “general design for living and patterns for interpreting reality.”
Deliverable	A term used in project management or contract monitoring to describe a tangible or intangible object produced as a result of the project that is intended to be delivered to a customer.
Disparities	Markedly distinct in quality or character, especially in regards to accessing mental health services.
Family member	A person, who has provided primary support for, is a primary caregiver of, or whose daily life is impacted by, being a family member (by personal or biological definition) of a person who is living with symptoms of mental illness. Family members may be the biological parents, foster parents, siblings, spouses, children, aunts, uncles, cousins, friends, or anyone else whom the client defines as “their family members.”
Federal	Refers to United States Federal Government, its departments and/or agencies.
Full Time Equivalent (FTE)	A budgetary term used to describe the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For example, if the normal schedule for a staff person is 40 hours per week (40*52 weeks–4 weeks for vacation=1,920). Someone working 1,440 hours during the year represents 1,440/1,920=.75 FTE.
FY	Fiscal Year
Indigenous Healing Practices	Identified as a system that encompasses a range of holistic treatments used by indigenous healers for a multitude of acute and chronic conditions or to promote health and wellbeing. (Note: All identifiable cultural groups have their own indigenous practices, i.e., African Americans, Native Americans, etc.).
Inappropriately-Served Populations	Groups that exhibit poor outcomes despite receiving a disproportionately high rate of mental health services. The mental health services being received by this group may not be culturally appropriate for addressing their needs.
LGBTQQ	Lesbian Gay Bisexual Transgender Queer Questioning

Mental Health Services Act (MHSA)	Proposition 63, also known as the Mental Health Services Act, passed by the California voters in November 2004. The MHSA provides funding to counties to expand mental health services to those who are unserved or underserved.
Outcomes	The extent of change in attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be short, intermediate, and longer-term outcomes.
Proposal	Shall mean Bidder's response to this RFP; used interchangeably with Bid.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda's request for proposal to provide the services being solicited herein; also referred herein as RFP.
Response	Shall refer to Bidder's bid submitted in reply to RFP.
SLEB	Small Local Emerging Business
State	Refers to State of California, its departments and/or agencies.
Social Capital	Networks of relationships among people who live and work in a particular society, enabling the society to function effectively.
Social Determinants of Mental Health	Social, economic, and physical environments in which people live that shape mental health and mental disorders.
Traditional Healing	<p>Traditional healing is not a homogenous healing system, but varies from culture to culture and from region to region.</p> <p>The definition of traditional healing varies. According to the World Health Organization (WHO)⁹ traditional medicine/healing is "the sum total of all knowledge and practices, whether explicable or not, used in diagnosing, preventing or eliminating a physical, mental or social disequilibrium and which rely exclusively on past experience and observation handed down from generation to generation, verbally or in writing" and "health practices, approaches, knowledge, and beliefs incorporating plant, animal and mineral based medicines, spiritual therapies, manual techniques and exercise, applied singular or in combination, to treat, diagnose and prevent illnesses or maintain well-being".</p>
Transgenerational Trauma	Trauma that is transferred from the first generation of trauma survivors to the second and further generations of offspring of the survivors via complex post- traumatic stress disorder mechanisms. (Note: All identifiable cultural groups have their own experience with transgenerational trauma, e.g., African American enslavement, Native American extermination, Japanese American internment, Jewish Holocaust, etc.).

⁹ WHO, 1976: 8

Unserved or Underserved Populations	Groups that have not received services or are receiving inadequate services to meet their needs. These groups include populations defined by race/ethnicity, language, gender, age, sexual identity, geographic location, immigration status, and veteran status.
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B. MHSA PEI REGULATIONS OVERVIEW

In October 2015 the Mental Health Services Oversight and Accountability Commission (OAC) adopted a new set of MHSA Prevention and Early Intervention (PEI) fiscal and programmatic regulations. These regulations will help compare data across the State, highlight needs and services to many underserved populations and provide evaluation feedback for the goal of continuous program improvement.

PEI programs will be categorized into six different groups and based on their classification each program will have specific reporting and evaluation requirements that will start July 1, 2016. The first PEI tracking and evaluation report will be due to the OAC as part of the MHSA Three-Year Program and Expenditure Plan Update for FY 17/18-19/20 and then as part of the Annual Update each year thereafter.

Below is a summary of the new regulations that went into effect on October 6, 2015. To see the full text of the actual regulations click or type in the following link:

http://mhsoac.ca.gov/sites/default/files/documents/2016-03/PEI_Final_Adopted_Oct_2015.pdf

PEI Component General Requirements

1. PEI Program Categories

- a. Early Intervention
- b. Prevention Program
- c. Access and Linkage to Treatment
- d. Stigma and Discrimination Reduction Program
- e. Outreach for Increasing Recognition of Early Signs of Mental Illness Program

2. Requirements for Services

- a. All ages must be served in one or more PEI programs (except small counties).
- b. At least 51% of PEI Fund must be used to serve individuals who are 25 years or younger (except small counties). Programs that serve parents, caregivers, or family members with the goal of addressing outcomes for children/youth at risk of or with early onset of mental illness *can be included*.

3. Required Strategies

- a. Be designed and implemented to help create Access and Linkage to Treatment.
- b. Be designed, implemented, and promoted in ways that Improve Timely Access to Mental Health Services for Individuals and/or Families from Underserved Populations.
- c. Be designed, implemented, and promoted using Strategies that are Non-Stigmatizing and Non-Discriminatory.

4. Required Effective Methods

- a. Evidence-based practice standard
- b. Promising practice standard
- c. Community and/or practice-based evidence standard

C. PEI CATEGORIES DATA AND REPORTING REQUIREMENTS

1. **Prevention:** A set of related activities to reduce risk factors for developing a potentially serious mental illness and to build protective factors. Services may include relapse prevention for individuals in recovery from a serious mental illness. Programs may include universal prevention if there is evidence to suggest that it is an effective method for those whose risk of developing a serious mental illness is greater than average. A Prevention program can be combined with an Early Intervention program.

Tracking Requirements:

Each Prevention program will need to **annually** report the following information:

- Description of the target population (including participant's risk level for developing a potentially serious mental illness);
- Criteria for establishing and identifying those at risk;
- Description of the type(s) of problems and need(s) the program will address and the strategies and activities used to address these need(s);
- **Unduplicated # of individuals served in the preceding year;**
- Types of evidence-based or promising practices used and methods for high fidelity to practice;
- All demographic variables on the clients served, see list on back page, and
- Description of significant challenges, successes, lessons learned and relevant examples.

Evaluation Requirements

In addition to the annual reporting requirements each Prevention program will need to report **every three years** in the County's three year MHSA Plan the following **evaluation data** and information:

- Measurement of impact to 1 or more of the negative outcomes listed in the Act *including prolonged suffering* (suicide, incarcerations, school failure or dropout, unemployment, homelessness, and removal of children from their homes). This will also include:
 - A description of the outcomes and indicators selected for each program;
 - Data on the identified indicators;
 - The approaches used to select the outcomes and indicators, collect data, and determine results for the evaluation of each Program, and
 - How often the data were collected for the evaluation of each program.

Even though the evaluation data is only to be reported every three years, ALL programs within the MHSA PEI component should be continually evaluating their services on an annual basis.

Required Strategies

- Be designed and implemented to help create Access and Linkage to Treatment.
- Be designed, implemented, and promoted in ways that Improve Timely Access to Mental Health Services for Individuals and/or Families from Underserved Populations.
- Be designed, implemented, and promoted using Strategies that are Non-Stigmatizing and Non-Discriminatory.

Optional Strategies

- Outreach for Increasing Recognition of Early Signs of Mental Illness (see Section 3560.020).

D. BID SUBMISSION CHECKLIST

BID SUBMISSION CHECKLIST

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

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

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

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

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

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

 - Exhibit A: Bidder Information and Acceptance Form
 - Letters of Support
- 2. Exhibit B-1: Budget:**

Bidders must complete all tabs in the budget workbook.
- 3. SLEB Partnering Information Sheet:**

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

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

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

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

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

- 7. Electronic copy of Proposal:**
Enclosed with the hardcopy of the proposal, include a USB flash drive clearly marked with the Bidder and RFP name and with the following saved on it:
 - An electronic copy of the proposal, saved with the Bidder's name;
 - An electronic copy of the completed Exhibit B-1 Program Budget, saved in excel with the Bidder's name.

E. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE

Bidder Information and Acceptance

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

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

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

Bid Protests from any Bidder related to this RFP must be submitted in writing to the 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 Award/Non-Award, not the date it is received by the Bidder**. Any Bid Protest received after 5:00 p.m. shall be considered received as of the next business day.

- The Bid Protest must contain a complete statement of the reasons and facts for the protest.
- The Bid Protest shall refer to the specific portions of documents that form the basis for the protest.
- The Bid Protest shall include the name, address, email address, fax number and telephone number of the person representing the protesting party.
- 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, fax, or US Postal Service mail, and shall inform the Bidder whether or not the recommendation to the Board of Supervisors as stated in the Notice of Intent to Award is going to change. A copy of the decision shall be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid Protest if a decision on the Bid Protest could have resulted in the Bidder not being the recommended successful Bidder on the RFP.

The decision of the BHCS Director on the Bid Protest may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax:

510.272.6502 unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose proposal is the subject of the Bid Protest, all Bidders affected by the 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 OCCR 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 OCCR shall not re-judge the proposals. The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP or, where appropriate, County contracting policies or other laws and regulations.
- The Appeal to the OCCR also shall be limited to the grounds raised in the original Bid Protest and the decision by the BHCS Director. As such, a Bidder is prohibited from stating new grounds for a Bid Protest in its Appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by the GSA-Office of Acquisition Policy or department designee, and will determine whether to uphold or overturn the protest decision.
- The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
- The decision of the Auditor-Controller's OCCR is the final step of the Appeal process. A copy of the decision of the Auditor-Controller's OCCR shall be furnished to the protestor, the Bidder whose proposal is the subject of the Bid protest, and all Bidders affected by the decision.

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

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

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

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

- 6.** The undersigned also acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated proposal documents.
- 7.** It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a proposal, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
- 8.** Patent indemnity: Bidders who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
- 9.** Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bidder Information and Acceptance, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

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

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

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

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

F. EXHIBIT C: INSURANCE REQUIREMENTS

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

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

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

EXHIBIT C
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

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

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

G. EXHIBIT D: EXCEPTIONS, CLARIFICATIONS, AMEDMENTS

EXHIBIT D: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

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

Bidder Name: _____

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

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

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

*Print additional pages as necessary

H. SLEB PARTNERING INFORMATION SHEET

SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET

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

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

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

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

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

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

SLEB BIDDER Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

NAICS Codes Included in Certification: _____

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

SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

SLEB Certification Status: Small / Emerging

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature: _____ Date: _____

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

Bidder Printed Name/ Title: _____

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

Bidder Signature: _____ Date: _____