



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (BHCS)
REQUEST FOR PROPOSAL (RFP) 18-08
SPECIFICATIONS, TERMS & CONDITIONS
FOR
CALWORKS MENTAL HEALTH PROGRAM**

INFORMATIONAL MEETING/ BIDDERS' CONFERENCES

Date	Time	Location
Thursday, October 25, 2018	9:30am – 11:00am	Alameda County Social Services Agency Sobrante Park A & B Room 6955 Foothill Blvd., Suite 138 Oakland, CA 94605
Friday, October 26, 2018	10:00am – 11:30am	Alameda County Social Services Agency Eden Area Multi-Service Center 24100 Amador St Hayward, CA 94544

**PROPOSALS DUE
by 2:00 pm on Monday, November 19, 2018
to**

**RFP 18-08 c/o Elizabeth Delph
1900 Embarcadero Cove Suite 205
Oakland, CA 94606**

Proposals received after this date/time will NOT be accepted

Contact: Elizabeth Delph

Email: Elizabeth.delph@acgov.org Phone: 510-777-2146

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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 to provide services designed to remove mental health barriers to employment for CalWORKs Welfare to Work (WTW) recipients in Alameda County.

BHCS will use this Request for Proposal (RFP) to enter into a contract for mental health services with up to three unique community based organizations (CBOs). The table below details the service areas and funding amounts:

Service Area	Maximum Number of Contracts	Maximum Annual Amount Per Contract
Alameda, Albany, Berkeley, Emeryville, Piedmont, and Oakland zip codes 94618, 94611, 94612, 94610, 94609, 94608, 94707	1	\$648,300
Oakland zip codes 94606, 94602, 94601, 94619, 94605, 94603, 94621	1	\$648,300
South, Central, and East County ¹	1	\$648,300

Bidders may submit one or more proposals, but each proposal must be service area-specific. BHCS intends to award contracts to bidders selected as the most responsive and whose responses conform to the Request for Proposal (RFP) and meet the County requirements. Bidders are encouraged to subcontract with other agencies to extend their regional reach.

At this time, **\$1,944,900** per contract year for this project has been allocated by BHCS through Alameda County Social Services Agency (SSA) CalWORKs' Welfare to Work program. The contract that results from this RFP process will be rate-based and 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

¹ South County includes Fremont, Newark and Union City. Central County includes unincorporated areas of Ashland, Castro Valley, Cherryland, Fairview, and cities of Hayward, San Leandro and San Lorenzo. East County includes Dublin, Livermore, Pleasanton and Sunol.

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

Mental health services are a national mandate for Welfare to Work recipients who have mental health barriers which prevent them from acquiring competitive work on their own. Since 2007, Alameda County Social Services Agency (SSA), which administers CalWORKs, has an agreement with BHCS to provide mental health services to eligible CalWORKs WTW program participants with mental health barriers to employment.

Many CalWORKs WTW participants with mental health barriers continue to encounter challenges, including:

- Limited treatment engagement: 60% of mental health referrals from SSA do not translate to BHCS episode openings;
- Competing care-taking demands (e.g., difficulty in finding childcare, sick or disabled children or family members);
- Misaligned treatment duration limits: consumers can be discharged mid-treatment cycle due to their WTW eligibility status; and
- The difficulty of securing employment with a salary adequate to support economic self-sufficiency for a family within the San Francisco Bay Area.

This program aims to address these challenges by adding evidence based Individual Placement and Support (IPS) practices² and an array of mental health services to the current CalWORKs Mental Health Program. As this program is funded through SSA, services are time-limited, following WTW eligibility guidelines (see Section C. Scope/Purpose for more details).

² <https://ipsworks.org/>

C. SCOPE/PURPOSE

The overall goal of this RFP is to assist marginalized WTW participants by addressing both their mental health and employment support needs, with the larger aim of increasing the employment placement rate to at least 40% for WTW participants.

The priority population for these services are Alameda County CalWORKs WTW recipients of all ages, whose mental health issues present a barrier to employment. Mental health services are also available for the participants' children, if the children's conditions present barriers to the parent's employment.

Under this program, mental health consumers will receive an array of services via multi-disciplinary teams, including:

- Case management;
- Brokerage;
- Short-term individual therapy;
- Group therapy;
- Seeking safety groups;
- Alcohol and other drug education;
- Psycho-education;
- Collateral;
- Peer engagement;
- Individual rehabilitation; and
- IPS employment services.

Clients will be referred by SSA, and eligibility will be determined by BHCS. Awarded Contractors will be expected to conduct assertive engagement to individuals already designated as eligible WTW clients to ensure continuous program participation. However, the overall duration of the treatment will be dependent on the consumer's WTW eligibility status as determined by SSA. Eligibility can be terminated for a number of reasons, including clients being timed-out after 48 months of participation in the program, sanctioned by SSA for non-compliance with WTW program requirements, or have exceeded the income thresholds for WTW program eligibility. If consumers are deemed ineligible under WTW and cannot identify a means to cure eligibility issues, awarded contractors are allowed 45 days for bridge services and will refer clients requiring continuity of mental health care to ACCESS/Level III for further services within this timeframe.

Because of the time-limited nature of the services, long-term individual therapy is not appropriate for this program, and should be referred to ACCESS/Level III for parallel service provision, if necessary. Example short-term approaches include:

- Brief-therapy models, including:
 - Cognitive Behavioral Therapy (CBT),
 - Emotional Freedom Technique (EFT),
 - narrative work, and

- Eye Movement Desensitization and Reprocessing (EMDR)
- Therapeutic skill building, including:
 - Mindfulness,
 - Boundary setting, and
 - Self-care
- Life skill building, including:
 - Organization,
 - Prioritization,
 - Budgeting, and
 - Travel training.

Service locations will be both community and office-based. IPS will be the evidence based practice used for employment services and will be measured to fidelity.

Awarded Contractors will be expected to serve 50 clients at any given time, and a minimum of 100 clients on an annual basis.

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 at least five years of experience providing services to the priority population within the last ten years; and
- Have at least five years of experience providing mental health services.

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, and 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:

- Provide client-centered mental health services to the priority population in a combination of community and office-based locations;
- Employ and manage a multi-disciplinary team that includes at minimum:
 - 1 FTE Licensed Practitioner of the Healing Arts (LPHA),
 - 1 FTE employment specialist,
 - 0.5 FTE peer specialist, and
 - 0.5 FTE part-time Substance Use Disorder (SUD) specialist (Certified Alcohol and Drug Counselor (CADC) preferred);
- Conduct ongoing monitoring to ensure that staff who are providing clinical services has a valid license and has no restrictions;
- Plan for and implement continuous training and quality improvement on cultural and linguistic responsiveness;
- Employ staff with the appropriate linguistic capacity (Spanish, Cantonese, Mandarin, and/or Farsi) and/or demonstrate ability and willingness to use Language Line or other interpretive services;
- Data entry in a timely manner, as instructed, using the County's electronic information management and claiming system (currently InSYST);
- Complete trainings required to access County's electronic information management and claiming system;
- Report in a timely manner, as instructed; and
- Implement IPS and accommodate regular IPS fidelity reviews.³ By Year Two, the expectation is that the awarded Contractors will be able to achieve a "good" level of fidelity (80%). BHCS will provide training as needed.

F. BIDDER EXPERIENCE, ABILITY AND PLAN

1. Understanding of and Experience with Priority Population Needs

The priority population for these services are Alameda County CalWORKs WTW recipients of all ages, whose mental health issues present a barrier to employment. Services are also available for the participants' children, if the children's conditions present barriers to the parent's employment. This population is largely female and under the age of 40. The majority are single parents with children under the age of 18. The CalWORKs population is at risk of substance abuse and partner abuse, and has experienced involvement in the criminal justice system, generational poverty, and childcare, transportation and housing challenges, among others.

Successful Bidders will demonstrate experience with and understanding of the needs, issues and challenges faced by this priority population, such as psycho-social and familial issues, difficulty navigating systems, and cultural and environmental challenges. In particular, Bidders should demonstrate understanding of the challenges WTW participants

³ IPS Fidelity Scale: <https://ipsworks.org/wp-content/uploads/2017/08/IPS-Fidelity-Scale-Eng1.pdf>

face navigating the CalWORKs program. Bidders should also present past strategies to provide mental health services to the priority population, and demonstrate experience in effectively implementing programs that promotes positive client outcomes.

2. Service Delivery Approach

The awarded Contractor will provide the following mental health services to support WTW recipients with mental health issues in meeting their employment goals:

- Case management;
- Brokerage;
- Short-term individual therapy;
- Group therapy;
- Seeking safety groups;
- Alcohol and other drug education;
- Psycho-education;
- Collateral;
- Peer engagement;
- Individual rehabilitation; and
- IPS employment support.

Bidders shall propose a strategy that incorporates the above service modalities.

Bidders will be evaluated based on the description of services, including how well the proposed services meet the needs of the priority population and how services will be client-focused. Bidders will also be evaluated on their proposed strategy to actively engage clients in services, meeting them where they are and having a “whatever it takes” approach. Bidders can include a maximum of \$87.50 per client for food and other refreshments in their budget, to support engagement activities.

Fidelity to IPS will be measured through regular reviews. Bidder shall propose how they will work toward fidelity through their services or, if not yet incorporating IPS into their services, how they will do so, noting that BHCS will provide support. Bidders shall describe how they will achieve a level of “good”, or 80% fidelity, to IPS in Year 2 of the program.

In order to meet clients where they are at, the awarded Contractors shall provide services in a combination of field based and office based settings, with a preference for proximity to SSA Self-Sufficiency Centers (Eastmont and/or Eden). Bidders shall propose service location/s and provision of transportation support as needed that meet the needs of working clients.

The duration of the treatment will be dependent on the consumer’s WTW eligibility status as determined by SSA (refer to Section C. Scope/Purpose). Bidders will be evaluated on their plan for managing clients who lose their WTW eligibility yet still require further mental health and employment support services.

It is BHCS' expectation that the awarded Contractors will maintain a caseload of 50 clients at any given time, with a target caseload of at least 100 clients on an annual basis.

3. Planned Staffing and Organization

Bidders shall include a staffing structure that is well matched to program services. Bidders shall demonstrate how their current and planned organizational infrastructure will support successful implementation of the required activities.

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

- 1 FTE Licensed Practitioner of the Healing Arts (LPHA),
- 1 FTE employment specialist,
- 0.5 FTE peer specialist; and
- 0.5 FTE part-time SUD specialist (CADC preferred).

Bidders may propose additional program staff, as appropriate, to provide program services, to account for potential gaps in staffing, and to support and/or supervise program staff. Bidders shall include in their program plan a staffing structure that reflects the priority population and has the linguistic capacity to serve the priority population.

Services shall be provided by an organization with thoughtful and appropriate operations in terms of capacity, infrastructure, staffing and hiring. Appropriate infrastructure, staffing and hiring includes:

- Plan for hiring, training, supervising and supporting staff;
- Organizational capacity to implement program; and
- Organizational capacity to report on program outcomes.

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. Bidders should also describe in their proposals how their organizational values align with the social determinants of health.

Bidders that intend to partner or sub-contract⁴ with other service provider/s to provide trainings shall provide rationale and describe how collaboration will enhance this RFP's goals.

4. Ability to Track Data

The awarded Contractor shall track data and outcomes for the purpose of reporting and for continuous quality improvement of services. The awarded Contractor will track and report on the following measures:

⁴ The awarded Contractor will be responsible to the County for all contract deliverables.

- Percent of clients who receive two or more visits within 30 days from their episode opening date.
- Percent of clients who receive four or more visits within 60 days from their episode opening date.
- Percent of clients who receive four or more visits each month thereafter.

The awarded Contractor shall also report regularly on program participants and outcomes. The awarded Contractor will track and report for each participant open to mental health services via the following:

- A one-time Initial Assessment Report completed upon episode opening (as prescribed by SSA);
- An IPS Enrollment Worksheet completed upon episode opening (and if not enrolled in IPS, every three months thereafter as prescribed by BHCS); and
- A subsequent Monthly Progress and Attendance Reports (as prescribed by SSA).

In addition, the awarded Contractor shall meet or exceed, and report to BHCS, the following IPS outcomes quarterly:

- An employment placement rate of at least 40% for IPS program participants;
- An employment retention rate for 45 days of at least 60% for IPS program participants; and
- Three job starts per Employment Specialist (one just start per month).

BHCS may support the awarded Contractor in tracking the outcomes data, however the awarded Contractor is expected to meet the above outcomes. Bidders may propose additional benchmarks for outcomes and provide rationale for requested benchmarks.

The awarded Contractor will submit to at least one annual IPS program fidelity review and report quarterly outcome results to BHCS using a BHCS-approved template. BHCS reserves the right to conduct QA program audits (regular and *ad hoc*), to request *ad hoc* program data, to determine and evaluate program measures and outcomes, and to work with the awarded Contractor to alter their program and outcome measures in subsequent years.

Lastly, the awarded Contractor will be required to conduct an internal continuous quality improvement (CQI) review on program charts on at least a semi-annual basis.

Bidders will be evaluated based on their plan for meeting program outcomes as well as their ability to track client progress.

II. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTRACTS

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:

Elizabeth Delph
1900 Embarcadero Cove, Suite 205
Oakland, CA 94606
Email: Elizabeth.Delph@acgov.org

B. CALENDAR OF EVENTS

Event	Date/Location
Request for Proposals (RFP) Issued	Thursday, October 11, 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	Thursday, October 25, 2018 9:30am – 11:00am Alameda County Social Services Agency Sobrante Park A & B Room 6955 Foothill Blvd., Suite 138 Oakland, CA 94605
2 nd Bidders' Conference	Friday, October 26, 2018 10:00am – 11:30am Social Services Agency Eden Area Multi-Service Center 24100 Amador St Hayward, CA 94544
Addendum Issued	Thursday, November 1, 2018
Proposals Due	Monday, November 19, 2018
Review/Evaluation Period	November 30, 2018 – January 9, 2019
Oral Interviews (as needed)	January 8-9, 2019
Award Recommendation Letters Issued	Thursday, January 17, 2019
Board Agenda Date	April 2019
Contract Start Date	May 2019

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

C. SMALL LOCAL EMERGING BUSINESS (SLEB) PREFERENCE POINTS

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

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

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

For purposes of this proposal, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Codes: 621330, 621420, 624190, and 624310.

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 will be held to:

- 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 name. 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.⁵

Bidders shall ensure that proposals are:

- Single spaced
- Maximum 1 inch margins
- 11-point Arial font
- Conform to the maximum page limits

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.

⁵ Inability to comply with this recommendation will have no impact on the evaluation and scoring of proposals.

6. All costs required for the preparation and submission of a proposal shall be borne by Bidder.
7. Proprietary or Confidential Information: No part of any proposal response is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof 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 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 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 the provided MS Word Template 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)**. 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.

The person(s) administering the competitive process will review each proposal for completeness against the RFP requirements and ensure that responses conform to the page maximum for each section and sub-section indicated in Table 1. 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 superfluous and unrequested material submitted with the bid will be removed and will not be viewed by the Evaluation Panel. Any material deviation from the requirements may be cause for rejection of the proposal, as determined at BHCS' sole discretion.

Table 1
 The proposal sections, instructions and page maximums are contained in Table 1. **Proposal shall not exceed 25 (twenty-five) pages excluding Exhibits and Attachments.**

Section	Instructions	Suggested Page Max.
1. TITLE PAGE	Use the MS Word Template to complete and submit the following information: <ul style="list-style-type: none"> • Bidder Organization Name; • Bidder Organization’s Headquarter Address; • Name of Executive Director or Equivalent including title, phone number, and email; and • Name of Contact Person including title, phone number, and email. 	1
2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE	Review, complete, and submit the requested information included as Exhibit A Bidder Information and Acceptance form with your bid.	N/A
3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY	Use the MS Word Template to complete and submit a synopsis of the highlights and benefits of each proposal.	1
4. BIDDER MINIMUM QUALIFICATIONS AND SPECIFIC REQUIREMENTS	Use the MS Word Template to describe and demonstrate how Bidder meets all of the criteria: <ul style="list-style-type: none"> • Have at least five years of experience providing services to the priority population within the last ten years; and • Have at least five years of experience providing mental health services. 	2
5. ORGANIZATIONAL CAPACITY AND REFERENCE	<u>Supply Organizational Capacity and Reference sections a. and b. in the original proposal only.</u>	N/A
	a. Debarment and Suspension	N/A

Section	Instructions	Suggested Page Max.
	<p>Bidders, its principal and named subcontractors must not be identified on the list of Federally debarred, suspended or other excluded parties located at the following databases:</p> <ul style="list-style-type: none"> • https://www.sam.gov/portal/SAM/#1 • https://exclusions.oig.hhs.gov/ • https://files.medical.ca.gov/pubsdoco/Sandllanding.asp • https://www.ssdmf.com <p>b. References</p> <p>Use the MS Word Template to provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contact information for all references provided is current and valid. Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.</p> <p>The County may contact some or all of the references provided in order to determine Bidder’s performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.</p> <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 	2

Section	Instructions	Suggested Page Max.
	<ul style="list-style-type: none"> • Address • Phone number • E-mail address • Services Provided/Date(s) of Service 	
6. BIDDER EXPERIENCE, ABILITY AND PLAN	Use the MS Word Template to complete and submit the information below.	N/A
	a. Describe, in detail, Bidder's <i>Understanding of and Experience with the Priority Population Needs</i> including:	(3)
	i. Bidder's understanding of the priority population, including: <ol style="list-style-type: none"> 1. Mental health needs, risk factors, issues and challenges, strengths, resources, and opportunities; and 2. Needs with respect to navigating CalWORKs. 	1
	ii. Bidder's experience working with the priority population, including: <ol style="list-style-type: none"> 1. Providing mental health services to the priority population; 2. Working with and advocating for CalWORKs participants; 3. Developing and implementing similar strategies for addressing the mental health needs faced by the priority population; and 4. Prior chart completion. Provide an example patient chart with narrative notes (include as Attachment 1). 	2
	b. Describe in detail, Bidder's <i>Service Delivery Approach</i> , including:	(6)

Section	Instructions	Suggested Page Max.
	<p>i. Bidder’s plan to deliver services to clients, including:</p> <ol style="list-style-type: none"> 1. Description of how and when services will be provided, from referral, assessment, treatment, and through hand-off; 2. How proposed services meet the needs of the priority population and maintain a focus on the client; 3. Strategies to promote active client engagement. Give examples of how this will happen; 4. How services meet clients where they are and maintain a “whatever it takes” approach; 5. Capacity to incorporate and work toward employment goals and treatment goals within the WTW time limit; and 6. Plan to manage and link clients who are no longer WTW-eligible but still require on-going and/or more in-depth services, and ensure continuity of care. Provide example/s. 	4
	<p>ii. Bidder’s service hours and locations, including:</p> <ol style="list-style-type: none"> 1. Bidder’s service hours; 2. Bidder’s service locations, including proximity to SSA Self-Sufficiency Centers (Eastmont and/or Eden). Please note distance to these SSCs in miles; and 3. Provision of transportation support. 	1
	<p>iii. Bidder’s plan to implement IPS, including</p> <ol style="list-style-type: none"> 1. How Bidder will implement IPS; and 2. Bidder’s plan to increase capacity to attain 80% fidelity to IPS in Year 2. 	1

Section	Instructions	Suggested Page Max.
	c. Describe, in detail, Bidder's Planned Staffing and Capacity , including:	(4)
	i. Roles and responsibilities of program staff, including: <ol style="list-style-type: none"> 1. Plan for program staffing including staff positions, staff education and/or experience, language capacity, roles, responsibilities, and supervision structure. Include tasks necessary to provide program services and how they will be assigned to staff; 2. Plan for hiring, training, supervising, and retaining staff, with a particular focus on the Peer Specialist. Include how staff will reflect the priority population and language profiles; and 3. Plan for supervision and oversight of proposed program components. 	2
	ii. Bidder's planned organizational infrastructure, including: <ol style="list-style-type: none"> 1. Description of how program services will be integrated into Bidder's existing organizational structure and services. Include organizational chart (include as Attachment 2A) and proposed program chart that illustrates where the program will sit within the organization (include as Attachment 2B); 2. Description of how organizational value align with the social determinants of health; and 3. If sub-contracting with another service provider, how this partnership will enhance the ultimate organizational effectiveness and service delivery. 	2
	d. Describe, in detail, Bidder's Experience and Plan to Track Data and Outcomes , including Bidder's plan for collecting data specified in this RFP and tracking outcomes for quality improvement, including:	(2)

Section	Instructions	Suggested Page Max.
	i. Experience with data collection, tracking, and reporting including data tracking tools or systems. Include examples of how data and outcomes information has been used for quality and performance improvement; and ii. Plan for monitoring program measures and outcomes. If Bidder is proposing benchmark measures different from those included in RFP, provide rationale.	2
7. COST	Budget and Budget Narrative	(2)
	Budget a. Cost-Coefficient – Bidder does not need to submit anything additional for this. b. Complete and submit one BUDGET WORKBOOK (saved in MS Excel). See Budget Instructions tab. Complete and submit all worksheets in the Workbook.	
	c. Provide a detailed Budget Narrative to explain the costs and calculations in the budget. The narrative must match the budget, and be aligned with the requirements of this RFP. Narrative should explain how calculations were made on the following and provide 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 	2
8. IMPLEMENTATION SCHEDULE AND PLAN	a. Bidder's Implementation Schedule and Plan with due dates around the following activities: <ul style="list-style-type: none"> • Staff hiring, training, and supervision; • Client recruitment including outreach and receiving and following up with referrals; • Reaching caseload of at least 50 clients; and 	2

Section	Instructions	Suggested Page Max.
	<ul style="list-style-type: none"> • Building capacity for 80% fidelity to IPS. b. Bidder's identification and strategies for mitigation of risks and barriers, which may adversely affect program implementation. 	
EXHIBITS AND ATTACHMENTS	EXHIBIT C: INSURANCE REQUIREMENTS	N/A
	EXHIBIT D: EXCEPTIONS, CLARIFICATIONS AND AMENDMENTS	N/A
	SLEB PARTNERING SHEET	N/A

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. 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 up to three contracts to responsible Bidders 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 Bidders that demonstrate 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 zero to 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 interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, and oral 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			
3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY			
4. BIDDER MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> Have at least five years of experience providing services to the priority population within the last ten years; and Have at least five years of experience providing mental health services. 	<p>Meets/Does Not Meet Minimum Qualification</p> <p>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.</p>	
5. ORGANIZATIONAL CAPACITY AND REFERENCES	a. Debarment and Suspension	<p>To be considered for contract award, the Bidder and its principal may not be identified on the list of Federally debarred, suspended or other excluded parties located in the following databases:</p> <ul style="list-style-type: none"> https://www.sam.gov/portal/SAM/#1 https://exclusions.oig.hhs.gov/ https://files.medical.ca.gov/pubsdoco/Sandllanding.asp https://www.ssdmf.com 	Pass/Fail

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p>b. BHCS will accept only non-BHCS references. BHCS will check references for Bidders placed on the shortlist and ask the references standard questions, which will be evaluated by the Evaluation Panel.</p>	<p>How do the Bidder's references respond to the following:</p> <ul style="list-style-type: none"> • Bidder's capacity to perform the services as stated; • Areas in which Bidder did well and areas in which bidder could have improved (if applicable); • Communication and responsiveness, reporting and invoicing, training, customer service, compliance with program, legal, and/or funding requirements, documentation and reliability on a scale of one to five; • Whether the project was completed on time and on budget; • Capacity and ability to meet program or contract deliverables; • Understanding of the project and need; • References' overall satisfaction with Bidder; • References' comfort with recommending the Bidder to Alameda County; • Whether Bidder would be used again by Reference; and • Any other information that would assist in Alameda County's work with the Bidder. 	2
6. BIDDER EXPERIENCE, ABILITY AND PLAN	<p>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 <i>Understanding of and Experience with Priority Population Needs.</i></p>		(20) Section Subtotal
	<p>i. Understanding of the Priority Population</p>	<p>How well does Bidder demonstrate understanding of the priority population including:</p> <ul style="list-style-type: none"> • Mental health needs, risk factors, issues and challenges, strengths, resources, and opportunities; and • Needs with respect to navigating CalWORKs. 	10

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	ii. Experience with Priority Population	How well does Bidder demonstrate experience working with the priority population including: <ul style="list-style-type: none"> • Providing mental health services to the priority population; • Working with and advocating for CalWORKs participants; • Developing and implementing similar strategies for addressing the mental health needs faced by the priority population; and • Prior chart completion (Attachment 1). Is example patient chart complete and does it demonstrate knowledge of best practices in mental health services? 	10
	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 Service Delivery Approach .		(26) Section Subtotal
	i. Service Delivery to Clients	How well-matched is Bidder's plan to provide services, including: <ul style="list-style-type: none"> • How well does Bidder describe how and when services will be provided, from referral, assessment, treatment, and hand-off? • How well matched are Bidder's proposed services to meet the needs of the priority population and maintain a focus on the client? • How well matched are proposed strategies to support active client engagement? Is example strategy well-matched to serve priority population? • How well does Bidder describe how services will meet clients where they are and maintain a "whatever it takes" approach? 	10

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> • How well does Bidder demonstrate capacity to incorporate and work toward employment goals and treatment goals within the WTW time limit? • How appropriate is Bidder’s plan to manage and link clients who are no longer WTW-eligible but still require on-going and/or more in-depth services? How well does Bidder describe how they will ensure continuity of care? Is example strategy well-matched to serve priority population? 	
	<p>ii. Service Hours and Locations</p>	<ul style="list-style-type: none"> • How well matched are Bidder’s service hours? • How appropriate are Bidder’s service locations? • How close to a SSA Self-Sufficiency Centers (Eastmont and/or Eden) are Bidder’s service locations? • How appropriate are Bidder’s proposed transportation supports? 	8
	<p>iii. IPS Implementation</p>	<ul style="list-style-type: none"> • How well-matched is Bidder’s plan to implement IPS? • How appropriate and realistic is Bidder’s plan to increase capacity to achieve 80% fidelity to IPS in Year 2? 	8
	<p>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 the <i>Planned Staffing and Organizational Infrastructure.</i></p>		(12) Section subtotal

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p>i. Planned Staffing Structure</p>	<p>How well-matched is Bidder’s staffing plan, including:</p> <ul style="list-style-type: none"> • How appropriate is proposed plan for program staffing including staff positions, staff education and/or experience, language capacity, roles, responsibilities, and supervision structure? • How well does Bidder identify tasks necessary to provide program services? How well does Bidder describe how tasks will be assigned to staff? • How well matched is Bidder’s plan for hiring, training, supervising, and retaining staff, with a particular focus on the Peer Specialist? How well do staff reflect the priority population and language profiles? • How appropriate is Bidder’s plan for supervision and oversight of proposed program components? 	6
	<p>ii. Capacity and Organizational Infrastructure</p>	<p>How well does Bidder describe its organizational infrastructure, and how well-matched to the proposed services is this infrastructure, including:</p> <ul style="list-style-type: none"> • How well does Bidder describe how program services will be integrated into Bidder’s existing organizational structure and services (Attachments 2A and 2B)? • How well does organizational values align with the social determinants of health? • If sub-contracting, how does proposed partnership enhance the ultimate organizational effectiveness and service delivery? 	6
	<p>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 <i>Tracking Data and Outcomes.</i></p>		(6) Section subtotal

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	i. Track Data and Outcomes	<ul style="list-style-type: none"> • How appropriate is Bidder’s plan for tracking deliverables, client level data? • How well does Bidder demonstrate experience with data collection and electronic data and/or tracking systems? 	6
7. COST	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.		(12)
	i. 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 	2
	ii. Budget iii. Budget Narrative	<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.	(12)
	i. Implementation Plan	<ul style="list-style-type: none"> • How detailed and specific is Bidder's response? • How realistic does Bidder account for timeline to complete each specified milestone? Milestones include: staff hiring and training, client referrals, reaching caseload of 50 clients, and reaching 80% fidelity to IPS. 	6
	ii. Identification and Strategies for Mitigation of Risks and Barriers	<ul style="list-style-type: none"> • 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? 	6
EXHIBITS	Exceptions, Clarifications and Amendments	Complete/Incomplete Meets Minimum Requirements/ Fails to Meet Minimum Requirements	N/A
ORAL INTERVIEW, IF APPLICABLE	Criteria are created with the CSC/Evaluation Panel.		10
PREFERENCE POINTS, IF APPLICABLE	SLEB	Five Percent (5%)	
	Local (not SLEB certified)	Five Percent (5%)	

H. CONTRACT 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 also 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 best conforms to the RFP and best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be recommended or made to the Bidder with the lowest price.
3. The County reserves the right to reject any or all proposals that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. Any proposal that contains false or misleading information may be disqualified by the County.
5. The County reserves the right to award to multiple Contractors.
6. The County has the right to decline to award a contract in whole or any part thereof for any reason.
7. BOS approval to award a contract is required.

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

J. PRICING

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

K. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment will be made within thirty 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 INTENT TO AWARD

At the conclusion of the proposal evaluation process ("Evaluation Process"), all Bidders will be notified in writing by e-mail, fax, or US Postal Services mail of the contract award

recommendation, if any, by BHCS. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to 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 and negotiations, debriefings for unsuccessful Bidders will be scheduled and provided upon written request and will 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/s 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

ACCSS	ACBHCS' system wide point of contact for information, screening and referrals for mental health and substance use services and treatment for Alameda County residents.
Agreement	The formal contract between ACBHCS and Contractor.
Assessment	A service that is based on a method of interview, observation, and testing. This service may include a clinical analysis of the history and current status of a client or patient's mental, emotional, or behavior disorder, relevant cultural issues and history, diagnosis, and the use of testing procedures.
BHCS	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency.
Bid	A Bidders' response to this Request; used interchangeably with proposal.
Bidder	The specific person or entity responding to this RFP.
Board	Shall refer to the County of Alameda Board of Supervisors.
CalWORKs	A public assistance program that provides cash and services to eligible families have a child/ren in the home.
Case Management/ Brokerage	Services that assist a beneficiary to access needed medical, educational, social, prevocational, rehabilitative, or other community services. The service activities may include, but are not limited to, communication, coordination, and referral; monitoring service delivery to ensure beneficiary access to service and the service delivery system; monitoring of the beneficiary's progress; placement services; and plan development.
Client	The recipient of services; used interchangeably with beneficiary and consumer.
Consumer	The recipient of services; used interchangeable with beneficiary and consumer.
Community-Based Organization (CBO)	A non-governmental organization that provides direct services to beneficiaries.
Contractor	When capitalized, shall refer to selected Bidder that is awarded a contract.
County	When capitalized, shall refer to the County of Alameda.
CBT	Cognitive Behavioral Therapy. A type of time-limited talking therapy that aims to help people look at the way they think and behave in order to better manage symptoms, problems and difficulties they are experiencing. The approach focuses on reducing distress and functional deficits associated with psychotic symptoms and helps

	individuals appraise their experiences in new, and more helpful, ways.
CSC	County Selection Committee or Evaluation Panel
EFT	Emotional Freedom Technique. A form of counseling intervention that draws on various theories of alternative medicine including acupuncture, neuro-linguistic programming, energy medicine, and Thought Field Therapy.
EMDR	Eye Movement Desensitization and Reprocessing is a form of psychotherapy in which the person being treated is asked to recall distressing images while generating one type of bilateral sensory input, such as side-to-side eye movements or hand tapping.
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.
IPS	Individual Placement and Support is a model of supported employment for people with serious mental illness.
Licensed Practitioner of the Healing Arts (LPHA)	Licensed clinical staff (MD, PhD, MFT, LCSW) and staff who are registered with the California Board of Behavioral Sciences, usually registered MFT/ASW interns; psychologists who are waived by the State to provide services; and Master's level clinical nurse specialists who have national or state license to practice independently.
Mental Health Services	Individual, family or group services or interventions that are designed to provide information on mental health issues, reduction of mental disability and/or improvement or maintenance of functioning.
Multi-Disciplinary Team	A multidisciplinary team consists of a variety of professionals with different areas of expertise and skill sets that work together to support clients struggling with mental health issues.
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.
Peer Specialist	Specialist with a shared lived experience, in this case with CalWORKs, whose function is to support the client with managing the CalWORKs system and mental health issues in general.
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.
Referral	When used in a contract, it means to a process by which an individual and/or organization must follow before receiving/ providing services.
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 proposal submitted in reply to RFP.
SLEB	Small Local Emerging Business
Social Determinants of Health	The conditions in the places where people live, learn, work, and play that affect a wide range of health risks and outcomes.
SSA	Alameda County Social Services Agency
State	Refers to State of California, its departments and/or agencies.
Therapy	A service activity, which is a therapeutic intervention that focuses primarily on symptom reduction as a means to improve functional impairments.
Welfare to Work	An employment and training program designed to promote self-sufficiency.

B. 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 B-1: Budget
 - Attachment 1: Example Patient Chart
 - Attachment 2A: Organizational Chart
 - Attachment 2B: Program Chart
- 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 MS Excel with the Bidder's name.

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

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

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

8. Patent indemnity: Bidders who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

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

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

- Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
- Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the SLEB PARTNERING INFORMATION SHEET); **OR**
- Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:
 - Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
 - Proof of six (6) months business residency, identifying the name of the bidder and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

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

D. 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: _____

E. 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"> 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. 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. 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. 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. 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. 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". 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. 	

F. EXHIBIT D: EXCEPTIONS, CLARIFICATIONS, AMEDMENTS

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