

Alameda County Behavioral Health

RFP No. 19-11, Addendum No. 1

ALAMEDA COUNTY BEHAVIORAL HEALTH

ADDENDUM No. 1

to

RFP No. 19-11 Primary Prevention Services for Youth

**Specification Clarification/ Modification and Recap of the Networking/ Bidder's
Conferences held on**

Wednesday, December 11, 2019 and Thursday, December 12, 2019

This County of Alameda, General Services Agency (GSA), RFP/Q Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP/Q Addendum will also be posted on the GSA Contracting Opportunities website located at

https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp

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The following Sections have been modified to read as shown below. Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike~~ through.

CLARIFICATIONS & CORRECTIONS/CHANGES THAT PERTAIN TO...

RFP

- **Section A. Intent.** Language updated as follows:
Bidders may ~~only~~ submit **more than** one proposal and may ~~not~~ bid on multiple regions. **However, Bidders may not submit proposals for both North County and Oakland regions, which overlap. Bidders may only be awarded one contract, regardless of number of bids submitted.** Bidders should clearly indicate the region(s) for which they are applying in their bid documents, **and their preferred ranking of regions, if applying for more than one. ACBH reserves the right to make the final determination on the most responsive Bidder per region.**

- **Section F.2. Service Delivery Approach.** Footnote added as follows:
Services should be youth-led, strength-based, culturally-responsive, evidence-based,¹ community-defined, and/or based on promising practice.

- **Section F.2. Planned Staffing and Organizational Capacity.** Language updated as follows:
Through the submittal of proposals, Bidders shall demonstrate their current and planned organizational infrastructure to successfully implement the program. Services shall be provided by an organization with thoughtful and appropriate operations in terms of capacity, infrastructure, staffing and hiring. Bidders will be evaluated based on their description of their staffing plan and organizational capacity to provide services. **Bidders must demonstrate a consistent high standard of financial management and fiscal integrity. Bidders should provide their most recent audited financial statements as Attachment 2. If audited financial statements are not available, please submit most recent unaudited financial statements (i.e. statement of financial position and balance sheet) or other financial document that satisfies regulatory or funding requirements.**

• **Table 1**

Section	Instructions	Suggested Page Max.
5. ORGANIZATIONAL CAPACITY AND REFERENCE	<p>a. Debarment and Suspension</p> <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://businesssearch.sos.ca.gov/ • https://exclusions.oig.hhs.gov/ 	N/A

¹ Please see list of SAMHSA National Registry of Evidence-based Programs and Practices here: <http://ca-cpi.org/wp-content/uploads/2019/11/NREPP-Interventions-Spreadsheet.xlsx>

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Section	Instructions	Suggested Page Max.
	<ul style="list-style-type: none"> • https://files.medical.ca.gov/pubsdoco/Sandllanding.asp • https://www.ssdmf.com 	
6. BIDDER EXPERIENCE, ABILITY AND PLAN	c. Describe, in detail, Bidder's Planned Staffing and Organizational Capacity , including:	
	iii. 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; and 2. Bidder's training plan to ensure organization stays current on prevention strategies and topics; and 3. Bidder's financial management and fiscal integrity as demonstrated by most recent audited financial statements (Attachment 2). 	2

• **Table 3**

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
5. ORGANIZATIONAL CAPACITY AND REFERENCE	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://businesssearch.sos.ca.gov/ • https://exclusions.oig.hhs.gov/ • https://files.medical.ca.gov/pubsdoco/Sandllanding.asp • https://www.ssdmf.com 	Pass/Fail
6. BIDDER EXPERIENCE, ABILITY AND PLAN	Capacity and Organizational Infrastructure	<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; and • How appropriate is Bidder's training plan to ensure organization stays current on prevention strategies and topics; and • As demonstrated by the most recent audited financial statements (Attachment 2), how solid is Bidder's financial management and fiscal integrity? 	6

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- **Exhibit B BID SUBMISSION CHECKLIST**

- 4. **Attachments:**

Bidders must submit the following attachment as part of their bid response:

a) Attachment 1: Proof of 501(c)(3) status or other evidence of public entity status.

b) Attachment 2: Most recent audited financial statements. If audited financial statements are not available, please submit most recent unaudited financial statements (i.e. statement of financial position and balance sheet) or other financial document that satisfies regulatory or funding requirements.

- **Bid Response Template**

The Bid Response Template has been deleted and replaced with the RFP #19-11 Primary Prevention for Youth Bid Template REVISED to include revisions.

RESPONSES TO BIDDERS QUESTIONS

General

Q1) Is this a one year (12 month) program or will there be ongoing funding (Pg 8).

A1) Program funding is ongoing, and contracts will be renewed on an annual basis.

Q2) How funds are distributed (reimbursement, monthly, one-time, etc.)?

A2) Providers are reimbursed monthly based on actual costs. Providers must submit an invoice, along with detailed supporting documentation (e.g., list of expenses, trial balance, etc.) that matches the total amount being claimed.

Program Design

Q3) Does this have to be a full day program? Can the program be once per month?

A3) Bidders shall propose the type of programming, with rationale, that they believe best supports the program goals. Bidders shall ensure programming is aligned with the ACBH Strategic Prevention Plan 2019-2024 and the CSAP strategies, as prioritized in tiers by ACBH in the RFP.

Q4) Are we free to design the program within the guidelines specified?

A4) Yes, Bidders shall propose a program design with the RFP guidelines. See A3 above.

Q5) Percentage breakdown of the different service areas of levels provided – CSAP strategies:

Tier 1) Community Based/Environmental

Tier 2) Education/Alternative Activities

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Tier 3) Information Dissemination/Problem identification and referral

A5) Bidders may propose the tiered breakdown and combination of CSAP strategies that best supports its proposed programming in the services areas they are applying for. See A3 above.

Q6) Can program focus on tobacco prevention?

A6) Please see A3 above.

Q7) Is there a suggested/expected number of youth and caregivers/family members to be served? Are there suggested/expected service numbers per CSAP category?

A7) There are no suggested or expected program participants or service numbers. Bidders should identify the proposed program impact and the expected number of program participants based on the CSAP tiers, with rationale, in their bid submission.

Q8) How do the BHCS Strategic Prevention Plan Priorities & Objectives of Alcohol and Cannabis relate to current local ATOD policy advocacy efforts on proximity to schools and parks and is compliance funding a part of these efforts?

A8) Please see A3 above.

Q9) Could proposers experienced in youth-led ATOD education and advocacy offer best practice presentations to the PPv cohort as a part of their proposal?

A9) No, educating other ACBH-contracted PPv providers is not part of the scope of work.

Q10) Can proposers offer support through local youth-led education efforts to local retailers with underage sales infractions?

A10) Please see A3 above.

Proposal Format/Submission

Q11) Are funds allocated to the awardee strictly based on the budget template (est.)?

A11) Yes, the proposed budget shall form the basis for the awarded contract.

Q12) How are indirect costs calculated? Please provide example.

A12) Bidders shall provide indirect costs that are relevant to their organization and to the program. Typical costs for indirect include administrative functions that are not directly related to the operation of the program, such as finance and HR. Indirect/administrative costs cannot exceed 15 percent of the total program costs.

Q13) Can more than one provider be contracted in a single region?

A13) No, ACBH will only award one contract per region.

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Q14) Can more than one provider collaborate on a single proposal?

A14) Bidders may collaborate with other agencies to submit a proposal, as part of a subcontractual relationship. Only one proposal can be submitted in the name of the lead agency, and the subcontracting relationship must be clearly explained in both the proposal and budget narrative. The lead agency is primarily responsible for meeting contract deliverables to ACBH.

Q15) Does local apply to the County as whole or the regions for contracts?

A15) The designation of a “local” agency applies to the entire County, regardless of the region the Bidder proposes on.

Q16) Do we need to list the intern position on the detailed sheet where other positions are listed?

A16) Yes, please list the intern position along with all other staff positions in the budget and budget narrative, and within the proposal narrative. Please see RFP Budget Template Instructions for more information.

Q17) Does the budget need to be printed or only a soft copy is required?

A17) Please provide both a hard and soft copy of the budget. The hard copy should include all cells from all tabs, and the soft copy should be in Excel. Please see RFP Budget Template Instructions for more information.

Q18) Can an Oakland organization submit the same proposal for the Oakland and North County bid?

A18) No, Bidders may not submit proposals for both the Oakland and North County regions. See revision to the Section A. Intent on page 2 of this addendum.

Q19) Does the stipend for the interns have to be co-written into the budget?

A19) The stipend(s) for the Peer Youth Advisor(s) must be included in the budget, in the relevant “Youth Advisor Stipend” section of the “Expense Detail” tab. The Youth Interns should be on payroll, and listed on the “Personnel1” tab. Any additional detail should be provided in the budget narrative. Please see RFP Budget Template Instructions for more information.

Q20) Is it ok to use a smaller font size (such as Arial 10) for any tables and charts?

A20) No, please use font size Arial 11 for all proposal narrative, including tables and charts.

Q21) If we are an exempt SLEB organization, are we required to partner with a SLEB organization? If not, do we disregard the SLEB form?

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A21) Organizations that are exempt from Alameda County's SLEB requirements are not required to partner with a SLEB organization. For the purposes of the SLEB Partnering Information Sheet, exempt organizations can note "EXEMPT".

Staffing

Q22) Does the intern position need to be ongoing, or can it be irregular or as needed?

A22) The Youth Intern position should constitute 0.50 FTE (split between two FTEs of 0.25 each). Bidders may propose the Peer Youth Advisor(s)' schedule, but must ensure that all programming incorporate a demonstrably strong youth voice.

Q23) Distinction between "Youth Interns" and "Peer Youth Advisors"?

A23) The Youth Interns are a salaried position, while the Peer Youth Advisors are stipended. Bidders should describe the roles and responsibilities of each of these positions.

Q24) According to Staffing Requirements on page 9 of RFP 19-11, two 0.25 FTE Youth Interns are required and "Youth Interns must reflect the priority population and have an interest in making an impact in their community". May Youth Interns be transition aged youth who are older than the 12-17 target population or do they need to be 16 or 17 year olds since 16 is the minimum age for employment.

A24) In hiring and otherwise engaging the youth employees, the awarded Contractors must ensure they are in compliance with all California child labor laws.

Q25) Can required personnel staff positions be subcontracted or do they need to be part of the primary contractor's budget?

A25) Yes, required personnel staff positions can be subcontracted. Such relationships need to be clearly described in the budget, the proposal, and budget narrative.

Q26) What, if any Licensing requirements are in place for this RFP?

A26) There are no licensing requirements for the required staff. Bidders may provide the staffing complement they think will best serve the program.

Q27) Can we provide 0.5 FTE youth position into one position?

A27) No, this position must be held by two individuals, for 0.25 FTE each.

Q28) Can you have a hybrid of Coordinator/Data position?

A28) If this question refers to the Administrative Coordinator, yes. If this questions refers to the Program Coordinator, the answer is still yes, however the portion of FTE dedicated to data responsibilities must be listed separately on the budget.

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Q29) Can the 1.0 FTE Program Coordinator and 1.25 FTE Youth Program Specialist be provided by multiple staff? E.g., can the 1.0 FTE position be split among two 0.5 FTE staff members and the 1.25 FTE position be split among a 0.5 and 0.75 FTE staff members?

A29) Yes, Bidders may propose separate staff to reach the minimum staffing requirements, with a minimum of 0.5 FTE per staff person per position (with the exception of the two Youth Interns, which should be at 0.25 FTE each).

Q30) Page 9 Staffing: Youth Program Specialist – is this an adult staff position?

A30) Yes, the Youth Program Specialist is an adult (or Transition-Aged Youth) staff position, and not one of the two youth positions (Youth Intern and Peer Youth Advisor).

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Company Name and Address	Representative Name	Contact Information
Alameda County Behavioral Health Care Services 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Liz Delph	Phone: (510) 777-2146
		E-Mail: elizabeth.delph@acgov.org
		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health Care Services 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Rachel Garcia	Phone: (510) 383-1744
		E-Mail: Rachel.Garcia2@acgov.org
		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health Care Services 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Michiko M. Ronné	Phone: (510) 383-2874
		E-Mail: Michiko.Ronne@acgov.org
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Alameda County Behavioral Health Care Services 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Lani Pallotta	Phone: (510) 639-1774
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Alameda County Behavioral Health Care Services 1900 Embarcadero Cove, Suite 205	Lena Fletcher	Phone: (510) 383-2851
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Company Name and Address	Representative Name	Contact Information
Oakland, CA 94606-5235		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health Care Services 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Toki Buchanan	Phone: (510) 639-1393
		E-Mail: Toki.Buchanan@acgov.org
		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Danielle Moore	Phone: (510) 639-1774
		E-Mail: Danielle.Moore@acgov.org
		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Traci Cross	Phone: (510) 639-1331
		E-Mail: Traci.Cross@acgov.org
		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health 2000 Embarcadero Cove, Suite 400 Oakland, CA 94606-5235	Kelly Robinson	Phone: (510) 383-1792
		E-Mail: Kelly.Robinson@acgov.org
		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Laura Fultz Stout	Phone: (510) 383-2764
		E-Mail: Laura.Fultz.Stout@acgov.org

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Company Name and Address	Representative Name	Contact Information
		SLEB Certified: Yes <input type="checkbox"/>
Alameda Family Services 2325 Clement Ave. Alameda, CA 94501-7063	Katherine Schwartz	Phone: (415) 264-8186
		E-Mail: KSchwartz@alamedafs.org
		SLEB Certified: Yes <input checked="" type="checkbox"/>
Alameda Family Services 2325 Clement Ave. Alameda, CA 94501-7063	Morgen Humes	Phone: (510) 760-7033
		E-Mail: Morghumes@gmail.com
		SLEB Certified: Yes <input checked="" type="checkbox"/>
Axis Community Health Pleasanton, CA	Jennifer Penney	Phone: (925) 249-3151
		E-Mail: jpenney@axishealth.org
		SLEB Certified: Yes <input type="checkbox"/>
Axis Community Health Pleasanton, CA	Susan Guerrero	Phone: (925) 299-3164
		E-Mail: sguerrero@axishealth.org
		SLEB Certified: Yes <input type="checkbox"/>
Bay Area Community Resources	David Wight	Phone: (415) 755-2431

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Company Name and Address	Representative Name	Contact Information
		E-Mail: dwight@bacr.org
		SLEB Certified: Yes <input type="checkbox"/>
City of Fremont, YFS 39155 Liberty St. Fremont, CA 94538-1513	Kathleen Brown	Phone: (510) 790-6940
		E-Mail: KBrown@fremont.gov
		SLEB Certified: Yes <input type="checkbox"/>
City of Fremont Human Services Dept. Fremont, CA	Annie Bailey	Phone: (510) 574-2111
		E-Mail: ABailey@fremont.gov
		SLEB Certified: Yes <input type="checkbox"/>
City of Fremont Human Services Dept. Fremont, CA	Paula Maricruz-Hannay	Phone: (510) 574-2049
		E-Mail: PMaricruz-Hannay@fremont.gov
		SLEB Certified: Yes <input type="checkbox"/>
Eden Youth and Family Centers 680 W. Tennyson Rd. Hayward, CA 94544-5236	Karen Halfon	Phone: (925) 337-2758
		E-Mail: khalfon@eyfconline.org
		SLEB Certified: Yes <input checked="" type="checkbox"/>
Filipino Advocates for Justice	Chris Carp	Phone: (510) 465-9876

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Company Name and Address	Representative Name	Contact Information
		E-Mail: ccara@filipinos4justice.org
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Hively 6601 Owens Dr. Pleasanton, CA 94588-3362	Elaine Trueblood	Phone: (925) 417-8733
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		SLEB Certified: Yes <input type="checkbox"/>
Hively 6601 Owens Dr. Pleasanton, CA 94588-3362	Colin Proudfoot	Phone: (925) 323-7171
		E-Mail: cproudfoot@behively.org
		SLEB Certified: Yes <input type="checkbox"/>
La Clinica 1415 Fruitvale Ave. Oakland, CA 94601-2320	Laura Zepeda	Phone: (510) 535-2973
		E-Mail: lztorres@laclinica.org
		SLEB Certified: Yes <input type="checkbox"/>
Native American Health Center 3124 International Blvd Oakland, CA 94601-2902	Crystal Salas	Phone: (510) 603-2600
		E-Mail: crystals@nativehealth.org
		SLEB Certified: Yes <input type="checkbox"/>
Native American Health Center	Javier Patty	Phone: (510) 467-2577

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Company Name and Address	Representative Name	Contact Information
3124 International Blvd Oakland, CA 94601-2902		E-Mail: javierp@nativehealth.org
		SLEB Certified: Yes <input type="checkbox"/>
New Bridge Foundation	Bernadette Stafford-Yaeger	Phone: (510) 558-1990
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		SLEB Certified: Yes <input type="checkbox"/>
New Bridge Foundation	Georgette Cobbs	Phone: (510) 558-1990
		E-Mail: gerogette@newbridgefoundation.org
		SLEB Certified: Yes <input type="checkbox"/>
New Bridge Foundation	Nathalie Girgaud-Ferig	Phone: (510) 526-6200 x204
		E-Mail: nathalie@newbridgefoundation.org
		SLEB Certified: Yes <input type="checkbox"/>
Pacific Center for Human Growth	Michelle Gonzalez	Phone: (510) 548-8283 x213
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		SLEB Certified: Yes <input checked="" type="checkbox"/>
Pacific Center for Human Growth	Jared Fields	Phone:

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Company Name and Address	Representative Name	Contact Information
		E-Mail:
		SLEB Certified: Yes <input checked="" type="checkbox"/>
Restorative Justice for Oakland (RJOY)	Ellen Barry	Phone: (510) 421-9033
		E-Mail: ellen@barry.org
		SLEB Certified: Yes <input type="checkbox"/>
Rochelle Collins 1866 B Street, Suite 101 Hayward, CA 94541-3184	Rochelle Collins	Phone: (510) 247-8200
		E-Mail: rochelle.collins@hsimail.org
		SLEB Certified: Yes <input type="checkbox"/>
Roots Community Health Center	Dr. Aisha Mays	Phone: (510) 457-8767
		E-Mail: drmays@rootsclinic.org
		SLEB Certified: Yes <input checked="" type="checkbox"/>
The Village Method 33170 Alvarado-Niles Rd, #795 Union City, CA 94587-5820	Mark Gaskin	Phone: (510) 470-1721
		E-Mail: mark@thevillagemethod.org
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Company Name and Address	Representative Name	Contact Information
Tri-City Health Center	Amy Hsieh	Phone: (510) 252-6806
		E-Mail: ahsieh@tri-cityhealth.org
		SLEB Certified: Yes <input type="checkbox"/>
Tri-City Health Center	Desrie Campbell	Phone: (510) 252-6819
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		SLEB Certified: Yes <input type="checkbox"/>
Uplift Family Services	Lori Welch Torres	Phone:
		E-Mail: Twelch@emg.org
		SLEB Certified: Yes <input type="checkbox"/>
Uplift Family Services	Norvan Tanmoradi	Phone: (408) 332-6697
		E-Mail: norvan.tanmoradi@upliftfs.org
		SLEB Certified: Yes <input type="checkbox"/>
As You Are 16443 Saratoga St. San Leandro, CA 94578-1574	Talia Benet	Phone: (510) 500-6794
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		E-Mail:
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