

**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (ACBH)
REQUEST FOR PROPOSAL (RFP) 19-11
SPECIFICATIONS, TERMS & CONDITIONS
FOR
PRIMARY PREVENTION SERVICES FOR YOUTH**

INFORMATIONAL MEETING/ BIDDERS' CONFERENCES

Date	Time	Location
December 11, 2019	2:00pm – 3:30pm	Alameda County Public Works Agency 951 Turner Ct, Hayward (Conference Room 230 ABC)
December 12, 2019	9:30am – 11:00am	Alameda County Behavioral Health 1900 Embarcadero Cove, Suite 205, Oakland (Wildcat Room)

PROPOSALS DUE
by 2:00pm on January 15, 2020
to
RFP 19-11 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 ACBH or County) to seek proposals to provide Substance Use Disorder (SUD) Primary Prevention (PPv) services for the priority population: Alameda County youth between the ages of 12 and 17, and their families/caregivers. This population includes all ethnicities, gender and gender-non-confirming identities, cultures, and abilities. Program services shall be evidenced-based, youth-led, and delivered primarily through environmental, community-based, educational, alternative, and social media information dissemination activities.

ACBH intends to award up to five contracts to the Bidders selected as the most responsible bidders whose responses conform to the Request for Proposal (RFP) and meet the County requirements. At this time, ACBH has allocated \$1,694,540 per contract year for this ongoing program through the Federal Substance Abuse Prevention and Treatment Block Grant (SABG) and other funds, allocated regionally as follows:

Region	Number of contracts	Maximum Annual Amount Per Contract
Oakland	1	\$338,908
North County ¹	1	\$338,908
Central County ²	1	\$338,908
South County ³	1	\$338,908
East County ⁴	1	\$338,908
Total	5	\$1,694,540

Oakland is a discreet service area for these services due to the large concentration of cannabis dispensaries within the city. Of the 22 currently licensed cannabis retailers in Alameda County, 11 are located in Oakland.⁵ The North County contract can provide services anywhere in this region, including Oakland; however, the Oakland region must focus only on Oakland.

ACBH will run five separate procurement processes: one for each region. Bidders may only submit one proposal and may not bid on multiple regions. Bidders should clearly indicate the region for which they are applying in their bid documents.

¹ North County includes Alameda, Albany, Berkeley, Emeryville, Piedmont, and Oakland.
² Central County includes unincorporated areas of Ashland, Castro Valley, Cherryland, Fairview, and cities of Hayward, San Leandro, and San Lorenzo.
³ South County includes Fremont, Newark, and Union City.
⁴ East County includes Dublin, Livermore, Pleasanton, and Sunol.
⁵ Bureau of Cannabis Control California, October 2019.

The contract that results from this RFP process will be based on actual costs 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. ACBH reserves the right to dissolve a contract if/when awarded Contractor materially alters staff, budgets, deliverables, and outcomes any time after the contract award.

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

B. BACKGROUND

SUD PPv services play a critical role in ACBH's continuum of care. PPv targets individuals who do not require treatment for substance abuse, aiming instead to reduce or prevent SUD or substance abuse and to reduce individual, family and community conditions and risk factors that contribute to alcohol and drug related problems. PPv services are appropriate for first-time or early experimenting substance users with existing protective factors which would likely, through intervention support, mitigate against continued alcohol or other drug use.

The Substance Abuse and Mental Health Services Administration (SAMHSA) requirements stipulate that no less than 20 percent of the SABG allocation be spent on PPv utilizing the Center for Substance Abuse Prevention (CSAP) strategies,⁶ which includes education, environmental, community-based work, problem identification and referral, information distribution, and alternative activities.

In 2006, ACBH developed a Strategic Plan for Substance Abuse Prevention⁷ which outlines the County's approach to SUD prevention services. ACBH currently contracts services from Community Based Organizations (CBOs) based on this plan. In July 2019, ACBH completed an updated five-year plan.⁸ This new Strategic Prevention Plan re-focuses ACBH's PPv strategy on four principles, including:

- Identifying and strengthening protective factors and mitigating risk factors;
- Addressing all forms of drug use and abuse;
- Emphasizing environmental and community-based approaches; and
- Designing and delivering population- and culturally-specific interventions in alignment with youth voice and participation.

⁶ See Appendix H: CSAP Categories and Activities Definition Matrix

⁷ <http://www.acbhcs.org/docs/youth/BHCS%20SP.pdf>

⁸ See Appendix G: ACBH Strategic Prevention Plan July 2019 – June 2024

ACBH is releasing this RFP to align the County's PPv services with the Strategic Prevention Plan, in particular to increase school and community-based outreach, to more effectively engage youth as program designers, and to make use of environmental and community-based process strategies as culturally and socially relevant programming. **This RFP focuses on children, youth, and families, and does not include services for adults or older adults.**

Additionally, the 2018 legalization of recreational cannabis use for adults in California requires a continuing review of existing prevention strategies. The Alameda County Health Impact Assessment of Proposition 64⁹ notes the highly disproportionate school suspensions for illicit drugs and cannabis-related hospital visits especially among African American and Latino youth. This RFP aims to shift existing PPv service delivery toward more culturally-responsive, demonstrated youth-informed and youth-led strategies in the context of these continually evolving social, political, environmental, cultural, health care, and social justice landscapes.

C. SCOPE/PURPOSE

Prevention of substance abuse before it starts has shown both positive outcomes and cost-effectiveness. Alameda County's PPv services for youth and their families aims to prevent substance use and abuse among the priority population by supporting the development and maintenance of protective factors and by mitigating risk factors. This approach uses a positive youth development approach, through adult-guided, youth-informed activities. The priority population is Alameda County youth between the ages of 12 and 17 and their families. Services shall be directed toward individuals and groups that may be at risk of substance use or abuse and are non-using, or those whose substance use is emerging or experimental but does not require treatment.

PPv services will center on the six CSAP categories, as prioritized by ACBH under Section I.F.2., with the goal of creating a youth-led PPv system to increase and expand protective factors and mitigate risk factors for Alameda County youth in the target population.

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 positive youth development experience (youth-informed) with diverse, including and beyond race and ethnicity, populations for at least three of the past five years;

⁹ <http://acphd.org/media/547380/alameda%20county%20prop%2064%20hia.pdf>

- Have experience delivering services in school-based and/or community-based settings, including non-traditional schools (i.e., alternative/continuation schools), for at least three of the past five years; and
- Be a nonprofit corporation or public entity, as required by SABG guidelines and demonstrated by a letter of tax exemption or other such documentation.¹⁰

Proposals that exceed the contract maximum amount or are unreasonable and/or unrealistic in terms of budget, as solely determined by ACBH, 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. ACBH 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. ACBH 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 PPv services targeted to youth, following the six CSAP strategies, as prioritized in Section I.F.2 below;
- Manage and retain a qualified staffing team according to the minimum staffing requirements listed in Section I.F.3;
- Engage and coordinate with ACBH and other ACBH-contracted PPv providers to ensure a consistent and coherent PPv strategy across Alameda County;
- Maintain compliance with DHCS Primary Prevention Substance Use Disorder Data Service (PPSDS) Data Quality Standards;
- Plan for, implement, evaluate and report on continuous training and quality improvement on cultural and linguistic responsiveness;
- Ensure cultural competence and multi-culturalism using Culturally and Linguistically Appropriate Services (CLAS);¹¹
- Data entry and reporting in a timely manner, as instructed, per State and County guidelines and regulations;
- Complete trainings as required or requested by the County; and
- Submit a list of staff and license (if applicable) information to ACBH for review and validation against Office of the Inspector General (OIG) and Other Exclusion Lists.

¹⁰ See United States Code (USC), Title 42, Chapter 6A, subchapter XVII, Part B, subpart ii, Section 300x-31 (a) (1) (E) and Code of Federal Regulations (CFR) Title 45, Part 96, Section 135 (a) (5). Letter of Determination from the IRS may be submitted as Attachment 1 to demonstrate 501(c)(3) status.

¹¹ <https://www.thinkculturalhealth.hhs.gov/pdfs/EnhancedNationalCLASStandards.pdf>

F. BIDDER EXPERIENCE, ABILITY AND PLAN

1. *Understanding of and Experience with Priority Population Needs*

The priority population for these services is Alameda County youth between the ages of 12 and 17, and their families/caregivers. While this population includes all ethnicities, gender and gender-non-confirming identities, cultures, and abilities, Bidders may focus on one or more particular community/ies, or other affiliative group/s, with rationale in their bid submission.

The below table shows alcohol and other drug use by demographic across Alameda County grades 6 through 12, including non-traditional schools.

	Alcohol use in past 30 days	Two or more drugs/alcohol used in past 30 days
Gender		
Male	14.8%	5.5%
Female	17.3%	4.5%
Race		
African American	15.9%	5.3%
American Indian/Alaska Native	16.7%	9.7%
Asian	6.2%	1.6%
Hispanic/Latino	22.1%	6.7%
Native Hawaiian/Pacific Islander	16.7%	5.1%
White	19.7%	6.0%
Multi-race	15.5%	5.8%
Grade		
Grades 6-8	6.8%	<0.5%
Grades 9-12 and non-traditional	22.1%	7.6%
Total	16.2%	5.1%

Source: California Healthy Kids Survey, 2013-2015 data.

Successful Bidders will demonstrate knowledge, experience, and understanding of the needs, issues, and challenges faced by the priority population, with a particular focus on increasing protective factors and mitigating risk factors. Successful Bidders will demonstrate experience providing positive youth development services, including, but not limited to violence prevention, SUD prevention, pregnancy prevention, mental illness prevention, or mental health and wellness services.

Successful Bidders will also demonstrate the cultural competency required to successfully serve the priority population. This competency spans not just race/ethnicity and language capacity, but also includes other groups defined by gender and gender non-conformity, race, trauma and adverse childhood experience exposure, immigration experience, mental health status, socioeconomic status, justice system involvement, abilities, affinities, and other factors.

2. Service Delivery Approach

Services should be youth-led, strength-based, culturally-responsive, evidence-based, community-defined, and/or based on promising practice. Services may be delivered in schools (including alternative schools) and community-based settings, and should demonstrably involve youth voice and experience in the needs assessment, program development and implementation, and evaluation of programming. Services shall be provided for a full twelve months. For school-based programs, programming must include a plan to cover the summer school break.

Services should be focused on supporting the development and maintenance of protective factors and mitigating identified risk factors. Contractors shall demonstrate a clear understanding of, experience with, and ability to incorporate the principles of positive youth development into their programming.

Services should include the six CSAP activity categories tiered as follows:

Tier	CSAP Activities
1	Environmental
	Community-based
2	Education
	Alternative Activities
3	Information Dissemination (primarily campaign-driven, social media focused)
	Problem Identification and Referral

Programming should focus primarily on Tier 1 activities, followed by Tiers 2 and 3. Note: Tier 2 activities may be used as support strategies for Tier 1 activities. Information Dissemination, a Tier 3 activity, may be used as a social media strategy to support Tier 1 and 2 activities. For the purposes of this RFP, the Problem Identification and Referral activity aims to identify those who have indulged in illegal/age-inappropriate use of tobacco or alcohol and/or in the first use of illicit drugs in order to assess if their behavior can be reversed through education. This strategy does not include any activity designed to determine if a person is in need of treatment.

A goal of the PPv program is to identify youth with existing protective factors, and build on these protective factors. Protective factors include, among others:

- Success in academics and extra-curricular activities such as sports and arts;
- Family cohesion and caring adult relationships;
- Community service or civic leadership; and
- Healthy peer groups.

Services should be directed toward individuals who are at risk of substance use or abuse, but whose substance use is emerging or experimental. The awarded Contractors will be expected to identify and outreach to youth who might benefit from these services through schools and in the community. This may include youth who are:

- Involved in policy, advocacy, environmental, and community service/service learning work;
- Involved in team extra-curricular activities;
- Engaged in school;
- Rising between school levels (i.e., rising middle-schoolers, rising high-schoolers; graduating seniors); and
- Living in neighborhoods with a prevalence of illicit drug use or sales.

Bidders should articulate a comprehensive strategy in their proposals that includes the following aspects:

- Combination of specific CSAP strategies;
- Outreach strategies;
- Targeted population;
- Targeted communities, neighborhoods/geographical region, and/or schools; and
- Number of youth to be served.

Bidders must provide rationale for this strategy and how each aspect inter-relates and complements other selected aspects to support the larger program goals. For example, if proposing school-based activities, the Bidder should clearly state the targeted schools, including feeder schools, and how Bidder will create a program that follows and evolves with students from one school to the next. If proposing a neighborhood strategy, the Bidder should articulate the existing neighborhood conditions that create a fertile environment for the success of PPv activities.

Programming shall remain flexible and adaptable to internal and external conditions. Bidders should include in their proposals information on how they plan to adapt program strategies and activities to changing conditions among participants.

3. *Planned Staffing and Organizational Capacity*

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

- 1.00 Fulltime Employee (FTE) Program Coordinator
- 1.25 FTE Youth Program Specialist
- 0.50 FTE Data/Administrative Coordinator
- 0.50 FTE Youth Interns (two positions of 0.25 FTE each)

Bidders may include additional staff as appropriate, with justification demonstrating how each role will enhance program services. The Youth Interns must reflect the priority population and have an interest in making an impact in their community.

The Peer Youth Advisor(s) should also be included in the staffing plan alongside the above positions. Bidders will describe how many Peer Youth Advisors will be engaged in the program, and how. Awarded Contractors will be expected to provide incentive stipends to

the Peer Youth Advisors, following DHCS guidelines and ensuring these stipends are designed to provide support to the programs, and not used to encourage youth to participate in services.¹² Bidders shall describe their process for developing and implementing the stipend program, including their policy for managing any tax implications and grievances.

Awarded Contractors may use a partner, as needed, likely a CBO, in order to hire and engage youth positions. Awarded Contractors must comply with California child labor laws, and shall also provide support to the Youth Interns and Peer Youth Advisors in managing their school and work schedules.

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.

The awarded Contractors will be expected to pursue training opportunities in SUD prevention for its staff throughout the contract period, to stay abreast of PPv trends and topics. The awarded Contractors will also be expected to attend ACBH-organized trainings in youth development and other topics related to the CSAP strategies.

4. *Forming Partnerships and Collaboration*

In addition to collaborating closely with other ACBH-contracted PPv providers (in particular, those that are geographically co-located) to ensure the effectiveness and coherence of the overall PPv activities in Alameda County, the awarded Contractors may collaborate with a variety of partners in the pursuit of program goals, including, but not limited to:

- Schools, both public and private, including higher education institutions;
- Other community based organizations;
- Private businesses;
- Athletic organizations;
- Other County entities;
- Neighborhood groups; and
- Law enforcement.

Bidders will demonstrate their experience partnering with other organizations, and propose their plan for building on existing partnerships and establishing new relationships, in alignment with their proposed programming.

¹² https://www.dhcs.ca.gov/services/MH/MHSUD/Documents/Information_Notices/14-009.pdf

5. Ability to Track Data

For the purposes of reporting and continuous quality improvement of services, the awarded Contractors will track and report on service activities, demographics of individuals served, number of participants, results of any program evaluation, including annual program evaluation, and other measures to be determined with ACBH. The awarded Contractor will be expected to report select measures on a weekly basis.

The awarded Contractors shall track and report data that meets the DHCS PPSDS Data Quality Standards,¹³ which require that quality data is:

- Timely
- Logical
- Accurate
- Complete
- Valid

Only ACBH-funded data can be submitted. Services provided with other sources of funding should not be included in reports submitted to ACBH. ACBH reserves the right to determine and evaluate program measures and outcomes, and to work with the awarded Contractors to alter their program and outcome measures in subsequent years.

ACBH will coordinate with the awarded Contractors to conduct an annual program evaluation, including program participants, focus groups, key-informant interviews, and quantitative data. Awarded Contractors will be expected to collect and provide data for an annual program evaluation, including identifying community members to participate in activities (e.g., focus groups, surveys, key informant interviews) for the purpose of evaluation.

Bidders will be evaluated based on their plan for reporting on program activities.

¹³ https://www.dhcs.ca.gov/provgovpart/Documents/Substance%20Use%20Disorder-PPFD/PPSDS_Data_Quality_Standards.pdf

II. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTRACTS

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

The ACBH 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	Tuesday, December 3, 2019	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 nd Bidder's Conference – ACBH strongly encourages Bidders to submit written questions earlier.	
1 st Bidders' Conference	Wednesday, December 11, 2019 2:00pm – 3:30pm	Alameda County Public Works Agency 951 Turner Ct, Hayward (Conference Room 230 ABC)
2 nd Bidders' Conference	Thursday, December 12, 2019 9:30am – 11:00am	Alameda County Behavioral Health 1900 Embarcadero Cove, Suite 205, Oakland (Wildcat Room)
Addendum Issued	December 19, 2019	
Proposals Due	Wednesday, January 15, 2020 by 2:00pm	
Review/Evaluation Period	Thursday, January 16, 2020 – Wednesday, February 19, 2020	
Oral Interviews (as needed)	Thursday, February 20, 2020	
Award Recommendation Letters Issued	Thursday, February 27, 2020	
Board Agenda Date	July 2020	
Contract Start Date	July 2020	

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: 621420, 624110, and 624190.

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

ACBH strongly recommends that Bidders thoroughly read the RFP prior to attending any Bidders' Conferences. ACBH 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.

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

ACBH 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. ACBH's 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. Five 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.¹⁴

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.
6. All costs required for the preparation and submission of a proposal shall be borne by Bidder.

¹⁴ Inability to comply with this recommendation will have no impact on the evaluation and scoring of proposals.

7. Proprietary or Confidential Information: No part of any proposal response is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all proposals shall become the property of County. County reserves the right to make use of any information or ideas contained in submitted proposals. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).
8. All other information regarding proposals shall be held as confidential until such time as the CSC/Evaluation Panel has completed their evaluation, notification of recommended award has been made and the contract has been fully negotiated with the recommended awardees named in the intent to 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 ACBH 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 may use the provided MS Word Bid Response 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-six (26)**. 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 ACBH' sole discretion.

Table 1
The proposal sections, instructions and page maximums are contained in Table 1. **Proposal shall not exceed twenty-six (26) pages excluding Exhibits and Attachments.**

Section	Instructions	Suggested Page Max.
1. TITLE AND TABLE OF CONTENTS	Include a table of contents with page numbers indicating the location of each section of the bid.	N/A
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
SLEB PARTNERING SHEET	Every Bidder must fill out and submit a signed SLEB Partnering Information Sheet in the Bid Template, indicating their SLEB certification status.	N/A
3. ORGANIZATIONAL CAPACITY AND REFERENCE	<u>Supply Organizational Capacity and Reference in the original proposal only.</u>	
	<p>References Use the Bid 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>	N/A

Section	Instructions	Suggested Page Max.
	<p>Do not include ACBH staff as references. Provide a list of <u>six (6)</u> total references – three (3) current and three (3) former, please provide the following:</p> <ul style="list-style-type: none"> • Company Name • Reference Name • Address • Phone number • E-mail address • Services Provided/Date(s) of Service 	
<p>EXHIBIT D: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS</p>	<p>Indicate all of Bidder exceptions to the County’s requirements, conditions and specifications as stated within this RFP.</p>	<p>N/A</p>
<p>4. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY</p>	<p>Use the Bid Template to complete and submit a synopsis of the highlights and benefits of each proposal.</p>	<p>1</p>
<p>5. BIDDER MINIMUM QUALIFICATIONS AND SPECIFIC REQUIREMENTS</p>	<p>Use the Bid Template to describe and demonstrate how Bidder meets all of the criteria:</p> <ul style="list-style-type: none"> • Have positive youth development experience with diverse, including and beyond race and ethnicity, populations, for at least three of the past five years; • Have experience delivering services in school-based and/or community-based settings, including non-traditional schools (i.e., continuation schools), for at least three of the past five years; and • Be a nonprofit corporation or public entity, as required by SABG guidelines and demonstrated by a letter of tax exemption or other such documentation (include as Attachment 1). 	<p>2</p>

Section	Instructions	Suggested Page Max.
6. BIDDER EXPERIENCE, ABILITY AND PLAN	Use the Bid Template to complete and submit the information below.	N/A
	a. Describe, in detail, Bidder's Understanding of and Experience with the Priority Population Needs including:	(5)
	i. Bidder's understanding of the priority population, including: <ol style="list-style-type: none"> 1. Profile of the priority population, including specific population to benefit from proposed activities; 2. Issues, challenges, and risk factors faced by the priority population; and 3. Existing protective factors. 	2
	ii. Bidder's experience with the priority population, including: <ol style="list-style-type: none"> 1. Providing services to the priority population; 2. Developing and implementing strategies to address challenges faced by the priority population; 3. Developing and implementing strategies to enhance protective factors among the priority population; and 4. Designing strengths-based, culturally competent and responsive services. 	2
	iii. Bidder's understanding of and experience with: <ol style="list-style-type: none"> 1. Positive youth development programming and services. 	1
	b. Describe in detail, Bidder's Service Delivery Approach, including:	(5)
	i. Bidder's plan to deliver services, including: <ol style="list-style-type: none"> 1. Bidder's proposed CSAP-aligned activities; 2. Bidder's proposed outreach strategy; 3. Target population; 4. Service locations; 	3

Section	Instructions	Suggested Page Max.
	5. Number of youth to be served; 6. Rationale for above elements of service delivery plan, and how they inter-relate to create a comprehensive PPv service delivery plan.	
	ii. Bidder’s plan to incorporate the following elements into needs assessment and program development, implementation, and evaluation: <ol style="list-style-type: none"> 1. Youth voice and experience; 2. Positive youth development; 3. Cultural responsiveness and adherence to CLAS; 4. Data and evidence; 5. Strength-based service delivery and focus on the development and maintenance of protective factors; and 6. Flexibility and responsiveness to changing conditions in the lives of youth participants and in school and neighborhood communities. 	2
	c. Describe, in detail, Bidder’s Planned Staffing and Organizational Capacity, including:	(5)
	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, with tasks necessary to provide program services and how they will be assigned to staff; 2. Plan for hiring, training, supervising, and retaining staff. Include how staff will reflect the priority population and language profiles; 3. Plan for the hiring, managing, and inclusion of Youth Interns into services; and 4. Plan for supervision and oversight of proposed program components. 	2

Section	Instructions	Suggested Page Max.
	<p>ii. Management of Youth Interns and Peer Youth Advisors, including:</p> <ol style="list-style-type: none"> 1. Number, selection, and management of Peer Youth Advisors, including how these will be incorporated into service delivery; 2. Management of Peer Youth Advisor stipends, including any tax implications and grievances; 3. Compliance with California child labor laws; and 4. Support to youth workers in managing school and work schedules. 	1
	<p>iii. Bidder’s planned organizational infrastructure, including:</p> <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. 	2
	<p>d. Describe, in detail, Bidder’s experience in Forming Partnerships and Collaboration, including:</p>	(2)
	<ol style="list-style-type: none"> 1. Bidder’s experience partnering with other organizations, groups, and collaboratives; 2. Bidder’s plan to collaborate and strategize with other ACBH PPv providers; and 3. Bidder’s plan for building on existing partnerships and establishing new relationships. 	2
	<p>e. 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:</p>	(2)

Section	Instructions	Suggested Page Max.
	<ol style="list-style-type: none"> 1. 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; 2. Plan for reporting program outputs; and 3. Plan for working with ACBH to conduct annual evaluation. 	2
7. IMPLEMENTATION SCHEDULE AND PLAN	<ol style="list-style-type: none"> a. Bidder's Implementation Schedule and Plan with due dates around the following activities: <ol style="list-style-type: none"> 1. Staff hiring 2. Client identification 3. Service delivery b. Bidder's identification and strategies for mitigation of risks and barriers, which may adversely affect program implementation. 	2
8. COST	Budget and Budget Narrative	(2)
	Budget <ol style="list-style-type: none"> a. Cost-Coefficient – Bidder does not need to submit anything additional for this. b. Complete and submit one BUDGET WORKBOOK (saved in Excel). <ol style="list-style-type: none"> 1. See Budget Instructions tab. Complete and submit all worksheets in the Workbook. 	N/A
	<ol style="list-style-type: none"> 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 provide budget assumptions on key costs, including: <ol style="list-style-type: none"> 1. Required Staffing 2. Salaries and Benefits 	2

Section	Instructions	Suggested Page Max.
	<ol style="list-style-type: none">3. Youth Stipends4. Operating Expenses5. Administrative and/or Indirect Costs	

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 ACBH 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.

ACBH will hold five separate County Selection Committee (CSC)/Evaluation Panel for each geographic region. All bids under each region will be evaluated as separate processes.

As a result of this RFP, the County intends to award up to five 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 AND TABLE OF CONTENTS	Reviewed for completeness	Complete/Incomplete	Pass/Fail
2. EXHIBITS AND ATTACHMENTS	A. Bidder Information and Acceptance		
	SLEB Partnering Sheet		
	D. Exceptions, Clarifications and Amendments		
3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY			
4. BIDDER MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> • Have positive youth development experience with diverse, including and beyond race and ethnicity, populations, for at least three of the past five years; • Have experience delivering services in school-based and/or community-based settings, including non-traditional schools (i.e., 	<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>	

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	continuation schools), for at least three of the past five years; and <ul style="list-style-type: none"> • Be a nonprofit corporation or public entity, as required by SABG guidelines and demonstrated by a letter of tax exemption or other such documentation. 		

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
<p>5. ORGANIZATIONAL CAPACITY AND REFERENCES</p>	<p>ACBH will accept only non-ACBH references. ACBH 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; • Bidder's experience with positive youth development; • 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 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. 	<p>4</p>
<p>6. BIDDER EXPERIENCE, ABILITY AND PLAN</p>	<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 the Priority Population Needs.</i></p>		<p>(20) Section Subtotal</p>
<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"> • Profile of the priority population, including specific population to benefit from proposed activities; 	<p>6</p>

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> • Issues, challenges, and risk factors faced by the priority population; and • Existing protective factors? 	
	<p>ii. Experience with Priority Population</p>	How well does Bidder demonstrate experience working with the priority population including: <ul style="list-style-type: none"> • Providing services to the priority population; • Developing and implementing strategies to address challenges faced by the priority population; • Developing and implementing strategies to enhance protective factors among the priority population; and • Designing strengths-based, culturally competent and responsive services? 	6
	<p>iii. Understanding and Experience with Services</p>	How well does Bidder demonstrate experience with positive youth development programming and services?	8
	<p>b. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder’s response to following questions which will become the total score under the <i>Service Delivery Approach</i>.</p>		(18) Section Subtotal
	<p>i. Service Delivery to Clients</p>	How well-matched is Bidder’s plan to provide services, including: <ul style="list-style-type: none"> • Bidder’s proposed CSAP-aligned activities; • Bidder’s proposed outreach strategy; • Target population; • Service locations; • Number of youth to be served; 	10

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> Rationale for above elements of service delivery plan, and how they inter-relate to create a comprehensive PPV service delivery plan? 	
	<p>ii. Development of Services</p>	<p>How well-matched is Bidder's plan to incorporate the following elements into the needs assessment and program development, implementation, and evaluation:</p> <ul style="list-style-type: none"> Youth voice and experience; Positive youth development; Cultural responsiveness and adherence to CLAS; Data and evidence; Strength-based service delivery and focus on the development and maintenance of protective factors; and Flexibility and responsiveness to changing conditions in the lives of youth participants and in school and neighborhood communities? 	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 Capacity.</i></p>		(18) 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? How well do staff reflect the priority population and language profiles; • How appropriate is Bidder’s plan for the hiring, selection, and inclusion of Youth Interns into services; • How appropriate is Bidder’s plan for supervision and oversight of proposed program components? 	6
	<p>ii. Management of Youth Interns and Peer Youth Advisors</p>	<p>How well-matched is Bidder’s plan to manage Youth Interns and Peer Youth Advisors, including:</p> <ul style="list-style-type: none"> • Number, selection, and management of Peer Youth Advisors, including how these will be incorporated into service delivery; • Management of Peer Youth Advisor stipends, including any tax implications and grievances • Compliance with California child labor laws; and • Support to youth workers in managing school and work schedules? 	6

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p>iii. 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; and • How appropriate is Bidder’s training plan to ensure organization stays current on prevention strategies and topics? 	<p>6</p>
	<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>Forming Partnerships and Collaboration.</i></p>		<p>(6) Section subtotal</p>
	<p>i. Partnerships and Collaboration</p>	<ul style="list-style-type: none"> • How well does Bidder describe its experience partnering with other organization; • How well does Bidder describe its plan to collaborate and strategize with other PPv providers; and • How appropriate is Bidder’s plan for building on existing partnerships and establishing new relationships? 	<p>6</p>
	<p>e. 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>		<p>(4) Section subtotal</p>

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p>i. Track Data and Outcomes</p>	<ul style="list-style-type: none"> • How well does Bidder demonstrate experience with data collection and electronic data and/or tracking systems; • How appropriate is Bidder’s plan for tracking deliverables, client level data; and • How appropriate is Bidder’s plan to work with ACBH to conduct the annual evaluation? 	4
<p>7. IMPLEMENTATION SCHEDULE AND PLAN</p>	<p>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.</p>		(12)
	<p>i. Implementation Plan</p>	<ul style="list-style-type: none"> • How detailed and specific is Bidder’s response; and • How realistic does Bidder account for timeline to complete each specified milestone? Milestones include: <ul style="list-style-type: none"> ○ Staff hiring ○ Client identification ○ Service delivery 	6
	<p>ii. Identification and Strategies for Mitigation of Risks and Barriers</p>	<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; and • How creative and solution-oriented are Bidder’s strategies? 	6
<p>8. COST</p>	<p>The Evaluation Panel will review the Exhibit B-1 Budget Workbook and the Budget Narrative and assign a score based on how Bidder’s proposed program budget aligns with the requirements of the RFP which will become the total score under the Cost. The Cost-Coefficient is scored by applying the standard County formula.</p>		(8)

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	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"? 	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 a single or 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 ACBH 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 ACBH. 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 ACBH.

III. APPENDICES

A. GLOSSARY & ACRONYM LIST

Agreement	The formal contract between ACBHCS and Contractor.
ACBH	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.
CLAS	Culturally and Linguistically Appropriate Services
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.
CSAP	Center for Substance Abuse Prevention
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.
OIG	Office of the Inspector General
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.
PPv	Primary Prevention
PPSDS	Primary Prevention Substance Use Disorder Data Service
Positive Youth Development	An approach to working with youth that emphasizes building on youths' strengths and providing supports and opportunities that will help them achieve goals and transition to adulthood in a productive,

	healthy manner. (United States Office of Health and Human Services)
Proposal	Shall mean Bidder's response to this RFP; used interchangeably with bid.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda's request for proposal to provide the services being solicited herein; also referred herein as RFP.
Response	Shall refer to Bidder's proposal submitted in reply to RFP.
SABG	Federal Substance Abuse Prevention and Treatment Block Grant
SAMHSA	Substance Abuse and Mental Health Services
SLEB	Small Local Emerging Business
State	Refers to State of California, its departments and/or agencies.
SUD	Substance Use Disorder
Youth-Led	Programming that relies on youth to develop, plan, facilitate, and evaluate activities and strategies. Also

B. BID SUBMISSION CHECKLIST

BID SUBMISSION CHECKLIST

All of the 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 labeled.

1. Table of Contents

- 2. Bid Response:** Bidder may use the ACBH-issued Bid Response Template in MS Word but is not required to, as long as Bid Response is complete per this Bid Submission Checklist. If using the Bid Response Template, Bidders may delete questions prompts as desired. Proposal Narrative **must not** collectively exceed the maximum page limit of twenty-six (26). The suggested page maximum is provided after each prompt in parentheses.

Proposal Supporting Documentation

a) Bidder Information and Acceptance:

Bidders 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) SLEB Partnering Information Sheet:

Every Bidder must fill out and submit a signed SLEB Partnering Information Sheet in the Bid Response 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.

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) 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. THE COUNTY IS

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

Proposal Narrative (must not exceed twenty-six (26) pages)

e) Letter of Transmittal/Executive Summary:

Bidders should provide a synopsis of the highlights and benefits of their bid.

f) Bidder Minimum Qualifications:

Bidders must demonstrate how they meet all of the criteria.

g) Bidder Experience, Ability and Plan:

Bidders must respond to all questions in this section of the narrative proposal.

h) Implementation Schedule and Plan:

Bidders must respond to all questions in this section of the narrative proposal.

i) Budget Narrative:

Budget narrative must match Exhibit B-1 Budget.

3. Exhibit B-1: Budget:

Bidders must complete all tabs in the budget workbook.

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.

A complete Bid Response Packet must include:

- 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.
- Copies of Proposal:**
Five copies of the proposal. Copies must be unbound without a three-ring binder.
- 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 ACBH 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.
- ACBH 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 ACBH Director, or designee shall review and evaluate the protest and issue a written decision. The ACBH 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 ACBH 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 ACBH 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 ACBH Director's decision on the Bid Protest, and the protesting Bidder have the right to appeal if not satisfied with the ACBH 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 ACBH 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 ACBH 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/>).

<input type="checkbox"/> 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: _____
--

<input type="checkbox"/> BIDDER IS <u>NOT</u> 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: <input type="checkbox"/> Small / <input type="checkbox"/> 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"> 1. ADDITIONAL INSURED: All insurance required above with the exception of Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 2. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. 3. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. 4. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 5. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 6. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> – Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. – Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". 7. CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision. 	

F. EXHIBIT D: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

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

Bidder Name: _____

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

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

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

*Print additional pages as necessary

G. EXHIBIT E: CSAP CATEGORIES AND ACTIVITIES DEFINITIONS AND MATRIX

H. EXHIBIT F: ACBH STRATEGIC PREVENTION PLAN JULY 2019-JUNE 2024