

ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (ACBH)
REQUEST FOR PROPOSAL (RFP) 23-03
SPECIFICATIONS, TERMS & CONDITIONS
FOR
EARLY CHILDHOOD MENTAL HEALTH PREVENTION AND EARLY INTERVENTION

INFORMATIONAL MEETING/ BIDDERS' CONFERENCES

Date	Time	Location
Thursday September 28, 2023	2:00 pm – 3:30 pm	Microsoft Teams Meeting See page 20 of RFP for meeting details
Friday September 29, 2023	10:00 am – 11:30 am	

PROPOSALS DUE
by 2:00 pm on Thursday October 26, 2023
to
ACBH Procurement
Email: procurement@acgov.org

Proposals received after this date/time will NOT be accepted

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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 early childhood mental health (ECMH) early intervention services for children living in Alameda County, from birth up to their eighth birthday, and their family/caregivers. The term family/caregivers, or families/caregivers, shall be defined broadly for the purposes of this RFP and shall encompass parents, including teen parents, grandparents and/or other appointed guardians and/or other significant caregivers in the young child's life. Program services and supports shall focus on supporting the wellbeing of the child by engaging family/caregivers, with the goal of preventing serious mental, emotional, and developmental challenges, through outpatient support services.

ACBH intends to award one contract to the Bidder selected as the most responsible bidder whose response conforms to the Request for Proposal (RFP) and meets the County requirements.

At this time, ACBH has allocated \$700,000 per contract year for this ongoing program through Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI). Medi-Cal billable services, through Medi-Cal Administrative Activities (MAA) and potentially Specialty Mental Health Services (SMHS), will be leveraged as available and appropriate. The contract that results from this RFP process will be prorated for the first fiscal year at the contract start date. Program reimbursement will be based on actual cost.

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.

ACBH does not discriminate against particular Bidders that serve high-risk populations or specialize in conditions that require costly treatment. Further, the County does not discriminate in the selection, reimbursement, or indemnification of any provider who is acting

within the scope of his or her license or certification under applicable state law, solely on the basis of that license or certification.¹

B. BACKGROUND

According to the Centers for Disease Control (CDC) Data and Statistics on Children’s Mental Health, one in six children aged two to eight, has a mental, behavioral, or developmental disorder.² From 2016 to 2019, the CDC found the following:

- Among children aged two to eight, boys were more likely than girls to have mental, behavioral, or developmental disorder.
- Among children living below 100% of the federal poverty level, more than one in five (22%) had a mental, behavioral, or developmental disorder.
- Age and poverty level affected the likelihood of children receiving treatment for anxiety, depression, or behavior problems.

In 2004, California voters passed Proposition 63, known as Mental Health Services Act (MHSA). MHSA is funded by a one percent tax on personal incomes above one million dollars and is designed to expand and transform California’s mental health system. The Prevention and Early Intervention (PEI) funding stream, one of five major components of MHSA, funds programs designed to prevent mental illnesses from becoming severe and disabling, with an emphasis on improving timely access to services for underserved and unserved populations.

In March 2023, ACBH MHSA Division conducted a needs assessment that included stakeholder listening sessions and public comments, with the goal of developing the MHSA Alameda County Fiscal Year 2023-2026 Three-Year Program and Expenditure Plan.³ Through this process, stakeholders identified Early Childhood Mental Health (ECMH) Outreach and Consultation services as a priority for Alameda County.

Moreover, Mental Health Services Oversight and Accountability Commission (MHSOAC) Information Notice #23-001⁴ establishes PEI priorities, which include the following:

- Childhood trauma prevention and early intervention to address the early origins of mental health needs.
- Culturally competent and linguistically appropriate prevention and intervention, including community-defined evidence practices (CDEPs).

¹ In compliance with 42 CFR § 438.214 as a Prepaid Inpatient Health Plan (PIHP).

² <https://www.cdc.gov/childrensmentalhealth/data.html>

³ https://acmhsa.org/wp-content/uploads/2023/03/MHSA2024Plan_02.pdf

⁴ <https://mhsoac.ca.gov/wp-content/uploads/MHSAOC-Information-Notice-23-001-PEI-priorities.pdf>

Research on child development shows that the foundation of healthy mental health starts in the early stages of a child's life. These earliest experiences include a child's relationship with their parents, caregivers, relatives, teachers, and peers, and shape the developing brain. Disruptions in this development process can impair the child's capacity to learn and relate to others, with lifelong implications impacting their quality of life.

Access to PEI services for young children and their families can make a significant difference in preventing long-term mental health challenges. The ECMH services provided through this program aim to expand this access for Alameda County children.

C. SCOPE/PURPOSE

Early Childhood Mental Health (ECMH) is a relationship-based approach to early childhood preventive mental health. ECMH services promote the wellness of young children through developing the capacity of the child, from birth up to their eighth birthday, to form close and secure adult and peer relationships; to experience, manage, and express the full range of emotions; to explore their environment; and to learn in all contexts of the family/caregiver, community, and culture. ECMH provides a developmental foundation and helps prevent or mitigate mental health challenges, while building the capacity of young children and their adult caregivers to promote healthy social and emotional development that prepares young children to thrive at home and beyond.

This program is designed to provide early intervention support services, including:

- Outreach, consultation, and education,
- Case management/brokerage, and
- Mental health and other appropriate referrals.

ECMH services are community-based outpatient mental health services and supports designed to identify the early signs of potential mental illnesses and prevent them from becoming severe and disabling. ECMH services are provided in close collaboration with parents/caregivers and other significant adults in the child's life. Early intervention may include engaging and providing parents/caretakers with consultation on the foundation of children's social and emotional development, and linking to appropriate services and resources.

- ECMH services may interface across systems, such as schools, child care centers, early learning centers, and Parks and Recreation Departments.
- ECMH service can target the child, with the family/caregiver and child together, or target the whole family.
- ECMH early intervention services through this RFP will be provided for a minimum of six months, and shall not exceed eighteen months without prior written approval from by ACBH.

The overarching goals of this program is to prevent or mitigate the impact of mental illness and to make referrals and linkages to other programs, depending on the needs of the children and families. Specifically, the program should be designed to accomplish the following goals:

- Increase child's social-emotional skills;
- Increase child's bond with their parents and caregivers;
- Improve child's behavior at home and other settings;
- Increase parents' and caregivers' behavioral health literacy and help-seeking behavior;
- Reduce the negative impacts that mental health challenges can have on a child's well-being;
- Reduce stigma associated with mental illness and seeking help;
- Increase access to culturally responsive and strength-based, mental health services;
- Build individual, community and organizational capacity, knowledge, and skills that contribute to the prevention of mental health disorders;
- Prevent mental health issues from becoming severe and disabling; and
- Increase timely access to related information, services, and support.

Clients must be between birth and their eighth birthday and have or be eligible for Full-Scope Medi-Cal. In certain limited instances, ACBH may approve services for children age eight or older. The parent/caregiver must be actively engaged in the services, upon the initial screening by the selected provider. The engagement of the parent/ caregiver during services is a requirement, and critical to the success of the program. The selected provider, therefore, must consider the parent/caregiver as part of the scope of services, and refer them to services, including mental health and/or substance use disorder services, as determined appropriate.

Clients shall be referred through various health, education, community, and social service agencies such as pediatricians, nurses, social workers, community agencies, community health clinics, Early Head Start programs, schools, public health workers, day care programs, intra-agency programs, family/caregivers, other family members, teachers, family resource centers, community-based organizations, places of worship, shelters, and/or other public entities.

While physical location of the program may be located in one or more areas, the services shall be available to individuals living in all areas of Alameda County, wherever there are children and families that may benefit from the program.

D. BIDDER MINIMUM QUALIFICATIONS

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

- Have at least one year of experience providing services to the priority population within the past five years; and
- Have at least five years of experience providing early childhood, children and/or youth services.

Bidders are eligible to participate in the RFP process if they meet the Bidder Minimum Qualifications. Please note, ACBH will disqualify proposals that:

- Do not demonstrate that Bidder meets the specified Bidder Minimum Qualifications
- Exceed the contract maximum amount
- Are unreasonable and/or unrealistic in terms of budget, as solely determined by ACBH

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 early intervention support services including:
 - Outreach, consultation, and education
 - Case management/brokerage
 - Mental health and other appropriate referrals
- Work with ACBH to evaluate feasibility of delivering SMHS;
- Deliver program services in a combination of field and office-based settings;
- Manage and retain qualified and diverse program team;
- Provide services that follow MHSA Early Intervention components including but not limited to community-defined evidence practices (CDEPs);
- Conduct ongoing monitoring to ensure that staff who are providing clinical guidance/oversite have a valid license with no restrictions;
- Plan and implement continuous training and quality improvement on cultural and linguistic responsiveness;
- Promote cultural competence and multi-culturalism using Culturally and Linguistically Appropriate Services (CLAS),⁵ which includes tracking and reporting to ACBH any trainings or activities that meet the CLAS requirements;
- Conduct data entry in a timely manner, as instructed, using the County's electronic information management and claiming system;
- Complete trainings required to access and input data into County's electronic information management and claiming system;
- Complete other trainings as required or requested by the County;
- Maintain compliance with MHSA data and evaluation regulations and reporting;
- Submit an attestation confirming employee validation against Office of the Inspector General (OIG) and Other Exclusion Lists;

⁵ <https://www.thinkculturalhealth.hhs.gov/pdfs/EnhancedNationalCLASStandards.pdf>

- Submit a Medi-Cal Administrative Activities (MAA) Claim Plan. Once approved, the program shall maximize earning potential available through MAA, while following all State and Federal Regulations and Requirements.
<https://www.dhcs.ca.gov/services/Documents/MH-MAA-Implementation-Plan-Revised-7.1.21.pdf>
 - Complete required ACBH MAA trainings;
 - Program staff are required to report their time using Individual Staff Log (ISL), to use proper procedure codes and to submit their ISL monthly;
 - Awarded Contractor without MAA billing experience are expected to bill MAA within six to eight months of contract start date, after completing required MAA trainings.

F. BIDDER EXPERIENCE, ABILITY AND PLAN

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

The priority population for this program is children from birth up to their eighth birthday⁶ and their families, parents (including teen parents), caregivers, and/or other significant individuals who are part of the natural supports in the child’s life. This ECMH program is designed to serve families in Alameda County who have or are eligible for Full-Scope Medi-Cal.

During fiscal year (FY) 2021-2022, ACBH provided SMHS to 1,697 Medi-Cal eligible young children. ACBH also provided mental health services to an additional 56 young children who were uninsured. These youth and families live throughout Alameda County; over half of the services were delivered to children living in North County, as demonstrated in the below chart.

County Region	Number of Children Served	Percentage of Total
North County ⁷	941	55
Central County ⁸	500	29
South County ⁹	180	11
East County ¹⁰	70	4
Out of County	3	<1
Unknown	3	<1
TOTAL	1,697	

ACBH seeks proposals that demonstrate a clear understanding of the priority population and ECMH as it pertains to the priority population. Bidders must demonstrate the ability to recognize early signs of developmental delays, mental health disorders/behaviors, and substance use disorders. In their proposals, Bidders shall demonstrate experience with

⁶ In certain instances, children and young adults up to age 21 will be considered for services.

⁷ Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont

⁸ Unincorporated areas of Ashland, Castro Valley, Cherryland and cities of Hayward, San Leandro and San Lorenzo

⁹ Fremont, Newark, and Union City

¹⁰ Dublin, Livermore, Pleasanton, and Sunol

implementing similar programs with the priority population, including providing care coordination and continuity of care plans.

Bidders shall demonstrate knowledge, experience and understanding of the protective factors, needs, issues and challenges faced by the priority population as well as demonstrate experience in identifying and implementing concrete strategies for supporting clients. Services and supports shall be culturally and linguistically appropriate. The awarded Contractor shall have the cultural responsiveness required to successfully serve the priority populations. This cultural responsiveness spans not just race/ethnicity and language capacity, but should include an understanding of and ability to reflect the shared experience of clients, their families, and support systems; existing and emerging community strengths; and the unique experiences of community members relating to historical contexts, gender and sexual orientation and expression, race, age, trauma exposure, immigration experience, acculturation, mental health status, socioeconomic status, and other risk and protective factors.

2. Service Delivery Approach

This program is designed to provide early intervention support services, such as outreach and education, and SMHS to children birth up to their eighth birthday and their families/caregivers. Program services are based on the MHSA Early Intervention model and/or community-defined evidence-based practices designed to transfer the knowledge and skills of the service provider to the community using appropriate strategies that empower and engage the child, youth, and family/caregiver in decisions and actions toward their own wellness.

The awarded Contractor will provide early intervention support services, which include outreach, consultation, education, case management/brokerage, and referrals. The program may include community defined practices that focus on reducing disparities for the unserved, underserved, and inappropriately served racial, ethnic, and cultural communities. In keeping with ACBH's commitment to understanding community needs and easing burdens around barriers to care, Bidders should propose a program design that keeps accessibility and equity in mind.

Bidder shall conduct targeted outreach to promote services within the community, in all areas of Alameda County, to ensure that at least 75 percent of the individuals receiving services are from diverse communities in Alameda County. Bidder shall specify in their proposal in which regions of Alameda County (North, South, East, or Central) services will be located, with rationale.

Clients shall be referred through various public entities as listed under Section C. Scope/Purpose.

The ECMH program is designed to initially function as an early intervention program, which is not treatment and does not require a treatment plan. A discharge plan is not required but a continuation of care plan is encouraged, such as documentation on whether

client and/or family/caregiver have successfully connected to ongoing mental health services. The awarded Contractor will work with ACBH to explore feasibility of billing some services to SMHS, and to implement SMHS billing as requested and coordinated with ACBH.

Bidder shall demonstrate ability to transition clients to ongoing clinical services. Clients should expect to engage in the program for a minimum of six months.

Outreach refers to the process of engaging, encouraging, and educating members of the priority population and the larger community about ways to recognize and respond effectively to early signs of potentially severe and disabling mental illness. Education, which shall include psycho-education, and consultation will focus on reducing risk factors for developing a potentially serious mental illness and building protective factors. These and other early intervention outpatient support services may occur simultaneously or separately, and may include:

- Community events;
- Psycho-educational workshops and drop-in mutual support groups that address individual and family mental health as well as various wellness topics, and that present common responses to life stressors as conditions that can be ameliorated through mental health services;
- Outreach and education activities in community settings such as childcare settings, schools, community centers, and faith-based organizations;
- Referral and positive linkage to appropriate mental health services;
- Early intervention visits, to deliver outreach and education to hard-to-reach segments of the unserved and underserved community, for example, home visits to reach isolated individuals and family members; and
- Active and continuous promotion of services in various bilingual resource guides, newsletters and social media platforms, etc., within community and County mental health organizations for access by community members.

The awarded Contractor shall provide and track referrals and linkages to mental health treatment services and follow up with clients to ensure positive linkage to additional services.

Bidders will propose their strategies for program services. Bidders will be evaluated based on their description of program services, including how well-chosen practices meet the identified needs of the priority population and their experience in implementing such practices. Bidders shall propose the locations and/or general areas where services will be provided and provide rationale, including availability of and accessibility to public transit options and other transportation supports. Bidders shall provide clear and specific rationale for any request/plan to utilize a subcontractor to deliver services. All requests require approval by ACBH.

The awarded Contractor shall maintain the following minimum hours of operations:

- Monday through Friday, 9:00 a.m. to 5:00 p.m.

The awarded Contractor may hold meetings/activities on evenings or weekends outside of the regular hours of operation, as benefits the program goals.

In their proposals, Bidders shall address at least three of the identified Program Goals:

- Increase in children and youth social-emotional competence;
- Increase the capacity of children and youth bond with their parents and caregivers;
- Improvements in children and youth challenging behavior at home and other settings;
- Increase parents/caregivers/significant adults behavioral health literacy and/or recognize the early signs of mental health needs including help seeking behavior;
- Build parents parental resiliency;
- Increase parents/caregivers/significant adults' knowledge of parenting and child development;
- Reduce the negative impacts that mental health challenges can have on children and youth wellbeing;
- Reduce stigma including self-stigma and discrimination associated with mental illness and seeking help;
- Increase access to culturally responsive/competent, strength-based services, which may include community-defined evidenced practices (CDEPs);
- Build individual, community and organizational capacity, knowledge, and skills that contribute to the early intervention of mental health disorders;
- Prevent mental health issues from becoming severe and disabling;
- Increase timely access to related information, services, and support;
- Increase collaboration with community stakeholders and organizations to serve the identified childhood communities.

Bidders may propose a subcontractor and client supportive expenditures to support program activities.

3. *Planned Staffing and Organizational Capacity*

This program shall utilize a multidisciplinary staff to provide the specified services. Bidders shall include a staffing structure that is well matched to program services and goals. At a minimum, the Bidder's staffing structure shall include the following:

- **0.50 Full-Time Equivalent (FTE) Program Manager**
The Program Manager will oversee the program and ensure it is delivered per the specifications of this RFP and the bid response. Bidder may propose additional responsibilities for the Program Manager as appropriate.
- **1.0 FTE Mental Health Specialist (MHS)**
The MHS may be a Licensed Practitioner of the Healing Arts (LPHA), unlicensed LPHA, or graduate trainee/student. If an MHS is unlicensed or graduate trainee/student, Bidder shall allocate 0.10 FTE of a licensed LPHA to sign off on preventive counseling services and provide clinical oversight and support. The MHS will assess individual and family needs, provide early intervention counseling services,

make appropriate cross-system referrals as needed and support clients through the referral process to ensure successful linkages to resources and services.

- **1.50 FTE Outreach Workers** (each individual staff cannot be less than 0.50 FTE)
The Outreach Workers will provide outreach and engagement, education, screening and referral services. The Outreach Workers will work with the MHS to create personalized wellness plans that include community-defined healing practices and other cultural aspects, as well as follow up with individuals to prevent escalations to mental health crises. They will work with the MHS to identify signs and symptoms of mental health crisis, provide referrals, and support clients through the referral process to ensure positive linkage to resources and service. The Outreach Workers shall identify as someone with lived experience as a parent or caregiver supporting a child within the priority population, or shall have extensive knowledge and/or experience working with the priority population.
- **0.50 FTE Data Clerk**
The Data Clerk will collect data, conduct data entry, and provide data management and reporting as required through the ACBH-designated data system.

Bidders may propose additional/alternative staffing, which may include the following positions:

- Caseworker
- Community Health Worker
- Community Care Coordinator
- Family Navigator
- Health Education Counselor
- Health Navigator
- Clinical Staff (Therapist, Psychologist, Psychiatrist)
- Peer Support Specialist

The program shall have the capacity to serve children, youth and families whose primary language is not English. Bidder shall attempt where possible to have program staff who are proficient in languages spoken by the priority population and culturally responsive to the needs of the communities that are being served. Bidder must meet Alameda County threshold languages requirements either through utilizing ACBH's contracted interpreter services or through program staff.

Bidders shall demonstrate how their current and planned organizational infrastructure will successfully implement the required activities. While not a requirement of the program,

4. Forming Partnerships and Collaboration

In order to meet the needs of the priority population and to promote and increase access to the County's mental health support systems, Bidders must strengthen linkages across services and programs. The awarded Contractor is expected to collaborate with other County efforts, including but not limited to:

- School-Based Mental Health Consultation;
- School-Based Mental Health Access and Linkage;

- Early Childhood Mental Health (ECMH) Outreach and Consultation and treatment programs;
- Alameda County Stigma and Discrimination Reduction Campaign, Everyone Counts Campaign;
- Family Education Resource Center (FERC);
- Alameda County's Health Equity Division, including Offices of Consumer and Family Member Support;
- Wellness Centers;
- Peers Envisioning and Engaging in Recovery Services (PEERS);
- Co-Occurring Conditions Initiative;
- Peers Organizing Community Change; and
- Health and Human Resource Education Center (HHREC).

The awarded Contractor shall also establish relationships and collaborate with referring agencies (see Section C. Scope/Purpose for list).

Clients in the priority population are often served by multiple systems and may have multiple service coordinators. The awarded Contractor will strengthen existing or establish new, strong collaborative relationships with the many agencies to which clients may be referred. Bidders will propose their plan for building on existing partnerships and establishing new relationships to meet client needs. Bidders shall demonstrate how they will coordinate and collaborate across service systems, with a goal to complete successful referral and linkages, maintain ongoing coordination and minimize redundancy.

5. Ability to Track Data

The awarded Contractor shall track data and outcomes for the purpose of reporting and for continuous quality improvement of services. The awarded Contractor shall reasonably propose and must provide a minimum of the following services:

- Annual community events;
- Annual support groups;
- Annual educational workshops;
- Monthly psycho-education groups;
- Annual mental health referrals and successful client linkages;

At least 66% of those clients and/or their family/caregivers who receive referrals will successfully link with at least one of the services to which they are referred. The awarded Contractor shall track any mental health referrals and report this information as requested by ACBH.

Bidders shall propose their annual caseload, with a clear rationale, based on the program goals and staffing model.

Bidder shall propose the annual number of early intervention visits to be provided to individuals and families, including the number of those proposed to be provided via home

visits. Early intervention visits may take place in field-based and/or office-based settings, this may also include home visits as appropriate. Bidder shall provide rationale for their proposed number of home and early intervention visits.

Bidder shall also work with ACBH to coordinate key informant interviews and focus groups with program clients. Bidder shall work with ACBH to determine appropriate metrics for evaluation and to implement programmatic improvements.

Semi-Annual

Bidder shall submit a Semi-Annual Program Narrative Report that describe Bidder's progress in achieving the Contract Deliverables and Requirements. Bidder shall also submit a MHSA PEI Data Report on an ACBH-provided template and/or into ACBH's billing system as required.

Annual Report

Bidder shall submit an Annual MHSA PEI Evaluation Report on an ACBH approved template that collects client perception of service quality, impact on client's behavioral health outcomes, and other programmatic successes and challenges. The awarded Contractor shall administer ACBH's participant satisfaction surveys annually as directed by MHSA.

Contractor shall provide services toward achieving the following quality measures.

Quality Measures	Quality Objective
Measure #1: Percent of clients and/or their families/caregivers referred to mental health treatment who are successfully connected to mental health treatment services.	66%
Measure #2: Percent of families/caregivers who report adequate understanding of how-to best support childhood social-emotional development as evidenced by post education, group, or training survey.	66%
Measure #3: Percent of clients and/or their families/caregivers who were successfully connected to ongoing supportive services, including Parenting Groups, Father Groups, Special Needs Support Group, Wellness programs.	66%

Upon contract award, Bidder shall work with ACBH to develop Process and Performance Objective measures. ACBH reserves the right to determine and evaluate program measures and outcomes and to work with the awarded Contractor to alter their program and outcome measures in subsequent years. ACBH may support the awarded Contractor in tracking the outcomes data; however, the awarded Contractor is expected to meet the above objectives. Bidders may propose additional benchmarks for outcomes and provide rationale for proposed benchmarks.

Bidders will be evaluated based on their plan for meeting program outcomes as well as their ability to track progress of young children and families/caregivers served by this program.

II. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTACTS

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

The ACBH website <https://www.acbhcs.org/providers/network/rfp.htm> and the General Services Agency (GSA) website <https://gsa.acgov.org/do-business-with-us/contracting-opportunities/> 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 County Selection Committee (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:

ACBH Procurement
1900 Embarcadero Cove, Suite 205
Oakland, CA 94606
Email: procurement@acgov.org

B. CALENDAR OF EVENTS

Event	Date/Location	
Request for Proposals (RFP) Issued	Wednesday, September 13, 2023	
Bidder's Questions Due	Written 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	Thursday September 28, 2023 2:00 pm – 3:30 pm	<p>Join via internet Click here to join the meeting Meeting ID: 222 526 285 367 Passcode: aRUzke</p> <p>Join via phone +1 415-915-3950, 47581482# (888) 715-8170, 47581482# Phone Conference ID: 475 814 82#</p>
2 nd Bidders' Conference	Friday September 29, 2023 10:00 am – 11:30 am	<p>Join via internet Click here to join the meeting Meeting ID: 293 943 677 80 Passcode: ikRWQP</p> <p>Join via phone +1 415-915-3950, 64641837# (888) 715-8170, 64641837# Phone Conference ID: 646 418 37#</p>
Addendum Issued	Monday, October 9, 2023	
Proposals Due	Thursday, October 26, 2023	
Review/Evaluation Period	October 26 – December 7, 2023	
Oral Interviews (as needed)	Thursday, December 7, 2023	
Award Recommendation Letters Issued	Thursday, December 14, 2023	
Board Consideration Award Date	March 2024	
Contract Start Date	April 1, 2024	

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 at the time of bid submission in order to be considered for contract award. Bidders must be SLEB-certified or Local-certified at the time of bid submission in order to receive SLEB and/or Local preference points. These requirements can be found online at:

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

For purposes of this proposal, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Codes: 621330, 621420, 624190, 624410.

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.

The County also encourages participation by minority and women-owned businesses, although preference points are not awarded for these types of businesses.

D. BIDDERS' CONFERENCES

ACBH strongly recommends that Bidders thoroughly read the RFP, and submit any initial questions in writing to the specified RFP contact, 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 received by ACBH **no later than 2:00 pm on the due date specified on the RFP cover and Calendar of Events in this RFP**. ACBH cannot accept late proposals.

ACBH shall only accept proposals at the email 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 email address cannot be considered and shall be returned to the Bidder unread/unopened.

All proposals 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. A single PDF copy of the proposal. Proposal is to be clearly marked on the cover and;
 - b. An electronic Excel copy of the completed Budget Worksheet.

Bidders shall ensure that proposals are:

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

3. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of proposal.
4. Submitted proposals shall be valid for a minimum period of eighteen months.
5. All costs required for the preparation and submission of a proposal shall be borne by Bidder.
6. 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.).

7. 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 emailed 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.
8. 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.
9. 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.
10. 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.
11. As applicable, 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.
12. 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).

13. 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 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 20**. 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's sole discretion.

Table 1
The proposal sections, instructions and page maximums are contained in Table 1. **Proposal shall not exceed 20 pages excluding Exhibits and Attachments.** Bidders may use the Bid Response Template to submit their response.

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. SIGNED STATEMENTS: <ul style="list-style-type: none"> • Exhibit A: Bidder Information and Acceptance • SLEB Partnering Sheet • OIG Attestation • Exhibit B: Exceptions, Clarifications, Amendments 	Review, complete, and submit the requested forms with your bid.	N/A
3. ORGANIZATIONAL CAPACITY AND REFERENCE	a. Debarment and Suspension Bidders, its principal and named subcontractors must not be identified on the list of Federally debarred, suspended or other excluded parties located at the following databases: <ul style="list-style-type: none"> • NPES • OIG/LEIE database • SAM/EPLS data base • Medi-Cal and S&I database • Social Security Death Master File 	
	b. References Provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contact information for all references provided is current and valid. Bidders are	N/A

Section	Instructions	Suggested Page Max.
	<p>strongly encouraged to notify all references that the County may be contacting them to obtain a reference.</p> <p>The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.</p> <p>Do not include 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>4. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY</p>	<p>Complete and submit a synopsis of the highlights and benefits of each proposal.</p>	<p>1</p>
<p>5. BIDDER MINIMUM QUALIFICATIONS</p>	<p>Describe and demonstrate how Bidder meets all of the criteria</p> <ol style="list-style-type: none"> 1. Have at least one year of experience providing services to the priority population within the last five years; 2. Have at least five years of experience providing early childhood, children, and youth services. 	<p>2</p>

Section	Instructions	Suggested Page Max.
<p>6. BIDDER EXPERIENCE, ABILITY AND PLAN</p>	<p>Describe, in detail, Bidder’s <i>Clinical Understanding of and Experience with the Priority Population Needs</i>, including:</p>	<p>(3)</p>
	<p>i. Bidder’s understanding of the priority population, including:</p> <ol style="list-style-type: none"> 1. Needs, risk factors, and strengths; 2. Developmental and age-related issues; and 3. Any challenges with engagement. 	<p>1</p>
	<p>ii. Bidder’s experience working with the priority population, including:</p> <ol style="list-style-type: none"> 1. Providing services to the priority population; 2. Developing and implementing successful strategies to engage the priority population; and 3. Working with families/caregivers to identify, understand and address early signs of mental health disorders/behaviors and substance use disorders. 	<p>2</p>
	<p>Describe in detail, Bidder’s <i>Service Delivery Approach</i>, including:</p>	<p>(4)</p>
	<p>i. Bidder’s plan to deliver services to clients, including:</p> <ol style="list-style-type: none"> 1. Program plan and strategies; 2. Any community-defined practices that may be incorporated into the program plan, with rationale; 3. Program location(s) and hours, and rationale; 4. Which of the three (or more) Program Goals Bidder’s program plan will focus on, with rationale; and 5. If proposing a subcontractor for program services, rationale and plan to work with subcontractor 	<p>4</p>

Section	Instructions	Suggested Page Max.
	Describe, in detail, Bidder's <i>Planned Staffing and Organizational Capacity</i> , including:	(4)
	<p>i. Roles and responsibilities of program staff, including:</p> <ol style="list-style-type: none"> 1. Plan for program staffing including staff positions, staff education and/or experience, language capacity, roles, responsibilities, and supervision structure. Include tasks necessary to provide program services and how they will be assigned to staff; 2. Plan for hiring, training, supervising, and retaining staff. Include how staff will reflect the priority population and respond to families/caregivers with various language profiles; and 3. Plan for supervision and oversight of proposed program components. 	2
	<p>ii. 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, as demonstrated by Attachment 1 Organizational Chart; and 2. Demonstrate an initial ability to understand the requirements of Medi-Cal billing. 	2
	Describe, in detail, Bidder's experience in <i>Forming Partnerships and Collaboration</i> , including:	(1)
	<ol style="list-style-type: none"> i. Experience and/or plan to collaborate with other County mental health support systems and referring agencies as referenced in this RFP; and ii. How the proposed partnerships and collaborations will support program goals. 	1

Section	Instructions	Suggested Page Max.
	<p>Describe, in detail, <i>Bidder's Experience and Plan to Track Data and Outcomes</i>, including Bidder's plan for collecting data specified in this RFP and tracking outcomes for quality improvement, including:</p> <ol style="list-style-type: none"> i. Proposed annual caseload, and early intervention visits to be conducted in homes versus other field-based locations, with rationale. ii. Experience with data collection, tracking, and reporting including data tracking tools or systems. Include examples of how data and outcomes information has been used for quality and performance improvement; and iii. Plan for monitoring program measures and outcomes. If Bidder is proposing additional benchmark measures from those included in RFP, provide these and a brief description of the rationale and strategy to collect supporting data. 	<p>(2)</p> <p>2</p>
<p>7. IMPLEMENTATION SCHEDULE AND PLAN</p>	<ol style="list-style-type: none"> a. Bidder's Implementation Schedule and Plan with due dates around the following activities: <ul style="list-style-type: none"> • Recruiting/hiring • Establishment of relationships with collaborative entities • Provision of program services b. Bidder's identification and strategies for mitigation of risks and barriers, which may adversely affect program implementation. 	<p>(2)</p>
<p>8. COST</p>	<p>Budget and Budget Narrative</p> <p>Budget</p> <ol style="list-style-type: none"> a. Cost Coefficient: Bidder does not need to submit any information for the cost coefficient. b. Complete and submit one BUDGET WORKBOOK (saved in Excel). See Budget Instructions tab. 	<p>(1)</p> <p>N/A</p>

Section	Instructions	Suggested Page Max.
	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.	1
9. ATTACHMENTS	Attachment 1 Organizational Chart	N/A

G. EVALUATION CRITERIA/SELECTION COMMITTEE

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

All contact during the evaluation phase shall be through the 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.

As a result of this RFP, the County intends to award up to one contract to the responsible Bidder 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. SIGNED STATEMENTS: <ul style="list-style-type: none"> • Exhibit A: Bidder Information and Acceptance • SLEB Partnering Sheet • OIG Attestation • Exhibit B: Exceptions, Clarifications and Amendments 			
3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY			
4. BIDDER MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> • Have at least one year of experience providing services to the priority population within the last five years; • Have at least five years of experience providing early childhood, children, and youth services. 	Meets/Does Not Meet Minimum Qualification 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.	

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
<p>5. ORGANIZATIONAL CAPACITY AND REFERENCES</p>	<p>a. Debarment and Suspension</p>	<p>To be considered for contract award, the Bidder and its principal may not be identified on the list of Federally debarred, suspended or other excluded parties located in the following databases:</p> <ul style="list-style-type: none"> • https://www.sam.gov/portal/SAM/#1 • https://exclusions.oig.hhs.gov/ • https://files.medical.ca.gov/pubsdoco/Sandllanding.aspx • https://dmf.ntis.gov/ • https://npiregistry.cms.hhs.gov/ 	<p>Pass/Fail</p>
	<p>b. 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; • Areas in which Bidder did well and areas in which bidder could have improved (if applicable); • Communication and responsiveness, reporting and invoicing, training, customer service, compliance with program, legal, and/or funding requirements, documentation and reliability on a scale of one to five; • Whether the project was completed on time and on budget; • Capacity and ability to meet program or contract deliverables; • Understanding of the project and need; • References' overall satisfaction with Bidder; • References' comfort with recommending the Bidder to Alameda County; • Whether Bidder would be used again by Reference; and • Any other information that would assist in Alameda County's work with the Bidder. 	<p>5</p>

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
6. BIDDER EXPERIENCE, ABILITY AND PLAN	a.	The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the <i>Understanding of the Priority Population Needs.</i>	(8) Section Subtotal
	i. Understanding of the Priority Population	How well does Bidder demonstrate understanding of the priority population including: <ul style="list-style-type: none"> Needs, risk factors, and strengths; Developmental and age-related issues; and Any challenges with engagement. 	8
	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>Experience with the Priority Population.</i>	(9)
	ii. Experience with Priority Population	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 successful strategies to engage the priority population; and Working with families/caregivers to identify, understand and address early signs of mental health disorders/behaviors and substance use disorders. 	9
	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>Service Delivery Approach.</i>	(11) Section Subtotal
	i. Service Delivery to Clients	How well-matched is Bidder's plan to provide services, including: <ul style="list-style-type: none"> Program plan and strategies; Any community-defined practices that may be incorporated into the program plan, with rationale; Program location(s) and hours, and rationale; 	11

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
		<ul style="list-style-type: none"> Which of the three (or more) Program Goals Bidder's program plan will focus on, with rationale; and If proposing a subcontractor for program services, rationale and plan to work with subcontractor 	
	<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 the <i>Planned Staffing and Organizational Capacity.</i></p>		<p>(27) Section subtotal</p>
	<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 families'/caregivers' language profiles? How appropriate is Bidder's plan for supervision and oversight of proposed program components? 	<p>9</p>

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p>ii. Capacity and Organizational Infrastructure</p>	<p>How well does Bidder describe its organizational infrastructure, and how well-matched to the proposed services is this infrastructure, including:</p> <ul style="list-style-type: none"> • How well does Bidder describe how program services will be integrated into Bidder’s existing organizational structure and services? • Organizational chart • How well does Bidder demonstrate an initial ability to understand requirements of Medi-Cal billing? 	9
	<p>iii. Forming Partnerships and Collaboration</p>	<p>How well does Bidder describe its experience in forming partnerships and collaboration?</p> <ul style="list-style-type: none"> • Experience and/or plan to collaborate with other County mental health support systems and referring agencies as referenced in this RFP; and • How the proposed partnerships and collaborations will support program goals. 	9
	<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 Tracking Data and Outcomes.</p>		(8) Section subtotal
	<p>i. Track Data and Outcomes</p>	<ul style="list-style-type: none"> • How appropriate is Bidder’s proposed annual case load? • How appropriate is Bidder’s rationale for early intervention services in home and other field-based locations? • How well does Bidder demonstrate experience with data collection, tracking, and reporting, including data tracking tools or systems? • How appropriate is Bidder’s plan/rationale for monitoring program measures and outcomes, and proposed additional benchmark measures and outcomes, if applicable? 	8

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
7. IMPLEMENTATION SCHEDULE AND PLAN	The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under Implementation Plan and Schedule.		(12)
	i. Implementation Plan	<ul style="list-style-type: none"> • How detailed and specific is Bidder's response? • How realistic does Bidder account for timeline to complete each specified milestone? Milestones include: <ul style="list-style-type: none"> ○ Recruiting/hiring ○ Establishment of relationships with collaborative entities ○ Provision of program services 	6
	ii. Identification and Strategies for Mitigation of Risks and Barriers	<ul style="list-style-type: none"> • How thorough, thoughtful, and realistic is Bidder's identification of challenges and barrier mitigation strategies? • How well does Bidder assess barriers? • How creative and solution-oriented are Bidder's strategies? 	6
8. COST	The Evaluation Panel will review the 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.		(10)
	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

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	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”? 	8
ORAL INTERVIEW, IF APPLICABLE	Criteria are created with the CSC/Evaluation Panel.		10
PREFERENCE POINTS, IF APPLICABLE	Local (not SLEB certified)	Five Percent (5%)	
	SLEB	And additional 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 this program 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, in addition to any pro-rated portion of the current Fiscal 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 ACBH 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.
CDEP	Community Defined Evidence-Based Practices
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 client and beneficiary.
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.
ECMH	Early Childhood Mental Health – relationship-based approach to early childhood preventative mental health
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.
Licensed Practitioner of the Healing Arts (LPHA)	Licensed clinical staff (MD, PhD, MFT, LCSW) and staff who are registered with the California Board of Behavioral Sciences, usually registered MFT/ASW interns; psychologists who are waived by the State to provide services; and Master's level clinical nurse specialists who have national or state license to practice independently.
MAA	Medi-Cal Administrative Activities – form of Medi-Cal billing
MHSA	Mental Health Services Act
MHSOAC	Mental Health Services Oversight and Accountability Commission establishes PEI priorities

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.
PEI	Prevention and Early Intervention
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.
SLEB	Small Local Emerging Business
SMHS	Specialty Mental Health Services
State	Refers to State of California, its departments and/or agencies.

B. 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. Further, Proposal Narrative **must not** collectively exceed the maximum page limit of 20 pages.

a) Signed Statements and References

- **Bidder Information and Acceptance:** Bidders must select one box under Item 10 of Exhibit A Bidder Information and Acceptance Form.
- **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.
- **Office of the Inspector General (OIG) and Other Exclusion List Background Checks Attestation for Request for Proposal Submission of Pre-contracting (OIG Attestation):** All Bidders must complete the OIG Attestation form, attesting that they have checked and verified that all licensed staff that are included are part of the current bid against the lists included in the form.
- **Exceptions, Clarifications, Amendments:** Indicate all of Bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
- **Bidder 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. References must not include ACBH employees.

a) Proposal Narrative (must not exceed 20 pages)

- **Letter of Transmittal/Executive Summary:** Bidders should use this document to provide a synopsis of the highlights and benefits of their bid.
- **Bidder Minimum Qualifications:** Bidders must demonstrate how they meet all of the criteria.
- **Bidder Experience, Ability and Plan:** Bidders must respond to all questions in this section of the narrative proposal.
- **Implementation Schedule and Plan:** Bidders must respond to all questions in this section of the narrative proposal.
- **Budget Narrative:** Budget narrative must match Budget Workbook.

3. Budget Workbook:

Bidders must complete all tabs in the Excel Budget Workbook.

4. Attachments:

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

a) Attachment 1: Organizational Chart

C. EXHIBIT A: 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 and 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

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. **Bidders are exempt from these SLEB requirements if they are: A) a non-profit organization providing services on behalf of the County directly to County clients/residents; B) a non-profit church or religious organization; C) a public school or university; or D) a government agency.**

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.) 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: _____
<input type="checkbox"/> BIDDER CLAIMS EXEMPTION. Note status: _____

Bidder Printed Name/ Title: _____

Bidder Signature: _____ Date: _____

E. OIG AND OTHER EXCLUSION LIST BACKGROUND CHECK ATTESTATION

In accordance with Health Care Services Agency's (HCSA) Policy and Procedure on Exclusion Screening,¹¹ PROVIDER NAME attests that they have checked and verified all licensed staff that will provide services related to RFP #23-03 Early Childhood Mental Health PEI against the following lists and are not excluded from participation in government funded healthcare programs:

- National Plan & Provider Enumeration System (NPPES) – NPI Number (<https://npiregistry.cms.hhs.gov/>)
- Licenses are verified to be current with no restrictions
- Office of the Inspector General List of Excluded Individuals & Entities (OIG/LEIE) database (<https://exclusions.oig.hhs.gov/>)
- GSA System Award Management (SAM/EPLS) data base (<https://www.sam.gov/SAM/>)
- California DHCS Medi-Cal Suspended & Ineligible list (<https://files.medical.ca.gov/pubsdoco/Sandllanding.asp>)
- Social Security Death Master File (<https://dmf.ntis.gov/>)
- SUD Certification and/or Registration is verified and current with CADE, CADTP or CCAPP (SUD only)

Further, PROVIDER NAME attests that they have policies and procedures in place to conduct this verification for new hires and on a regular basis for all employees.

Provider Name:

Signature, Title

¹¹ https://www.acbhcs.org/providers/PP/OCS.C.001_HCSA_Exclusion_Screening_Policy.pdf

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

Bidder Name: _____

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

G. BIDDER REFERENCES

Provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contract information for all references provided in current and valid. Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference. **References must not be ACBH staff.**

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.

Current References

Bidder Name								
<p>1.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Company Name:</td> <td style="width: 50%;">Contact Person:</td> </tr> <tr> <td>Address:</td> <td>Telephone Number:</td> </tr> <tr> <td>City, State, Zip:</td> <td>E-mail Address:</td> </tr> <tr> <td colspan="2">Services Provided / Date(s) of Service:</td> </tr> </table>	Company Name:	Contact Person:	Address:	Telephone Number:	City, State, Zip:	E-mail Address:	Services Provided / Date(s) of Service:	
Company Name:	Contact Person:							
Address:	Telephone Number:							
City, State, Zip:	E-mail Address:							
Services Provided / Date(s) of Service:								
<p>2.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Company Name:</td> <td style="width: 50%;">Contact Person:</td> </tr> <tr> <td>Address:</td> <td>Telephone Number:</td> </tr> <tr> <td>City, State, Zip:</td> <td>E-mail Address:</td> </tr> <tr> <td colspan="2">Services Provided / Date(s) of Service:</td> </tr> </table>	Company Name:	Contact Person:	Address:	Telephone Number:	City, State, Zip:	E-mail Address:	Services Provided / Date(s) of Service:	
Company Name:	Contact Person:							
Address:	Telephone Number:							
City, State, Zip:	E-mail Address:							
Services Provided / Date(s) of Service:								
<p>3.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Company Name:</td> <td style="width: 50%;">Contact Person:</td> </tr> <tr> <td>Address:</td> <td>Telephone Number:</td> </tr> <tr> <td>City, State, Zip:</td> <td>E-mail Address:</td> </tr> <tr> <td colspan="2">Services Provided / Date(s) of Service:</td> </tr> </table>	Company Name:	Contact Person:	Address:	Telephone Number:	City, State, Zip:	E-mail Address:	Services Provided / Date(s) of Service:	
Company Name:	Contact Person:							
Address:	Telephone Number:							
City, State, Zip:	E-mail Address:							
Services Provided / Date(s) of Service:								

Former References

Bidder Name	
1.	
Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	
2.	
Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	
3.	
Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

H. 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*****

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. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the Contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

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: \$1,000,000 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

Endorsements and Conditions:

1. **ADDITIONAL INSURED:** County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used). Auto policy shall contain, or be endorsed to contain additional insured coverage for the County.
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 and evidence of insurance must be provided during the entire term of the Agreement and for at least five (5) 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. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work. Proof of workers' compensation insurance coverage is not required if contractor provides a signed Workers Compensation Written Declaration of Compliance.
3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies, including excess and umbrella insurance policies, shall be primary and non-contributory coverage at least as broad as ISO CG 20 10 04 13 as respects the County, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor' insurance and shall not contribute with it. 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 an A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise acceptable 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. Self-insured retentions must be declared and approved. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The policy language shall provide or be endorsed to provide, that the self –insured retention may be satisfied by either the named insured or County.
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.
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:
 - 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:** Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice of cancellation provided to the County in accordance with policy terms and conditions.
8. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of insurance and applicable insurance endorsements as set forth in the provisions of this Agreement and this Exhibit C, in forms satisfactory to County, evidencing that all required insurance coverage is in effect. However, failure to obtain the required documents prior to the work beginning shall not waive the Contactor's obligation to provide them. The County reserves the right to require the Contractor to provide complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.