



**ALAMEDA COUNTY HEALTH, BEHAVIORAL HEALTH DEPARTMENT (ACBHD)  
ADDENDUM NO. 1 WITH QUESTIONS AND ANSWERS  
TO  
REQUEST FOR PROPOSAL (RFP) 25-01  
SPECIFICATIONS, TERMS & CONDITIONS  
FOR  
*SUBSTANCE USE DISORDER IN-HOME OUTREACH TEAM***

**This County of Alameda RFP Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP Addendum will also be posted on the GSA Contracting Opportunities website located at [https://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)**

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

**CLARIFICATIONS & CORRECTIONS/CHANGES THAT PERTAIN TO...**

**I. Bid Response Template**

See attached revised Bid Response Template, amending the Bidder Minimum Qualifications as noted below.

**II. RFP**

**D. BIDDER MINIMUM QUALIFICATIONS** (page 5)

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 two years of experience providing services to the priority population within the last five years; and
- Have at least two years of experience providing SUD services, **including co-occurring services for individuals experiencing SUD and a serious mental health issue**, within the last five years.

**F. BIDDER EXPERIENCE, ABILITY AND PLAN**

**3. Planned Staffing and Organizational Capacity** (page 9)

Bidders shall include a staffing structure that is well matched to program services and goals. The minimum staff requirements ~~for the team~~ **across the two teams** are as follows...

## RESPONSES TO BIDDER'S QUESTIONS

### PROGRAM SERVICES

**Q1:** What housing resources will be available to clients served by this program?

**A1:** As part of the engagement portion of this program, the awarded Contractor will be expected to assess each client's needs, and link them to the appropriate resources, which may include housing. Housing resources are not part of this program.

**Q2:** What MAT resources will be available to clients served by this program?

**A2:** See above answer to Q1. Treatment services are not part of this program.

**Q3:** What sobering centers will be available for clients of this program?

**A3:** See above answer to Q1. Detox services are not part of this program.

**Q4:** RFP page 5 states, "The SUD IHOT program will also pursue connections for ineligible individuals for 30 days," and RFP page 8 states, "The SUD IHOT will attempt to link ineligible individuals to community resources for no more than 30 days." Please provide additional information on the County's expectation for this service ("pursue connections") and who determines ineligibility.

**A4:** The awarded Contractor shall attempt to link ineligible individuals for no more than 30 days.

**Q5:** For how long is the outreach engagement activity conducted for clients that are unresponsive?

**A5:** There is no set period of time for outreach to clients that are unresponsive; this determination is left up to the awarded Contractor. As noted in Section F.2 of the RFP, page 8 "Contractor shall continue to outreach to individuals until they are engaged, or it is apparent that discontinuing contact for a period of time may be the most beneficial course of action. In some cases, outreach may be a longer-term effort."

**Q6:** Can we propose a shorter startup period than 90 days?

**A6:** Yes, Bidders may propose a shorter startup period than 90 days, with rationale.

**Q7:** How does authorization for participation take place? what's the process?

**A7:** Once a referral is made, ACBHD will determine, in partnership with the awarded Contractor, if the referral is eligible for services.

**Q8:** The RFP states that the priority population is "clinically assessed and screened to be eligible for substance use treatment and/or co-occurring mental health services." Should

bidders propose how clinical assessments and screenings will be done or does ACBHD have a preferred assessment and screening approach?

**A8: The clinical assessment should consist of an eligibility determination and a needs assessment. ACBHD does not currently have a preferred approach but reserves the right to work with the awarded Contractor to refine this approach during the contract period.**

**Q9:** Who conducts clinical assessment? The IHOT team? Because it's not a treatment team, how in-depth is this clinical assessment expected to be?

**A9: The awarded Contractor will conduct the clinical assessment. See answer to Q8 above.**

### **STAFFING**

**Q10:** On page 9 in the RFP, there is a list of staffing. Since there are to be two teams, shall we assume this is total staffing, or is it just for one team?

**A10: The staffing listed in the RFP is the total staffing across the two teams. See above revision under Clarifications and Corrections.**

**Q11:** RFP page 9, Section F.3. Planned Staffing and Organizational Capacity includes “minimum staff requirements for the team.”

a. Please confirm that the staffing included in this section is for the total program (to staff both of the two SUD IHOT teams mentioned on RFP p. 5) rather than for each single team.

**A11a: Yes, please see above answer to Q10.**

b. May bidders propose alternative staffing based on their experience providing similar services?

**A11b: No. As noted in the RFP, bidders may propose additional staffing. However, the Bidders’ staffing must meet the minimum staffing requirements as listed in Section F.3. page 9 of the RFP.**

**Q12:** Also, regarding staffing, can the SUD Counselor be a Registered Alcohol and Drug Technician (RADT?)

**A12: Yes, the SUD Counselor may be a RADT.**

**Q13:** Can the County please provide additional information on the requirement for the behavioral health clinicians noted on page 9 of the RFP? Given that staff are not providing therapy as part of services, can these staff be replaced with peers or other non-clinical staff?

**A13: The behavioral health clinicians will play an important role in supporting the clients and team, in particular, during the engagement, assessment, and linkage services. They must be licensed or license eligible.**

**Q14:** Would the County be amenable to Substance Use Case Managers or Peer Recovery team members in lieu of clinicians?

**A14: See above answer to Q13. Clinicians are part of the minimum staffing requirements, and they must be licensed or license eligible.**

**Q15:** The minimum staffing pattern includes 2 FTE Behavioral Clinicians: licensed or licensed eligible. Do these have to be Master Level BBS registered staff or can this include other credentials?

**A15: Clinicians may be license-eligible, which means they do not need to be Master Level BBS registered staff.**

### **BUDGET**

**Q16:** Can you please clarify the budget term? If we need a three-month startup budget plus a 12-month annualized budget that does not include the start-up, how does the County envision the budget timing? Would the three-month startup period go from Oct. 1 – Dec. 31st, and then the twelve months would be Jan. 1, 2026 through Dec. 31, 2026?

AND: How do we represent these two budgets on the budget form?

**A16: Expenses related to the three-month start-up period, currently planned for October 1 – December 31, 2025, will be listed under column D of the Program Budget tab. The annualized 12-month budget would then span January 1 – December 31, 2026, and should be listed under column F of the Program Budget tab.**

### **PROPOSAL SUBMISSION**

**Q17:** The footnote on RFP page 13 notes, “Bidders who do not meet SLEB requirements may request a waiver.” Please provide guidance on how a bidder may request a SLEB requirements waiver and how they should notate this on their SLEB Partnering and Information Sheet.

**A17: Bidders who meet one of the stated exemptions (e.g., non-profit organization) should state such on the SLEB Partnering Information Sheet. Bidders that do not meet any of the stated exemptions should request a waiver from the SLEB requirements, on the SLEB Partnering Information Sheet, noting they do not meet the exemptions, under the section marked “Other”.**

**Q18:** Page 1 of the Bid Response Template states, “If Bidders are making any clarifications and/or amendments or taking exception to policies or specifications of this RFP, including those to the county SLEB policy, these must be submitted in the exceptions, clarifications, amendments section of this Exhibit B in order for the proposal to be considered complete.” If a bidder is requesting a waiver from the SLEB requirement, is stating this request in the

“Other” section of the SLEB Partnering Information Sheet sufficient, or is it required to also state this in Exhibit B: Exceptions, Clarifications, Amendments?

**A18: Stating this request in the “Other” section of the SLEB Partnering Information Sheet is sufficient.**

**Q19:** Please confirm that bidders should submit all documentation in the order listed in the Bid Submission Checklist provided in the Bid Response Template. (Note that the order differs slightly from the Bid Submission Checklist provided in the RFP.)

**A19: Bidders should follow the order listed in the Bid Response Template.**

**Q20:** The RFP and Bid Response Template state that “Bidders shall ensure proposals are no more than 18 pages excluding Exhibits and Attachments”. Please confirm that to support their response to Section 3 Bid Response, prompts A through E on the Bid Submission Checklist, Bidders may provide relevant attachments and supplemental information that will not be counted toward the 18-page limit of the Bid Response section.

**A20: This RFP does not request any attachments or supplemental information. As noted in Section I.F, page 16, of the RFP “Any superfluous and unrequested material submitted with the bid will be removed and will not be viewed by the Evaluation Panel”.**

**Q21:** Please confirm that bidders may provide letters of support as attachments to the Bid Response. Please confirm that any letters of support submitted will not count toward the 18-page limit.

**A21: Please see above answer to Q20.**

**Q22:** Page 29 of the RFP, Section 3 states “...Proposal narrative must not collectively exceed the maximum page limit of 18 pages.” However, in the template, it is specific that each response not exceed a certain number of pages. With this in mind, does it matter if we go over the page limit in a certain section as long as it evens out and the total number of pages stays under 18 pages?

**A22: Bidders are allowed to provide alternative response lengths by section, as long as the total page maximum does not exceed 18 pages.**

**Q23:** Can you clarify that use of the narrative template is NOT required?

**A23: We do not require use of the Bid Response Template. Bidders may use their own template but should follow the general format of the Bid Response Template.**

**Q24:** Are electronic signatures acceptable on the forms?

**A24: Yes, electronic signatures are acceptable.**

**Q25:** Page 30 of the RFP specifies, “The original proposal must include evidence that the person(s) who signed the proposal is/are authorized to execute the proposal on behalf of the Bidder. A signed statement by either the Executive Director or the Board President on

an agency letterhead will meet this requirement.” For proof of authorization to execute on behalf of the bidder, would a pre-existing Board Resolution document, signed by the Board Secretary, be an acceptable form of submission?

**A25: Yes, such a board resolution will fulfill this requirement.**

#### **MINIMUM QUALIFICATIONS**

**Q26:** On page 5 of the RFP, it says Bidders must have at least two years of experience providing SUD services within the last five years. We have been providing co-occurring disorder treatment in Alameda County within this period of time. Would that experience qualify?

**A26: Yes, co-occurring experience meets the minimum qualifications for this RFP. See above revision under Clarifications and Corrections.**

#### **MISCELLANEOUS**

**Q27:** Is it required that the program be certified under DMC-ODS?

**A27: No, Bidders are not required to be certified under DMC-ODS.**

**Q28:** Please confirm that for-profit bidders are eligible to respond to this RFP and to receive Opioid Settlement Funds.

**A28: All Bidders who meet the Minimum Qualifications (Section D, page 5) are eligible to respond to this RFP.**

**Q29:** Is there an agency currently providing these services, or is it a new program?

**A29: This will be a new program.**

**Q30:** Can you please explain the cost co-efficient portion of the application, and if anything needs to be submitted on behalf of applicants?

**A30: The cost co-efficient, which favors lower cost bids, does not have a significant impact on the scoring for this RFP. The cost co-efficient is more relevant to RFPs where lowest cost is a factor in bid evaluation. Bidders do not need to submit anything for the cost-coefficient and are encouraged to submit budgets that take advantage of the full contract allocation.**

**Q31:** To confirm, the contract length is 1 year with possibility of continuation?

**A31: The contract is planned to include the start-up period and a prorated period for ongoing service delivery, from the end of the start-up period through June 30, 2026.**

**The following participants attended the bidder's conference meetings**

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