BEHAVIORAL HEALTH CONSULTING SERVICES # 26-09
APPENDIX B: BID RESPONSE PACKET

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INSTRUCTIONS TO BIDDERS

- Bidders may use the Bid Response Template to submit proposal narrative, and must submit all signed statements contained within this Bid Response Packet.

- Bidders shall ensure that proposals are
  - Single spaced
  - 11-point Arial font
  - 1-inch margins
  - No more than **8 pages excluding Exhibits and Attachments.** (Suggested page maximums for individual sections are listed throughout this Bid Response Template).

- Bidders are encouraged to use the 'Bid Submission Checklist' in order to check for completeness of submitted documents.

- All pages of the proposal response packet must be submitted in total with all required ATTACHMENTS hereto; all information requested must be supplied; any pages of EXHIBITS (or items therein) not applicable to the Bidder must still be submitted as part of a complete bid response, with such pages or items clearly marked "N/A"

- Bidders must upload a PDF of the proposal and Excel copy of the completed Program Budget with Bidder's name to County of Alameda online public procurement platform OpenGov County of Alameda, CA Procurement Portal · RFP · RFQ · RFI
  - Proposal is to be clearly marked on the cover and 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.

- Bidders that do not comply with the requirements, and/or submit incomplete proposals, may be subject to disqualification and their proposals rejected in total.

- 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 A in order for the proposal to be considered complete.

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. **Proposal Supporting Documentation**
   - **Exhibit A: Bidder Information and Acceptance:**
     Bidders must select one box under Item 10 of Exhibit A Bidder Information and Acceptance Form and must fill out and submit a **signed** page of Exhibit A.
   - **SLEB Partnering Information Sheet:**
     Bidders must fill out and submit a signed SLEB Partnering Information Sheet, indicating their SLEB certification status.
   - **Exhibit B: Exceptions, Clarifications, Amendments:**
     Indicate all of Bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP. This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents.
   - **References:**
     Bidders must provide five current references. If unable to provide the stated number of references, include justification in your bid submission as a separate attachment.

3. **Proposal Narrative:** Bidder may use the ACBHD-issued Bid Response Template 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 **8 pages**. Bidders may delete the question prompts in the Bid Response Template to maximize space.

4. **Budget Workbook**

A complete Bid Response Packet must include:

☐ A single PDF copy of the proposal. The proposal is to be clearly marked on the cover (it should be clear who the Bidder is and what service is being bid on, on the front of the proposal);
   - 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.

☐ An Excel copy of the completed Budget Workbook, saved with the Bidder's name.

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 & 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 the 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 ACBHD Director located at 2000 Embarcadero Cove, Suite 400, Oakland, CA 94606 Fax: 510.567.8180, Email: BHCSDirector@acgov.org 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.
- ACBHD 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 ACBHD Director, or designee shall review and evaluate the protest and issue a written decision. The ACBHD 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 ACBHD 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 ACBHD 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, Email: OCCR@acgov.org 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 ACBHD Director's decision on the Bid Protest, and the protesting Bidder have the right to appeal if not satisfied with the ACBHD 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 ACBHD 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 ACBHD 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 RFP 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**: Debarment & Suspension Policy - General Services Agency - Alameda County (acgov.org)
- **Iran Contracting Act (ICA) of 2010**: Iran Contracting Act of 2010 (ICA) - General Services Agency - Alameda County (acgov.org)
- **General Environmental Requirements**: General Environmental Requirements - General Services Agency - Alameda County (acgov.org)
- **Small Local Emerging Business Program:** Alameda County SLEB Program overview
- **First Source:** Alameda County First Source Program
- **Online Contract Compliance System**: Alameda County online contract compliance system
- **General Requirements**: General Requirements - General Services Agency - Alameda County (acgov.org)
- **Proprietary and Confidential Information**: Proprietary & Confidential Information - General Services Agency - Alameda County (acgov.org)

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 any 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 and fire clearance 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 and fire clearance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include:

a. An insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP; and
b. Fire clearance.

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 ☐ Corporation ☐ Joint Venture ☐ Limited Liability Partnership ☐ Partnership ☐ Limited Liability Corporation ☐ Non-Profit / Church ☐ Other
Jurisdiction and Date of Organizational Structure: Federal Tax ID Number:
Name: Title:
Phone Number: Fax Number:
Email:

Signature: Title:
Date of Proposal:

SLEB PARTNERING AND 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 (Alameda County SLEB Program overview) 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. Bidders may choose 'Other' if neither SLEB option or exemption apply and provide reason.

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: Elation Systems contract compliance portal).

☐ **BIDDER IS A CERTIFIED SLEB (sign at bottom of page)**

SLEB BIDDER Business Name: _____

SLEB Certification #: _____ **SLEB Certification Expiration Date:** _____

NAICS Codes Included in Certification: _____

☐ **BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT ____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES:** _____

SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ **SLEB Certification Expiration Date:** _____

SLEB Certification Status: ☐ **Small /** ☐ **Emerging**

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature: _____ **Date:** _____

☐ **BIDDER CLAIMS EXEMPTION. Note status:** _____

☐ **OTHER. Note:** _____

_____

Bidder Name

_____

Signature, Title

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.

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

*Add additional pages as necessary

BIDDER REFERENCES

Provide five 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 may not be Alameda County Health Agency Director, ACBHD Director, or current ACBHD 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.

REFERENCE #1	
Organization Name:	Contact Person:
E-Mail Address:	Telephone Number:
Dates and Description of Services Provided:	
REFERENCE #2	
Organization Name:	Contact Person:
E-Mail Address:	Telephone Number:
Dates and Description of Services Provided:	
REFERENCE #3	
Organization Name:	Contact Person:
E-Mail Address:	Telephone Number:
Dates and Description of Services Provided:	
REFERENCE #4	
Organization Name:	Contact Person:
E-Mail Address:	Telephone Number:
Dates and Description of Services Provided:	
REFERENCE #5	
Organization Name:	Contact Person:
E-Mail Address:	Telephone Number:
Dates and Description of Services Provided:	

PROPOSAL NARRATIVE

(Bidders may delete the question prompts to maximize space)

4. **LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY** (1 page)

Complete and submit a synopsis of the highlights and benefits of the proposal.

5. BIDDER MINIMUM QUALIFICATIONS (1 page)

Describe and demonstrate how Bidder meets all the following criteria:

- Bidder must have been regularly and continuously engaged in supporting professional consulting, technical assistance, and administrative services to a government entity (city, county, state, or federal) related to behavioral health service delivery for at least six of the past ten years; and
- Bidder must have demonstrated experience fulfilling fiduciary responsibilities as a fiscal administrative agent and/or sponsor for at least six of the past ten years.

6.a. BIDDER EXPERIENCE, ABILITY AND PLAN

Describe, in detail, Bidder's Relevant Experience, including: (2 pages)

- Experience overseeing consulting, technical assistance and administrative services relevant to the RFP
- Experience administrating and monitoring subcontracts for professional consulting services

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b. Describe, in detail, Bidder's Proposed Services, including: (2 pages)

- Proposed oversight of professional consulting services support ACBHD's behavioral health initiatives
- How proposed services are designed to closely collaborate with ACBHD
- How proposed services draw on Bidder's experience

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c. Describe, in detail, Bidder's capacity and plan for Deliverables and Reports, including: (1 page)

- Capacity and plans to meet the deliverables
- Plans to support the communication and reporting requirements for the project

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7.a. BIDDER'S BUDGET NARRATIVE

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 page)