



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (BHCS)

REQUEST FOR PROPOSAL (RFP) NO. 11-02
SPECIFICATIONS, TERMS & CONDITIONS
For

ALCOHOL AND OTHER DRUG (AOD) PRIMARY PREVENTION SERVICES

INFORMATIONAL MEETING/ BIDDER'S CONFERENCES At

*Monday February 28, 2011
10-11:30 a.m.
1100 San Leandro Boulevard
San Leandro, CA 94577
Every Child Counts (ECC)
Conference Room A*

*Location is public transportation accessible.
Attendees may also park in the parking lot, and ECC will raise
the parking gate at 9:30 a.m. Do not park in the 'Visitor'
spaces as you may be towed after 1 hour.*

*Tuesday March 1, 2011
10-11:30 a.m.
24100 Amador Street, 6th Floor
Hayward, Ca 94544
Eden Multi-Service Center (SSA)
Shooting Star A & B Rooms 637 & 638*

*Attendees may park in the enclosed garage next to the
building. The fee is \$0.75 per hour or fraction thereof. The
maximum fee is \$4.50 per day.*

**RESPONSES DUE
2:00 p.m.
Monday March 21, 2011**

To

**Alameda County Behavioral Health Care Services, Attn: Shannon Banks
2000 Embarcadero Cove, Suite 400
Oakland, CA 94606**

**Contact: Shannon Banks
Email: sbanks@acbhcs.org
Phone: 510.639.1331**

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I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms and conditions to seek bids for the provision of scientifically defensible and culturally responsive Alcohol and Other Drug (AOD) Primary Prevention Services for two specific target groups:

1. **Youth and families; and**
2. **Older adults.**

Bidders may submit proposals to deliver services to one or both of these target groups. If bidding to serve more than one of the above target groups, a separate proposal must be submitted for each.

Alameda County Behavioral Health Care Services (hereafter BHCS) intends to award three-year contracts, subject to annual review and renewal, to the bidders selected as most capable of meeting the specifications and requirements described in this Request for Proposals (RFP).

BHCS intends to fund approximately seven to ten programs through this RFP. The minimum award allocation will be \$100,000. The maximum award allocation and the overall number of awards will be determined by the number and quality of the proposals received; the geographic range of intended prevention services; and the available funds.

At this time, there is a total allocation of approximately two million dollars per year to support the implementation of all programs funded through this RFP. Seventy-five percent of these funds will be allocated to programs that serve youth & families and 25 percent will be allocated to programs that serve the older adult population. Funding for these primary prevention programs is provided through the Substance Abuse Prevention and Treatment (SAPT) Block Grant.

One contracting, administrative and fiscal legal entity must be responsible for the delivery of all products and services under any contract awarded through this RFP; bids submitted with subcontractors will not be considered.

Any contract between the County and the selected bidders will require that the program begin service delivery by July 1st, and be fully implementing all services described in this RFP as soon as possible and by no later than September 30, 2011.

The County may, but is not obligated to renew awarded contracts. Any renewal of the awarded contracts will be contingent on the availability of funds, contractor performance and the continued prioritization of program activities and target populations by BHCS.

B. BACKGROUND

AOD primary prevention services play a critical role in BHCS' continuum of care. Primary prevention services provide strategies to reduce or prevent AOD use or abuse among diverse individuals; and to change community conditions that contribute to alcohol and drug related problems. According to the SAPT Block Grant guidelines, "primary prevention includes activities directed at individuals who do not require treatment for substance abuse."

Over the years BHCS has been committed to providing high quality prevention services in a number of ways depending on the target population as well as geographic location within Alameda County. It is the intention of BHCS to continue its commitment to AOD prevention programming through the utilization of various prevention strategies, evidenced-based models and offering as much training and technical assistance as needed so as to continue the operation of superior AOD prevention programs for residents of Alameda County.

In 2006, BHCS developed an AOD Prevention Framework and Strategic Plan for Substance Abuse Prevention via a community planning process. The Framework and Plan outlines the County's approach to AOD prevention services, and is available online at <http://www.acbhcs.org/docs/youth/BHCS%20SP.pdf>.

Through this RFP process, BHCS is seeking to develop an AOD System of Primary Prevention that is based upon the BHCS Prevention Framework and Strategic Plan for Substance Abuse Prevention. One of the objectives from this Framework and Plan was to release a RFP for these services more frequently in order to develop and sustain an effective AOD Prevention System that meets the identified needs of Alameda County. This RFP is being released to meet this objective as well as assist in the enhancement of the current Prevention System.

C. SCOPE

1. *Strategies for Substance Abuse Prevention*

Over the years prevention strategies have been categorized in a variety of different ways. The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) promotes the following six strategies for alcohol and other drug primary prevention programs¹: Information dissemination; Education; Alternative activities; Problem identification and referral; Community-based process; and Environmental strategies. For more information, please see the BHCS Prevention Framework and Strategic Plan for Community-based process; and Environmental strategies. For more information, please see the Glossary and Acronym List for this RFP or the BHCS Prevention Framework and Strategic Plan for Substance Abuse Prevention at: <http://www.acbhcs.org/docs/youth/BHCS%20SP.pdf>.

2. *Intervention Categories for Substance Abuse Prevention*

In addition to the six primary prevention strategies described above, the Institute of Medicine (IOM) has classified prevention interventions into three categories: Universal; Selective; and Indicated. These categories are distinguished by the level of risk for disorder/distress that is experienced by various types of population groups. While bidders are welcome to submit proposals targeting the Universal IOM category, BHCS is highly interested in proposals that will target Select and Indicated Categories. For more information, please see the Glossary and Acronym List for this RFP or the BHCS Prevention Framework and Strategic Plan for Substance Abuse Prevention at: <http://www.acbhcs.org/docs/youth/BHCS%20SP.pdf>.

¹ Definition source: Federal Register, Volume 58, Number 60, March 31, 1993.

3. Target Population(s)

Youth and Families:

Select and Indicated proposals should target populations known as having an increased risk or incidence of substance use and related issues. Examples may include lesbian, gay, bi-sexual, transgender, queer, intersex (LGBTQI) youth and their families; foster youth; children of substance abusers; youth attending continuation schools; youth attending other schools with high rates of suspension, expulsion and truancy; and youth from specific race, ethnic and linguistics groups such as African Americans, Asian/Pacific Islanders, Latinos, Native Americans and South Asians.

Proposals for this target group are strongly encouraged to include a family or parent component in their project since research has shown that services are more effective when youth and families are served together.

Older Adults:

When trying to prevent use or delay the onset of use, AOD primary prevention programs typically tend to target youth and their families; however the older adult population is another group that tends to be at high risk for initial use and misuse of AOD. This risk is due to significant life changes that occur later on in life including isolation from loss of role due to (forced or chosen) retirement, changes in health status, loss of a loved one, etc.

Proposals for this target group are strongly encouraged to utilize models specific to the older adult population that not only address AOD issues, but also the underlying mental and physical issues that come with aging.

4. Scientifically Defensible Models

As recommended by CSAP and the U.S. Department of Education, all proposals submitted under this RFP must show evidence of scientifically defensible primary prevention services with measurable, performance- and outcomes-based results.

To be scientifically defensible, a program must be based upon a model which is recognized as an evidence-based, best or promising practice. Examples of evidenced-based models can be found at SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP) website: <http://www.nrepp.samhsa.gov/>.

5. County Regions

Proposals must include a clear description of how the bidder will provide services across one or more regions of Alameda County. Please note that it is not sufficient for a program to serve just one or two cities within a particular region.

Bidders must also demonstrate their administrative and fiscal capacity to provide and manage the proposed services across one or more regions, and to ensure an adequate audit trail.

For the purposes of this RFP, the County Regions have been defined as follows:

- Northern Region includes the cities of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont.
- Central Region includes the unincorporated areas of Ashland, Castro Valley, Cherryland, and the cities of Hayward, San Leandro, and San Lorenzo.
- Southern Region includes the cities of Fremont, Newark and Union City.
- Eastern Region includes the cities of Dublin, Livermore, Pleasanton and Sunol.

6. Collaboration

Bidders are highly encouraged to collaborate with other prevention efforts where it has been shown that AOD use has a negative impact that exacerbates personal and community issues. For example, the negative impact of AOD usage on other concerns such as violence and suicide is clearly documented. As such, it makes sense for AOD prevention programs to collaborate with programs seeking to prevent or reduce violence and suicide.

Bidders are also encouraged to collaborate with behavioral health treatment services, as well as other community resources. This can be a helpful resource for qualifying individuals with needs that go beyond that which can be addressed via the prevention services.

D. VENDOR MINIMUM QUALIFICATIONS

The Bidder organization must describe how they meet the following Vendor minimum Vendor Minimum Qualification.

1. Bidders shall be regularly and continuously engaged in the business of providing AOD primary prevention services the target group(s) that Bidder is proposing to serve (i.e., youth and families and/or older adults) using:
 - One or more of the six CSAP strategies listed in this RFP, for all strategies except information dissemination; OR
 - Two or more of the CSAP strategies if using information dissemination, which has not shown as effective on its own.
2. Bidders shall be a nonprofit corporation or public entity as required by the Substance Abuse Prevention and Treatment (SAPT) Block Grant guidelines. (See United States Code (USC), Title 42, Chapter 6A, subchapter XVII, Part B, subpart ii, Section 300x-31 (a) (1) (E) and Code of Federal Regulations (CFR) Title 45, Part 96, Section 135 (a) (5).)
3. Bidders shall have the ability to maintain adequate files and records and meet statistical reporting requirements such as collecting and entering data into the web-based State prevention database called the California Outcome Measurement Service for Prevention (CalOMS Pv).

E. SPECIFIC REQUIREMENTS

- A.** Bidders must use at least one of the six CSAP (Center for Substance Abuse Prevention) Strategies. If using information dissemination, Bidders must couple this with at least one other CSAP strategy. Studies have shown it information dissemination is not as effective when used on its own.
- B.** Bidders must identify which Institute of Medicine (IOM) category their program will serve. More than one category can be identified.
- C.** Bidders must identify the characteristics of the target population that their program will serve in terms of age, race/ethnicity, gender and other factors.
- D.** Bidders must identify and use a scientifically defensible model and/or strategy which is recognized as an evidence-based, best or promising best practice.
- E.** Bidders must serve individuals across one or more region(s) of the county.
- F.** Bidders must facilitate collaboration with other prevention services.
- G.** Bidders must illustrate referral and connection to community-based services.

- H. Bidders must uphold a direct-service productivity goal of a minimum of 65%.
- I. Bidders must identify a plan for collecting and entering data to meet statistical reporting requirements.

F. **DELIVERABLES/REPORTING REQUIREMENTS**

1. ***Deliverables***

- By July 1, 2011, program will begin service delivery.
- By August 1, 2011, program manager will be available to attend implementation meetings with county staff and other collaborative stakeholders.
- Program will be fully implementing all services described in this RFP as early as possible, and by no later than September 30, 2011.
- Program Staff will participate in the monthly AOD Provider Meetings.

2. ***Reports***

Within two months of contract start date, the provider will be responsible for entering all programmatic data into the CalOMS Prevention System. Training will be provided to contractors who are new to CalOMS.

The provider will submit annual progress reports, which describe information such as:

- Progress on implementing program deliverables;
- Successes and impacts made by the program;
- Any unexpected challenges or opportunities that have emerged;
- Any proposed changes to the program design or target population based on lessons learned, and the rationale; and
- Any requests for technical assistance.

Providers that deliver ongoing prevention services to individuals or groups will administer a client satisfaction survey, developed by BHCS, on an annual basis.

II. **INSTRUCTIONS TO BIDDERS**

A. **COUNTY CONTACTS**

All contact during the competitive process is to be through Shannon Banks, only. The Alameda County Behavioral Health Care Services Agency (BHCS) website will be the official notification and posting place for this Request for Proposal (RFP) and any Addenda.

The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by the bidder to contact evaluators may result in disqualification of bidder.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail, by **Thursday February 24, 2011 by 5:00 p.m.** to:

Shannon Banks, Attn: RFP 11-02

Alameda County Behavioral Health Care Services

2000 Embarcadero Cove, Suite 400, Oakland, CA 94606

E-Mail: Sbanks@acbhcs.org

FAX: 510-567-8161

B. CALENDAR OF EVENTS

Table 1. Calendar of Events		
Event	Date/Location	
Request for Proposals (RFP) Issued	Wednesday February 9, 2011	
Written Questions Due	Thursday February 24, 2011 by 5:00 pm to sbanks@acbhcs.org	
1 st Bidder's Conference	Monday February 28, 2011 10-11:30 a.m.	1100 San Leandro Boulevard San Leandro, CA 94577 Every Child Counts Conference Room A
2 nd Bidder's Conference	Thursday March 1, 2011 10-11:30 a.m.	24100 Amador Street, 6 th Fl Hayward, Ca 94544 Eden Multi-Service Center (SSA) Shooting Star A & B Rooms 637 & 638
Addendum Issued	Thursday March 3, 2011	
Response Due	Monday March 21, 2011 no later than 2:00 p.m.	
Review Period	Tuesday March 22, 2011 – Thursday April 14, 2011	
Vendor Interviews	Wednesday April 12, 2011	
Award Letter Issued	Friday April 15, 2011	
Board Agenda Date	Tuesday May 24, 2011	
Contract Start Date	Friday July 1, 2011	

Note: Award and start dates are approximate. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and the site condition. By the submission of a Bid, 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.

C. BIDDERS CONFERENCE

Two Bidders' Conferences will be held to provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.

BHCS will respond to written and verbal questions submitted prior to the Bidder's Conferences, in accordance with the Calendar of Events at the Bidder's Conferences whenever possible. All questions will be addressed in an RFP Addendum, which will be emailed to all attendees of the Bidder's Conferences and posted on the ACBHCS website in accordance with the Calendar of Events.

Potential bidders are not required to attend the Bidders' Conference. While not mandatory, attendance at a Bidders Conference is strongly encouraged in order to receive information required to assist bidders in formulating bids.

Failure to participate in a Bidders Conference will in no way relieve the bidder from furnishing services required in accordance with these specifications, terms and conditions and those released in the Addendum.

D. SUBMITTAL OF BIDS

1. All bids must be sealed and must be received **no later than 2:00 p.m. on Monday March 21, 2011. Note:** Late and/or unsealed bids cannot be accepted. If hand delivering bids, please allow time for parking in area and entry into secure building.

Bids will only be accepted at the address shown below and by the time indicated in the **B. CALENDAR OF EVENTS**. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

All bids, whether delivered by an employee of bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. BHCS timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bids are to be addressed **and delivered** as follows:
ACBHCS RFP 11-02
AOD Primary Prevention Services
Alameda County Behavioral Health Care Services
Attn: Shannon Banks
2000 Embarcadero Cove, Suite 400
Oakland, CA 94606
3. Bidders are to submit one (1) original plus nine (9) copies of the proposal. The original proposal is to be clearly marked and all copies should be in a 3-ring binder **with tabs**.
4. Bidder's name and return address must also appear on the mailing package.
5. No telegraphic, email (electronic) or facsimile bids will be considered.
6. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of its bid.
7. Submitted bids shall be valid for a minimum period of ten (10) months.
8. All costs required for the preparation and submission of a bid shall be borne by bidder.
9. Only one bid response will be accepted from any one person, partnership, corporation or other entity. For purposes of this requirement, "partnership" shall mean and is limited to, a legal partnership formed under one or more of the provisions of the California or other state's Corporations Code or an equivalent statute.
10. Proprietary or Confidential Information: It is the responsibility of the bidders to clearly identify information in their bid responses that they consider to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
11. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee/Evaluation Panel has completed their evaluation and, or if, an award has been made. Bidders will receive mailed award/non-award notification(s), which will include the name of the bidder to be awarded this project.

12. Each bid received, with the name of the bidder, shall be entered on a record and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.

E. RESPONSE FORMAT

This section describes BHCS' expectations and what BHCS seeks in a successful response to this RFP. In order for proposals to be considered complete, the bidder must provide all of the requested information described below. The content and sequence for narrative response and attachments must follow the response format described below.

As a reminder, if bidding to serve more than one of the two target groups (i.e., both youth and families, and older adults), a separate proposal must be submitted for each. Each proposal should include all elements of the response format as described below.

Bidders are encouraged to use the ***EXHIBIT M: PROPOSAL COMPLETENESS CHECKLIST*** to ensure that they have included all of the major required components in their response. The following section **II.F. EVALUATION CRITERIA/SELECTION COMMITTEE** provides the point system that will be used to evaluate bids. Bidders should reference these sections when responding to the proposal.

Bid responses must be complete, substantiated, concise and specific to the information requested. The original bid response must be signed in ink and include evidence that the person(s) that signed the proposal is/are authorized to execute the proposal on behalf of the bidder.

Any material deviation from the requirements may be cause for rejection of the proposal, as determined by BHCS' sole discretion. All original pages from the bidder, excluding forms or ***ATTACHMENTS***, must be printed single spaced, in 12-point Times New Roman font with one-inch margins around each page and conform to the maximum page limits. "AOD Primary Prevention 11-02" must be on the left header of each page with the name of the bidder on the left footer and the document page number at the right footer of each page.

This section will refer to specific ***EXHIBITS*** that assist bidders in submittal of proposals and specific ***ATTACHMENTS***, which bidders are required to submit as part of the proposal. In some cases, bidders are asked to complete a specific ***EXHIBIT*** and submit it as an ***ATTACHMENT*** in the proposal. Please note that the ***EXHIBIT*** letters and ***ATTACHMENT*** numbers do not correspond.

1. **Title Page:** Bid responses must include a one-page title page that includes:
 - a. The RFP number and title;
 - b. Bidder organization's name and address;
 - c. Target group that bid is proposing to serve (i.e., youth and families or older adults);
 - d. Name of the contact person (for all matters regarding the RFP, telephone number & e-mail address; and
 - e. Proposal date.
2. **Table of Contents:** Bid responses must include a table of contents that includes:
 - a. A listing of the individual sections of the proposal and their corresponding page numbers with tabs separating each individual section.
3. **Cover Letter:** Bid responses must include a one-page cover letter describing the bidder, including the following:
 - a. The official name of bidder;

- b. Bidder's organizational structure (i.e. corporation, partnership, limited liability company, etc.);
 - c. Jurisdiction and date of organization: The jurisdiction in which the bidder's agency was incorporated and the date of this incorporation;
 - d. Addresses of applicable headquarters, offices and location: The address of bidder's headquarters, any local office involved in the proposal; and the address/location where the actual production of services will be performed;
 - e. The name, address, telephone, fax numbers and e-mail address of the person(s) who will serve as the contact(s) to the County, with regards to the RFP response, with authorization to make representations on behalf of and to bind bidder;
 - f. Bidder's Federal Tax Identification Number;
 - g. A representation that bidder is in good standing in the State of California and has all necessary licenses, permits, certifications, approvals and authorizations necessary in order to perform all of its obligations in connection with this RFP; and
 - h. An acceptance of all conditions and requirements contained in this RFP through a signed copy of **EXHIBIT A: BID ACKNOWLEDGEMENT** as **ATTACHMENT 1**; and
 - i. The agency's executive director or designated board member's signature on the Cover Letter.
4. **Organizational Reference:** Bidders must respond to this section in no more than one page (not including attachments).
- a. **Fiscal Management Capacity:** Describe the bidder's fiscal management experience and the fiscal controls that will be used in terms of acceptable accounting practices and the ability to maintain accountability for contract funds. Please include the following as **ATTACHMENT 2**:
 - i. Bidder's most recent Dun & Bradstreet Qualifier Report (formerly Supplier Evaluation Report). Dun & Bradstreet Supplier Qualifier Report must be ranked a 6 or lower for bidder to be considered for contract award. For information on how to obtain a Supplier Evaluation Report, contact Dun & Bradstreet at 1-866-719-7158 or www.dnb.com.
 - ii. Bidder's current year budget and year-to-date financial statements.
 - b. **References:** Bidders must provide a list of three current and three former contacts that demonstrate the ability of the bidder to perform the services solicited with a similar scope, volume and requirements herein. The Bidder should use **Exhibits D1 and D2** to submit this information and should include it as **ATTACHMENTS 3A and 3B**. All references must include the following:
 - i. Organization name;
 - ii. Name of contact person (name and title), contact person is to be someone directly involved with the services;
 - iii. Complete street address;
 - iv. Telephone number;
 - v. Email address;
 - vi. Type of business; and
 - vii. Dates of service.
 - c. **Debarment and Suspension:** Each bidder will be screened at the time of RFP response to ensure that the bidder, its principle agents and named subcontractors are not be debarred, suspended or otherwise excluded by the United States Government in compliance with the 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549. BHCS requires that the selected campaign provider maintain compliance with these regulations.
 - i. The County will verify bidder, its principle and named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at www.epls.gov ; and
 - ii. Bidders must complete **EXHIBIT N: DEBARMENT AND SUSPENSION CERTIFICATION**, certifying the bidder, its principle and named

subcontractors are not debarred, suspended or otherwise excluded by the United States Government and include as **ATTACHMENT 4**.

5. **Executive Summary:** Bid responses must include a synopsis of the highlights of the RFP and benefits of the proposal to the County in no more than one page.
6. **Organizational Experience and Capacity:** This Section will be used to evaluate the bidders experience in executing similar projects. Responses must be concrete, relevant and thorough. Bidders must respond to this section in a maximum of four pages (not including attachments).
 - a. **Describe how bidder meets each of the vendor minimum qualifications:**
 1. Bidders shall be regularly and continuously engaged in the business of providing AOD primary prevention services to the target group(s) that Bidder is proposing to serve (i.e., youth and families and/or older adults) using:
 - One or more of the six CSAP strategies listed in this RFP, for all strategies except information dissemination; OR
 - Two or more of the CSAP strategies if using information dissemination, which has not shown as effective on its own.
 2. Bidders shall be a nonprofit corporation or public entity as required by the Substance Abuse Prevention and Treatment (SAPT) Block Grant guidelines. (See United States Code (USC), Title 42, Chapter 6A, subchapter XVII, Part B, subpart ii, Section 300x-31 (a) (1) (E) and Code of Federal Regulations (CFR) Title 45, Part 96, Section 135 (a) (5).)
 3. Bidders shall have the ability to maintain adequate files and records and meet statistical reporting requirements such as collecting and entering data into the web-based State prevention database called the California Outcome Measurement Service for Prevention (CalOMS Pv).
 - b. **Provide an organizational chart of the bidder's organization and its relation to the proposed project.** Bid responses must describe how the project will relate to the bidder's current organization.
 1. The bidder's organizational chart must be included as **ATTACHMENT 5** and must represent the total organizational structure and indicate where the services funded under this RFP would sit within the existing structure.
 - c. **Describe bidder's experience coordinating and collaborating services with other agencies.** Please give a minimum of two specific examples of the organization's experience on collaborative projects.
 - d. **Describe and provide an example of the organization's capacity to respond to the needs of individuals and families from an array of racial/ethnic, linguistic and cultural backgrounds, and other populations that have been historically under or inappropriately served.** Please provide brief examples specific to your agency implementing prevention activities, developing educational materials, providing community outreach, and practicing cultural responsiveness.
7. **Technical Criteria:** This section will be used to evaluate bidder's proposed plan for delivering this program. Responses must be concrete, relevant and thorough. Bidders must respond to this section in no more than eight pages (not including attachments).
 - a. **State which CSAP strategy(s) you will use.**
 - b. **Identify and briefly describe which IOM category(s) you will serve and the characteristics of the target population(s).**
 - c. **Identify and briefly describe which scientifically defensible model and/or strategy will be implemented through the use of these prevention funds and how it has been documented as an evidence-based, best or promising practice.**
 - d. **Provide a brief description of how the bidder will provide services across one or more regions of Alameda County.**

- e. **Provide a logic model that describes the bidder's rationale for using the identified model with the selected target population(s).** The logic model should provide an organized, graphical depiction of the logical connections (based on theory) that shows what a program is expected to achieve and the underlying rationale and steps by which it is to produce positive effects. It includes the approaches and activities that specifically address underlying needs and resources and specifies the expected short and intermediate-term outcomes, or objectives, and the expected long-term outcomes, or goals.
 - f. **Provide a brief description of the plan for promoting collaboration.** Please describe the other organizations, institutions and stakeholders that you see as key to the success of the project.
 - g. **Provide a brief description of the plan for collecting and entering data to meet statistical reporting requirements.** Describe your understanding of the data needs of this project and how your program will incorporate the results into ongoing implementation.
 - h. **Describe the bidder's staffing plan to achieve the proposed activities, including data collection and entry.** Responses should include one to two page vitas for existing staff and one to two page job descriptions for new staff, which describe the necessary roles, responsibilities and qualifications for each position as **ATTACHMENT 6**. Bidders should describe their recruitment and hiring process for this project, if applicable, and their training and supervision practices for project staff. Bidder should describe their practices for hiring, training and retaining a workforce that is responsive to Alameda County's diverse cultures. Bidders should include an organizational chart that describes logical oversight & linkages between project staff & partners as **ATTACHMENT 7**.
- 8. Cost:** A budget must be included in the proposal. The bidder must use **EXHIBIT B: BID FORM INSTRUCTIONS** to prepare the budget. Budget and budget narrative must be appropriate for proposed planning and implementation. Proposals will be evaluated on whether the bidder's budget appears reasonable for planned and ongoing activities.
- a. The annualized budget should include ongoing costs for personnel and non-personnel expenses. Please see **EXHIBIT B: BID FORM INSTRUCTIONS** for detailed instructions. Attach budget forms as **ATTACHMENT 8**.

It is expected that all bidders will have existing capacity to provide these services. There will be no one-time funds available for start-up expenses. BHCS has historically given cost of living adjustments (COLAs) to contractors as funding is available. The COLA increase is generally based on SEIU negotiated COLA amounts and is subject to Board of Supervisors' approval. Pricing for the procurement of goods and services by the County shall include all taxes, freight and all other costs, or credits, associated with the procurement and delivery to the County of Bidder's goods and services. Refer to **EXHIBIT K: TERMS AND CONDITIONS, Section B: PRICING**.

- 9. Implementation Schedule and Plan:** Bidders must include an implementation work plan for the program, which must describe activities, such as staff recruitment and training. The bidder must describe the timeline and milestones for planning activities and demonstrate that the program is built in an intentional way to result in full and effective program implementation. Bidders must identify and plan for mitigation of risks and barriers, which may adversely affect any of the program's schedule. Bidders must respond in no more than two pages.

To receive Local preference points or Small, Local and Emerging Business (SLEB) preference points, bidders must submit the following **EXHIBITS and ATTACHMENTS**:

- **EXHIBIT E: SMALL, LOCAL AND EMERGING BUSINESS CERTIFICATION APPLICATION PACKAGE as ATTACHMENT 9**

- **EXHIBIT F: SMALL, LOCAL AND EMERGING BUSINESS SUBCONTRACTING INFORMATION** as **ATTACHMENT 10**
- **EXHIBIT G: REQUEST FOR LOCAL BUSINESS OR SMALL OR EMERGING LOCAL BUSINESS PREFERENCE** as **ATTACHMENT 11**

All bidders must also submit the following **EXHIBITS** and **ATTACHMENTS**:

- **EXHIBIT H: ALAMEDA COUNTY VENDOR FIRST SOURCE INFORMATION** as **ATTACHMENT 12**
- **EXHIBIT I: EXCEPTIONS, CLARIFICATIONS AND AMENDMENTS** as **ATTACHMENT 13**

F. EVALUATION CRITERIA/SELECTION COMMITTEE

The County Selection Committee (CSC) may be composed of County staff and other parties who may have expertise or experience in the delivery of AOD primary prevention services to youth, families and older adults. The CSC will select a contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the CSC. The CSC for this RFP will include sub-panels specific to the two target groups: youth and families, and older adults.

All contact during the evaluation phase shall be through the County Contact, Shannon Banks only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of bidder.

As a result of this RFP, the County intends to award a contract to the responsible bidders whose responses conform to the RFP and whose bids present 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 County may award a contract of higher qualitative competence over the lowest priced response. 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, will 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.

Each of the Evaluation Criteria will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored in accordance with the zero to five-point scale shown in Table 2. The scores for all of the Evaluation Criteria will then be added according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred fifty (550) points including local preference points, SLEB preference points and any additional points from the oral interviews (if applicable).

Prior to evaluation by the CSC, BHCS administrative staff will evaluate all proposals for completeness and ability of the bidder to meet the minimum standards set forth in this RFP. The results of that evaluation will be provided to the CSC with recommendations on which proposals have passed this first round of administrative review. The CSC will then evaluate each proposal that has passed the administrative review and score it according the evaluation criteria set forth in this RFP.

The County reserves the right to request oral presentations from the organizations with the highest ranked bids in the evaluation of the written proposal and to assign additional points on the basis of those presentations. The county reserves the right to select any one of the top scoring bidders.

The below table defines the five-point scale range.

Table 2. Zero-to-Five Point Scale		
	Rating	Description
0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will 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 will 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 their respective weights are as follows:

Table 3. Evaluation Criteria and Respective Weights		
Sub-Section	Evaluation Criteria	Maximum Points
1. Title Page	BHCS staff will review these sections for completeness and submittal.	N/A
2. Table of Contents		
3. Cover Letter		
4. Organizational References		
5. Executive Summary		
6. Organization Experience and Capacity (Maximum 140 points)	a. <u>Vendor minimum Qualifications</u> : Extent to which bidder meets the vendor minimum qualifications.	50
	b. <u>Oversight</u> : Extent to which bidder has demonstrated appropriate oversight and placement of the project within the bidder's current organization.	25
	c. <u>Coordination and collaboration</u> : Extent to which bidder has demonstrated experience coordinating and collaborating services with clients and other agencies.	40
	d. <u>Cultural responsiveness</u> : Extent to which bidder has demonstrated capacity to respond to the needs of diverse individuals and families in terms of implementing prevention activities, developing educational materials, providing community outreach, and practicing cultural responsiveness.	25
7. Technical Criteria (Maximum 260 points)	a. <u>CSAP Strategy(s)</u> : Does the bidder state which CSAP strategy(s) will be used.	15
	b. <u>IOM category(s)</u> : Extent to which proposal has identified and briefly described: a) which IOM category(s) program will serve, and b) appropriate target population(s) program will serve.	40
	c. <u>Scientifically defensible model and/or strategy</u> : Extent to which proposal has identified and briefly described how the program will be based upon an appropriate scientifically based prevention model and/or strategy.	35
	e. <u>County regions</u> : Extent to which proposal has demonstrated a concrete plan for serving one or more county regions.	35
	f. <u>Logic model</u> : Extent to which the identified model is a good match for the selected target population(s).	50
	g. <u>Collaboration</u> : Extent to which proposal has provided an adequate and appropriate plan for promoting collaboration.	25
	h. <u>Collecting/entering data</u> : Extent to which proposal has described an adequate plan for collecting and entering data to meet statistical reporting requirements, and for incorporating the results into ongoing implementation.	25
	i. <u>Staffing plan</u> . Extent to which proposal has described an adequate and appropriate staffing plan to achieve the outcomes identified for the scientifically-defensible model and/or strategy, including program implementation, data collection, data entry, supervision and training/cultural responsiveness.	35

Table 3. Evaluation Criteria and Respective Weights		
Sub-Section	Evaluation Criteria	Maximum Points
8. Cost (Maximum 60 points)	An evaluation of (a) reasonableness, i.e., does the proposed pricing accurately reflect the bidder's effort to meet requirements and objectives?; (b) realism, i.e., is the proposed cost appropriate to the nature of the services to be provided?; and (c) affordability, i.e., the ability of BHCS to finance the services. Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that BHCS cannot afford.	35
9. Implementation Schedule & Plan (Maximum 20 points)	Extent to which bidder has provided a thoughtful and realistic implementation plan and schedule that will meet BHCS' timeframe. Additional credit will be given for identification and planning for mitigation of schedule risks which Bidder believes may adversely affect any portion of BHCS' schedule.	20
10. Understanding of Overall Project (Maximum 20 points)	Proposals will be evaluated against the RFP specifications and the questions below: <ul style="list-style-type: none"> • Extent to which the proposal demonstrated a thorough understanding of the purpose and scope of the project. • Extent to which the proposal identified pertinent issues and potential problems related to the project. • Extent to which the proposal demonstrates a clear understanding of the deliverables BHCS expects to achieve. • Extent to which the proposal demonstrates a clear understanding of BHCS' timeline and the ability to achieve it. 	20
11. Local or SLEB Preference (Maximum: 50 points)	Proposals may receive an additional 25 points for Local Preference and an additional 25 points for SLEB Preference by completing the following forms: <ul style="list-style-type: none"> • Exhibit E: Small, Local and Emerging Business Certification Application Package • Exhibit F: Small, Local and Emerging Business Subcontracting Information • Exhibit G: Request for Local Business or Small or Emerging Local Business Preference 	50
12. Oral Interview (if applicable)	If there is a need to conduct oral interviews, proposals may receive up to 25 additional points through an oral interview.	25
Other Required Attachments	BHCS staff will review these sections for completeness and submittal. <ul style="list-style-type: none"> • Exhibit H: Alameda County Vendor First Source Information • Exhibit I: Exceptions, Clarifications and Amendments 	N/A
Copies	Include one original, and eight (8) copies of the proposal	N/A

G. CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, which may be awarded to Contractor, the CSC and/or other persons designated by the County will 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 were evidenced which make it unlikely (even with possible modifications) that such proposed services have met the County requirements. If, as a result of such determination the County concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. The County will 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 project if it is determined to be in its best interest to do so.

H. NOTICE OF AWARD

At the conclusion of the RFP response evaluation process ("Evaluation Process"), all bidders will be notified in writing by certified mail, return receipt requested, of the contract award recommendation, if any, BHCS. The document providing this notification is the Notice of Award.

The Notice of Award will provide the following information:

- The name of the bidder being recommended for contract award;
- The names of all other bidders; and
- The Bid Summary section, which may include bid number and evaluation points for each bidder in summary form.

At the conclusion of the RFP process, debriefings for unsuccessful bidders may be scheduled provided upon written request and will be restricted to discussion of the unsuccessful bid with BHCS.

- Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder, etc.
- Debriefing may include review of successful bidder's proposal.

I. BID PROTEST / APPEALS PROCESS

Alameda County prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Award/Non-Award will not be accepted by the County.

Any bid protest must be submitted in writing to the Director of BHCS, 2000 Embarcadero, Suite 400 Oakland, CA 94606. The bid protest must be submitted before 5:00 p.m. of the tenth (10th) business day following the date of the Notice of Award.

- The bid protest must contain a complete statement of the basis for the protest.
- The protest must refer to the specific portions of all documents that form the basis for the protest.
- The protest must include the name, address and telephone number of the person representing the protesting party.
- The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest which may be

adversely affected by the outcome of the protest. At a minimum, those parties listed in the Notices of Award/Non-Award shall be notified of such protest and the specific grounds therefore.

- The procedure and time limits are mandatory and are the Bidder's sole and exclusive remedy in the event of Bid Protest.
1. Bidder's failure to comply 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.
 2. Upon receipt of written protest/appeal Director, BHCS will review and provide an opportunity to settle the protest/appeal by mutual agreement, will schedule a meeting to discuss or issue a written response to advise an appeal/protest decision within five (5) working days of review date.
 3. Responses will be issued and/or discussed at least five (5) days prior to Board hearing date.
 4. Responses will inform the bidder whether or not the recommendation to the Board is going to change.
 5. The decision of the Director, BHCS may be appealed to the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612, Fax: (510) 272-6502. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) calendar days of notification of decision by the Director, BHCS.
 6. The decision of the Auditor-Controller's OCC is the final step of the appeal process.

III. APPENDICES

A. GLOSSARY & ACRONYM LIST

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

Adolescent	Youth between the ages of 12 and 17.
Agreement	The formal contract between BHCS and the Contractor
Alternative Activities	This CSAP strategy provides for the participation of target populations in activities that exclude alcohol, tobacco, and other drug use. The assumption is that constructive and healthy activities offset the attraction to or otherwise meet the needs usually filled by alcohol, tobacco, and other drugs and would, therefore, minimize or remove the need to use these substances.
AOD	Alcohol and Other Drugs
Best Practice	A body of knowledge that may include scientific, practical or anecdotal elements and that is perceived as an effective method of service.
BHCS	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency
Bid	The bidders'/contractors' response to this Request
Bidder	The specific person or entity responding to this RFP
Board	Shall refer to the County of Alameda Board of Supervisors
CalOMS	California Outcome Measurement Service for Prevention (CalOMS Pv) is a web-based State prevention database.
Center for Substance Abuse Prevention (CSAP)	CSAP provides national leadership in the Federal effort to prevent alcohol, tobacco, and other drug problems. CSAP has identified six key categories of prevention strategies: information dissemination; education; alternative activities; problem identification and referral; community based process; and environmental.
Community-Based Organization	A non-governmental organization that provides direct services to participants.
Community Based Process	This CSAP strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for alcohol, tobacco, and drug abuse disorders. Activities in this strategy include organizing, planning, and enhancing efficiency and effectiveness of services implementation, interagency collaboration, coalition building, and networking.
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
Cultural Responsiveness	The practice of continuous self-assessment and community awareness on the part of service providers to assure a focus on the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems relative to their care.
Education	This CSAP strategy involves two-way communication and is distinguished from the Information Dissemination Strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities.

Environmental	This CSAP strategy establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing incidence and prevalence of the abuse of alcohol, tobacco, and other drugs used in the general populations. This strategy is divided into two subcategories to permit distinction between activities which center on legal and regulatory initiatives and those which relate to the service and action-oriented initiatives.
Evidence-Based Model or Practice	A model or practice with well-documented effectiveness. An evidence-based model or practice has been, or is being evaluated, and meets the following criteria: * Has some quantitative or qualitative data showing positive outcomes, but does not yet have enough research or replication to support generalized positive outcomes; or * Has been subject to expert/peer review that has determined that a particular approach or strategy has a significant level of evidence of effectiveness in research literature.
Federal	Refers to United States Federal Government, its departments and/or agencies
Family	For the purposes of this RFP, the person(s), who has provided primary support for, is a primary caregiver of, or whose daily life is impacted by, being a family member (by personal or biological definition) of a person who is at risk for negative outcomes related to their use, or potential use of AOD. Family members may be the biological parents, foster parents, siblings, spouses, children, aunts, uncles, cousins, friends, or anyone else whom the person defines as “their family members.”
Indicated Prevention	This IOM category is designed to catch problems in their earliest stages to prevent long-term suffering. The mission of indicated prevention is to identify individuals who are exhibiting early signs of serious mental health issues, substance abuse and other associated behaviors and to provide appropriate services.
Information Dissemination	This CSAP strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco, and drug use, abuse, and addiction and the effects on individuals, families, and communities...(and) increases knowledge and provides awareness of available prevention programs and services.
Institute of Medicine (IOM)	The IOM provides information and advice concerning health and science policy. The IOM is an independent, nonprofit organization that works outside of government to provide unbiased and authoritative advice to decision makers and the public. The IOM has identified three key categories for prevention -- universal, selective and indicated.
Lesbian, Gay, Bi-Sexual, Transgender, Queer, Intersex (LGBTQI)	LGBTQI are abbreviations referring collectively to Lesbian, Gay, Bisexual, Queer, Transgender, and Intersex people/communities
Logic Model	An organized, graphical depiction of the logical connections (based on theory) that shows what a program is expected to achieve and the underlying rationale and steps by which it is to produce positive effects. It includes the approaches and activities that specifically address underlying needs and resources and specifies the expected short and intermediate-term outcomes, or objectives, and the expected long-term outcomes, or goals.
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.
Outpatient Treatment Capacity	Capabilities of a provider/contractor expressed as a volume of services or a number of participants/patients served or a range of non-hospital services available
Outreach and Engagement	The acts of extending assistance to those in the community who may benefit from information and/or services but who have not, or have not been able to, come forth to seek it.
Older Adults	Individuals age 60 years or older.

Prevention	Strategies, programs and initiatives which reduce both direct and indirect adverse personal, social, health, and economic consequences resulting from problematic ATOD availability, manufacture, distribution, promotion, sales, and use. The desired result is to promote safe and healthy behaviors and environments for individuals, families, and communities.
Prevention Framework and Strategic Plan	The document containing the overview of current County supported approaches to substance abuse prevention services and activities.
Problem Identification and Referral Services	This CSAP strategy aims at identification of those individuals who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs and to assess whether their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment.
Promising Practice	Programs and strategies that have some quantitative data showing positive outcomes over a period of time, but do not have enough research or replication to support generalized outcomes. It has an evaluation design in place to move towards demonstration of effectiveness; however, it does not yet have evaluation data available to demonstrate positive outcomes.
Proposal	Shall mean bidder/contractor response to this RFP
Regions	For the purposes of this RFP, the County Regions are defined as: ➤ <u>Northern Region</u> includes the cities of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont. ➤ <u>Central Region</u> includes the unincorporated areas of Ashland, Castro Valley, Cherryland, and the cities of Hayward, San Leandro, and San Lorenzo. ➤ <u>Southern Region</u> includes the cities of Fremont, Newark and Union City. ➤ <u>Eastern Region</u> includes the cities of Dublin, Livermore, Pleasanton and Sunol.
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda's request for proposal to provide the goods and/or services being solicited herein. Also referred herein as RFP.
Response	Shall refer to bidder's proposal submitted in reply to RFP.
Risk Factor	Any one of a number of characteristics of the community, school, family, or peer-individual domains that are known, through prospective, longitudinal research efforts, to be predictive of alcohol, tobacco, and illegal drug use, as well as violent behavior, by youth in the school and community.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Scientifically defensible	For the purposes of this RFP, a program and/or strategy that is based upon a model which is recognized as an evidence-based, promising, locally proven or best practice.
Selective Prevention	This IOM category identifies subsets of the total population that are deemed to be at risk for serious mental health issues or substance abuse by virtue of their membership in a particular population segment. The selective prevention program is presented to the entire subgroup because the subgroup as a whole is at higher risk than the general population for serious mental health issues or substance abuse. This strategy also aims at taking action before behavioral health problems occur.
Service Provider	Individuals, groups, and organizations, including CBO and County-operated programs, that deliver services to participants and patients under an agreement or contract with BHCS.
SLEB	Small Local Emerging Business.
State	Refers to State of California, its departments and/or agencies

Strategy	A method for doing or accomplishing something. It could include method for mobilizing a community or coalition, or a method for creating community awareness of the down-side of substance abuse through media offerings. As the term is used in its application to prevention, it encompasses broad-based approaches or generalized activities to be used in attempts to delay the onset, reduce, or cause the cessation of the use of tobacco or alcohol among minors and/or the use and abuse of legal and illegal drugs and substances by all members of a given population.
Substance Abuse and Mental Health Services Association (SAMHSA)	SAMHSA works to improve the quality and availability of substance abuse prevention, alcohol and drug addiction treatment, and mental health services. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.
Substance Abuse Prevention and Treatment (SAPT)	The goal of the SAPT Block Grant program is to support substance abuse prevention and treatment programs at the state and local levels. While the SAPT Block Grant provides Federal support to addiction prevention and treatment services nationally, it empowers states to design solutions to specific addiction problems that are experienced locally.
System Of Care	A multi-disciplinary, multi-agency delivery system of services that supports a consumer through a continuum of care and that uses a "person first" approach to build on the strengths of the person being served and his or her support system.
Universal Prevention	This IOM category addresses the entire population (national, local community, school, and neighborhood) with messages and programs aimed at taking action before behavioral health problems occur. Universal prevention programs are delivered to large groups without any prior screening for risk of serious mental health issues or substance abuse. The entire population is assessed as at-risk and capable of benefiting from prevention.
Youth	Individuals between the age of 0-18 years

IV. COUNTY ATTACHMENTS/EXHIBITS

EXHIBIT A: BID ACKNOWLEDGEMENT

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

The County of Alameda is soliciting bids from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP number. This Bid Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the bid response. Obligations assumed by such signature must be fulfilled.

1. **Preparation of bids:** (a) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid. (b) Quote price as specified in RFP. No alterations or changes or any kind shall be permitted to Exhibit B, Bid Form. Responses that do not comply shall be subject to rejection in total.
2. **Failure to bid:** If you are not submitting a bid but want to remain on the mailing list and receive future bids, complete, sign and return this Bid Acknowledgement and state the reason you are not bidding.
3. **Taxes and freight charges:** (a) Unless otherwise required and specified in the RFP, the prices quoted herein do not include Sales, Use or other taxes. (b) No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid. (c) Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County, as such papers may be accepted by the carrier as proof of the exempt character of the shipment. (d) Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
4. **Award:** (a) Unless otherwise specified by the bidder or the RFP gives notice of an all-or-none award, the County may accept any item or group of items of any bid. (b) Bids are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful bidder within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
5. **Patent indemnity:** Vendors 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.
6. **Samples:** Samples of items, when required, shall be furnished free of expense to the County and if not destroyed by test may upon request (made when the sample is furnished), be returned at the bidder's expense.
7. **Rights and remedies of County for default:** (a) In the event any item furnished by vendor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by vendor with its bid, the County may reject the same, and it shall thereupon become the duty of vendor to reclaim and remove the same forthwith, without expense to the County, and immediately to replace all such rejected items with others conforming to such specifications or samples; provided that should vendor fail, neglect or refuse so to do the County shall thereupon have the right purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may there after come due to vendor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that vendor fails to make prompt delivery as specified for any item, the same conditions as to the rights of the County to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government. (b) Cost of inspection or deliveries or offers for delivery, which do not meet specifications, will be borne by the vendor. (c) The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
8. **Discounts:** (a) Terms of less than ten (10) days for cash discount will considered as net. (b) In connection with any discount offered, time will be computed from date of complete, satisfactory delivery of the supplies, equipment or services specified in the RFP, or from date correct invoices are received by the County at the billing address specified, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the County warrant check.
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. **No guarantee or warranty:** The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

THE undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP and Bid Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this RFP?

By: _____ Date _____ Phone _____

Printed Name Signed Above: _____

Title: _____

EXHIBIT B: BID FORM INSTRUCTIONS

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

Line Item Detail - Page 1

All amounts shown must be rounded to the nearest whole dollar.

Fill in all the information pertaining to your organization that is required at the top of the page.

EXPENSES

- Enter the name of Behavioral Health Care Services (BHCS) - Alcohol and Drug Prevention Program (category) responding to in this RFP.

Note: An annualized budget submission is required. A Depreciation Schedule is required; if claiming depreciation expenses on page 1, line item 27 to 30.

- On Line 1, enter the appropriate total amount for personnel expenses for each program as reflected on the ***Personnel Expenses*** (Ex B Pers2) of this exhibit.
- On Lines 3 through 32, under ***Other Than Personnel Expenses***, enter the amount for each line item for each program.
- Line 33 automatically adds Lines 3 through 32 for the ***Total - Other Than Personnel Expenses***.
- Line 34 automatically adds Lines 1 and 33 for the total ***GROSS COST***.

All line items expenses marked with an asterisk (*) - Recreational Supplies (including Activities), Travel, Training, Professional and Specialized Services, Interest and Miscellaneous require submission of an ***Explanation/Justification of Line-Items*** form. (Use the Miscellaneous line item for other expenses which are not categorized on page 1).

An expenditure on the ***Indirect Costs*** (Line 31) line item requires submission of an Indirect Cost Rate Proposal (ICRP). BHCS allows 21% of direct costs for AOD Programs (total of line items 1 to 31 of page 1 of Exhibit B).

REVENUES

- Enter revenues on the appropriate line item relating to this RFP program.
- Line 45 automatically adds Lines 36 through 44 for ***TOTAL REVENUE***.
- Line 46 automatically totals Line 34 less Line 45 for ***NET COST***.

EXHIBIT B: BID FORM INSTRUCTIONS

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

Personnel Detail - Page 2

All amounts shown must be rounded to the nearest whole dollar.

Enter the Contractor Name at the top of the page.

- Enter the name of Behavioral Health Care Services (BHCS) - Alcohol and Drug Prevention Program (category) responding to in this RFP.
- **Position/Incumbent:** List the names and titles of all incumbents who will work for this prevention program. Use a separate line for each staff member. If a position is unoccupied, list the incumbent as *vacant*. If there are more than fifty-six (56) staff members use additional pages.
- **Annual Budgeted Salary:** This salary should reflect the annualized cost of the position. This reflects what the position would earn working **40 hours per week** for a year. If a full time equivalent is less than 40 hours at your agency, your full time salaries should be extrapolated to a 40 hour a week base. (Example: Your staff member works 37.5 hours a week for full time with an annual salary of \$30,000. If this individual were working 40 hours a week, the annualized salary would be \$32,000. This is the salary to use on this form. This individual would be .9375 FTE).

The following information is to be completed for this program:

Status: Enter for each position as applicable. Use the following designations:

A = Administrative **S** = Supervisorial **D** = Direct Program Staff

If a staff person qualifies for more than one status, enter each one and in subsequent columns indicate the breakdown in percent FTE and salary.

Number of Months: Enter the number of months that each position will be funded for the contract period.

Percent (%) FTE: This is automatically calculated. The % FTE should be reflective of the amount of time each position will be working in each program using a 40 hour week as base. (Examples: (a) if a person works 20 hours a week in a program, this is 50% FTE. (b) if a person works a total of 20 hours a week for the agency, but is projected to work in two programs for 10 hours each, then each program would be 25% FTE. (c) if a person works 37.5 hours per week in one program and this is considered full time, then this would be 93.75% FTE using a 40 hour per week base). In no instance should one individual staff member exceed **100% FTE** on a 40 hour per week base. The total for each program is automatically calculated.

Salary: Determine the salary for each position by the following formula: annualized salary divided by 12 times the number of months the position is funded times the percent FTE. The total for each program is automatically calculated. If an individual has mixed status, the FTE and salary should be shown separately for each status.

Employee Fringe Benefits: Enter the amounts to be allocated for each fringe benefit on the appropriate line items. Total of fringe benefits of this program is automatically calculated.

TOTAL PERSONNEL EXPENSES: The sum of Total Salaries/FTEs and Total Fringe Benefits is automatically calculated. Total amount should be carried over to Line item # 1 on page 1(Ex B Budg1).

EXHIBIT B: BID FORM INSTRUCTIONS

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

Explanation / Justification of Line Items

One (1) form is completed for each asterisk * Line Item.

Note: This form is to be used to describe in detail all expenditures allocated to any of the following line items:

- Recreational Supplies (including Activities)
- Travel
- Training
- Professional and Specialized Services
- Interest
- Miscellaneous

HEADING INSTRUCTIONS

Enter your organization's name, applicable program name, line item account to be detailed, and date prepared

COLUMN INSTRUCTIONS

Description of Expenditure: List each type of expenditure within the line item account separately, and include a complete description of the expenditure (e.g., subcontractor, description of services provided, dates of service, cost of service, etc.).

Amount: Enter the actual total expenditure for the service for the 12-month period.

Total Line Item Amount: The total of all the itemized expenditures for this line item is automatically calculated. This total must be identical to the amount shown on the corresponding line item amount under ***Other Than Personnel Expenses*** (Ex B Budg1).

EXHIBIT C1: MINIMUM INSURANCE REQUIREMENTS, NON-PROFIT ORGANIZATIONS

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

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 insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability, Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D	Professional Liability/Errors and Omissions Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 project aggregate
E	Employee Dishonesty and Crime	Value of Cash Advance
F	<p>Endorsements and Conditions:</p> <ol style="list-style-type: none"> ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, Personal Automobile Liability, Workers' Compensation and Employers Liability shall provide an additional insurance endorsement page that names as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and volunteers. Employee Dishonesty and Crime Insurance Policy shall be endorsed to name as Loss Payee (as interest may arise): County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and volunteers. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination 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. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). 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. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods: <ul style="list-style-type: none"> Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies. Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured. CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent to: <ul style="list-style-type: none"> - Alameda County - Public Health, Insurance Coordinator, 1000 Broadway, Suite 500, Oakland, CA 94607 - With a copy to Risk Management Unit (125 - 12th Street, 3rd Floor, Oakland, CA 94607) 	

EXHIBIT C2: MINIMUM INSURANCE REQUIREMENTS, FOR-PROFIT ORGANIZATIONS

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

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 insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability; Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D	Professional Liability/Errors & Omissions Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
E	<p>Endorsements and Conditions:</p> <p>9. ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives.</p> <p>10. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination 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.</p> <p>11. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). 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.</p> <p>12. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.</p> <p>13. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.</p> <p>14. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods:</p> <ul style="list-style-type: none"> - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies. - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured. <p>15. CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.</p> <p>16. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent to:</p> <ul style="list-style-type: none"> - Alameda County - Public Health, Insurance Coordinator, 1000 Broadway, Suite 500, Oakland, CA 94607 - With a copy to Risk Management Unit (125 - 12th Street, 3rd Floor, Oakland, CA 94607) 	

EXHIBIT D1: CURRENT REFERENCES

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:

EXHIBIT D2: FORMER REFERENCES

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
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EXHIBIT E: SLEB PROGRAM NEW CERTIFICATION INSTRUCTIONS
SMALL, LOCAL AND EMERGING BUSINESS (SLEB)
BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

3 Easy Steps

1. Complete the application form

Program Definitions

Local Business: A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County

Small Business: A business which has been certified by the County as local and meets the U.S. Business Administration (SBA) size standards for its classification. Size standards and classification codes information available at <http://www.naics.com/search.htm>

Emerging Business: A business which has been certified by the County as local and meet less than one half of the U.S. SBA size standards for its classification and has been in business less than 5 years.

If you own less than 51% interest in your business, please indicate other owner(s) name(s), title(s) and percentage of ownership. List all current business and professional licenses. If you have been in business for less than three years, please provide your actual gross receipts received for the period that you have been in business. If you have not been in business for a complete tax year, please provide actual gross receipts to date. If any item on the application form is not applicable, please put "N/A" in the designated area. If additional space is needed, please attach additional sheet(s).

2. Please sign* and mail Application to:

Alameda County Auditor-Controller Agency
 Office of Contract Compliance
 1221 Oak Street, Room 249
 Oakland, CA 94612

*The application form must be signed by the owner, principal partner or authorized officer of the corporation. We will contact you within 10 days to schedule a site visit upon receipt of your application.

3. On-site Visit

The following items must be available for our review during the visit to your business address:

- Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years**
- Business Licenses
- Current Identification (i.e. Driver's License, Identification Card)
- Deed, Rental or Lease Agreement showing Business Address

**Personal Net Worth Statement (if the business has never filed taxes)

If you have questions regarding your certification, please contact:

Office of Contract Compliance Tel: (510) 891-5500 Fax: 510-272-6502 or Email:
ACSLEBcompliance@acgov.org

East Bay Interagency Alliance (EBIA)

**COMMON APPLICATION for
LOCAL CERTIFICATION**

Alameda County – Alameda County Transportation Improvement Authority – City of Oakland – Port of Oakland

Submittal Date: _____

Check Certifying Agency below and click link to download Supplemental:

- Alameda County – No supplemental required
- Alameda County Transportation Improvement Authority – Complete [Supplemental B](#)
- City of Oakland – Complete [Supplemental C](#)
- Port of Oakland – Complete [Supplemental D](#)
- All the above

The Common Application is a sharing of information between agencies and NOT a reciprocal certification.

1) Contact Information

Legal Name of Entity		Contact Person (Name & Title)		
Street Address of Entity (No P.O. Box)				
City		State	Zip Code	County
Telephone ()	Fax # ()		Cell# ()	
Email Address		Web Site		

2) Company Profile

Primary Service undertaken/offered:		Specialty Service undertaken/offered:		
Date Entity was established (mm/dd/yr)	Does the entity have one or more additional offices outside the city of Oakland, CA? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, list other location(s)		Date Oakland office was established (mm/dd/yr)	
Method of Acquisition	<input type="checkbox"/> New <input type="checkbox"/> Merger or consolidation	<input type="checkbox"/> Purchased existing <input type="checkbox"/> Inherited	<input type="checkbox"/> Secured concession <input type="checkbox"/> Other (explain)	Federal ID Number:
Has this entity operated under a different name during the past five years? <input type="checkbox"/>				
Type of Firm <input type="checkbox"/> Sole Proprietorship		Ethnicity Group of owners(s) that own greater than 50% of the business. (for tracking purposes only)		

			Date
State of CA Contractor's License Board – Contractor's License:			
State of CA Professional Service License or Permit:			
State of CA Service Provider License or Permit:			
Other:			
Other:			

5) **NAICS Codes:** Please review the NAICS² listing of work codes and indicate below your areas of expertise ranked in order of importance (begin with primary and specialty areas as indicated in the Company Profile section) NAICS Codes can be found at: <http://www.naics.com/search.htm> & <http://www.census.gov/epcd/naics02/>. Add separate sheet for additional NAICS codes if needed.

NAICS Code	Description of Work

6) **Additional Information:**

Are you a Trucking Firm? Yes No Are you a Truck Broker? Yes No Both? Yes No
A supplier? Yes No

7) **When submitting this application to any of the checked Certification Taskforce members, I consent to the sharing of information contained herein and declare under penalty of perjury that all statements made in the Application are true and correct:** Yes No

I declare, under penalty or perjury all of the foregoing statements are true and correct.

Signature _____ Print _____
Name _____ Date _____

² North American Industry Classification System – www.naics.com

EXHIBIT F: (SLEB) PARTNERING INFORMATION SHEET
SMALL, LOCAL AND EMERGING BUSINESS (SLEB)

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

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 (as stated in this RFP County Provisions) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute the partner without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/index.htm>).

BIDDER IS A CERTIFIED SLEB (sign below)

SLEB BIDDER BUSINESS NAME: _____

SLEB Certification # _____ **SLEB Certification Expiration Date** ____/____/____

NAICS Codes Included in Certification _____

BIDDER is NOT a SLEB and will subcontract _____% with the SLEB named below for the following service(s):

SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: ____/____/____

SLEB Certification Status Small Emerging

NAICS Codes Included in Certification _____

Principal Name: _____

SLEB Subcontractor Principal Signature: _____ Date: _____

Upon award, prime contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Signature: _____ **Date:** _____

EXHIBIT G: REQUEST FOR PREFERENCE

for
LOCAL BUSINESS
and

SMALL AND LOCAL OR EMERGING AND LOCAL BUSINESS

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

PLEASE READ AND COMPLETE THIS FORM CAREFULLY:

IF YOU WOULD LIKE TO REQUEST THE LOCAL BUSINESS, SMALL AND LOCAL BUSINESS, OR EMERGING AND LOCAL BUSINESS PREFERENCE, COMPLETE THIS FORM AND RETURN IT WITH YOUR BID. IN ADDITION, IF APPLYING FOR A LOCAL BID PREFERENCE, SUBMIT THE FOLLOWING:

- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
- Proof of six (6) month business residency, identifying the name of the vendor and the local address: utility bills, deed of trust or lease agreement. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is 10% (5% local & 5% certified). Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.

Check the appropriate boxes below (2 maximum) and provide the requested information.

<input type="checkbox"/> Request for 5% LOCAL Bid Preference (Complete 1-4, print name, title, sign and date below)	
1. Company Name	
2. Street Address	
3. Telephone Number	
4. Business License #	

<input type="checkbox"/> Request for 5% SMALL Local Business Bid Preference OR <input type="checkbox"/> Request for 5% EMERGING Local Business Bid Preference (Complete certification information below)			
SLEB Certification #:		SLEB Certification Expiration Date	/ /
NAICS Codes Included in SLEB Certification			

The Undersigned declares that the foregoing information is true and correct:

Print/Type Name: _____
Print/Type Title: _____
Signature: _____
Date: _____

EXHIBIT H: VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

ALCOLINK Vendor Number (if known): 00000

SLEB Vendor Number:

Full Legal Name:

DBA

Type of Entity: Individual Sole Proprietor Partnership
 Corporation Tax-Exempted Government or Trust

Check the boxes that apply:

Goods Only Goods & Services Rents/Leases Legal Services
 Rents/Leases paid to you as the agent Medical Services Non-Medical Services – Describe

 Other _____

Federal Tax ID Number (required): _____

P.O. Box/Street Address: _____

Vendor Contact's Name: _____

Vendor Contact's Telephone: _____ Fax: _____

Vendor Contact's E-mail address: _____

Please check all that apply:

- LOC Local Vendor (Holds business license within Alameda County)
- SML Small Business (as defined by Small Business Administration)
- I American Indian or Alaskan Native (>50%)
- A Asian (>50%)
- B Black or African American (>50%)
- F Filipino (>50%)
- H Hispanic or Latino (>50%)
- N Native Hawaiian or other Pacific Islander (>50%)
- W White (>50%)

Number of Entry Level Positions available through the life of the contract: _____

Number of other positions available through the life of the contact: _____

This information to be completed by County:

Contract # _____

Contract Amount: _____

Contract Term: _____

EXHIBIT H (Continued):
ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

Vendor agrees to provide Alameda County (through East Bay Works and Social Services Agency), ten (10) working days to refer to Vendor, potential candidates to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Vendor will also provide the County with specific job requirements for new or vacant positions. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but final decision of whether or not to offer employment, and the terms and conditions thereof, to the candidate(s) rest solely within the discretion of the Vendor.

Alameda County (through East Bay Works and Social Services Agency) agrees to only refer pre-screened qualified applicants, based on vendor specifications, to vendor for interviews for prospective employment by Vendor (see Incentives for Vendor Participation under Vendor/First Source Program located on the Small Local Emerging Business (SLEB) Website, <http://www.acgov.org/auditor/sleb/>).

If compliance with the First Source Program will interfere with Vendor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct Vendor's ability to carry out the terms of the contract, Vendor will provide to the County a written justification of non-compliance in the space provided below.

(Company Name)

(Vendor Signature) (Date)

(East Bay Works / One-Stop Representative Signature) (Date)

Justification of Non-Compliance:

EXHIBIT I: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

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

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

Item No.	Reference To:		Description
	Page No.	Paragraph No.	

_____	_____	_____
_____	_____	_____
Bidder Name	Bidder Signature	Date

Exhibit J: Intentionally Omitted
Exhibit K: Intentionally Omitted
Exhibit L: Intentionally Omitted

EXHIBIT M: PROPOSAL COMPLETENESS CHECKLIST

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

This table provides an overview of the major components that bidders should include in their response to this RFP. For more concrete prompts about the type of information to include in your narrative responses, please see *Section 2.E Response Format*.

Sub-Section	Max. Pages	Required Attachment	Corresponding Exhibit	Max. Points
1. Title Page	One	N/A	N/A	N/A
2. Table of Contents	N/A	N/A	N/A	
3. Cover Letter	One	Attachment 1: Bid Acknowledgement	Exhibit A	
4. Organizational References	One	Attachment 2: Financial Documents	N/A	
		Attachment 3A and 3B: References	Exhibit D1 and D2	
		Attachment 4: Debarment and Suspension	Exhibit N	
5. Executive Summary	One	N/A	N/A	
6. Organizational Experience and Capacity	Four	Attachment 5: Agency Organizational Chart	N/A	140
7. Technical Criteria	Eight	Attachment 6: Vitas/Job Descriptions	N/A	260
		Attachment 7: Project Organizational Chart	N/A	
8. Cost	Two	Attachment 8: Bid Form	Exhibit B	60
9. Implementation Schedule and Plan	Two	N/A	N/A	20
10. Understanding of overall project	N/A	N/A	N/A	20
11. SLEB or Local Preference	N/A	Attachment 9: SLEB Certification Package	Exhibit E	N/A
		Attachment 10: SLEB Subcontracting Form	Exhibit F	N/A
		Attachment 11: Request for Local or SLEB Preference	Exhibit G	Local: 25 SLEB: 25
Other Required Attachments	N/A	Attachment 12: First Source Form	Exhibit H	N/A
		Attachment 13: Exceptions/Clarifications/ Amendments	Exhibit I	N/A
One original and 8 copies of the Proposal	N/A	N/A	N/A	N/A

EXHIBIT N: DEBARMENT & SUSPENSION CERTIFICATION
BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

For Procurements Over \$25,000

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its Principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

BIDDER: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

EXHIBIT O: TERMS & CONDITIONS

BHCS RFP 11-02: Alcohol and Other Drug (AOD) Primary Prevention Services

A. TERM / TERMINATION / RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be one year.
2. The term of the contract will begin on the first day of a month and run through the end of the fiscal year and shall continue, provided funding is allocated by the County Board of Supervisors, until terminated in accordance with the Master Contract.
3. Termination for Cause: If County determines that Contractor has failed, or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Master Contract, or if County determines that Contractor has violated or will violate any of the covenants, agreements, provisions or stipulations of the Master Contract, County shall thereupon have the right to terminate the Master Contract by giving written notice to Contractor of such termination and specifying the effective date of such termination.
4. Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Master Contract upon any final or interim audit by County, Contractor shall have failed in any way to comply with any requirements of this Master Contract, then Contractor shall pay to County forthwith whatever sums are so disclosed to be due to County (or shall, at County's election, permit County to deduct such sums from whatever amounts remain not disbursed by County to Contractor pursuant to this Master Contract or from whatever remains due Contractor by County from any other contract between Contractor and County).
5. Termination without Cause: County shall have the right to terminate this Master Contract without cause at any time upon giving at least 30 days written notice prior to the effective date of such termination.
6. Termination by Mutual Agreement: County and Contractor may otherwise agree in writing to terminate this Master Contract in a manner consistent with mutually agreed upon specific terms and conditions.
7. By mutual agreement any contract, which may be awarded pursuant to this RFP, may be extended for additional terms at agreed prices with all other terms and conditions remaining the same.

B. PRICING

1. Prices quoted shall be firm for start-up period and remaining months of the first fiscal year and for the second fiscal year of any contract that may be awarded pursuant to this RFP.
2. In subsequent years, all pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP with the exception of annual Board approved cost of living adjustments (COLAs).
3. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
4. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.
5. The County is soliciting a lump sum price for this project. The price quoted shall be the total cost the County will pay for this project including taxes and all other charges.
6. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
7. County will allocate the sum as indicated in *Exhibit B: Bid Form* to vendor awarded RFP, to be expended as described in the contract agreement. Unless an amendment to the Master Contract otherwise provides,

that amount shall in no event be exceeded by Contractor, and County shall under no circumstances be required to pay in excess of that amount.

8. Price quotes shall include any and all payment incentives available to the County.
9. 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.

C. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP Section II. F. REVIEW/EVALUATION PANEL COMMITTEE/SELECTION CRITERIA (CSC).
2. The committee will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award is not necessarily made to the bidder with the lowest price.
3. The County reserves the right to reject any or all responses that materially differ from any terms contained herein or from any Exhibits attached hereto and to waive informalities and minor irregularities in responses received.
4. The County reserves the right to award to a single or multiple contractors.
5. The County has the right to decline to award this contract or any part thereof for any reason.
6. Board approval to award a contract is required.
7. Contractor shall sign an acceptance of award letter prior to Board approval. A Master Contract must be signed following Board approval.
8. Final Master Contract terms and conditions will be negotiated with the selected bidder. Attached *Exhibit J* contains minimal Master Contract boilerplate language only.
9. The RFP specifications, terms, conditions and Exhibits, RFP 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.

D. METHOD OF ORDERING

1. A Master Contract which includes a *Master Contract Exhibit A: Program and Performance Requirements* and *Master Contract Exhibit B: Budget Terms and Conditions of Payment* will be issued upon Board approval.
2. A written PO and signed Master Contract will be issued upon Board approval, and shall be the only authorization for the Contractor to place an order.
3. POs and payments for products and/or services will be issued only in the name of Contractor.
4. Contractor shall adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
5. Change orders shall be agreed upon by Contractor and County and issued as needed in writing by County.

E. 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 (30) 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 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.
8. The County will pay Contractor monthly or as agreed upon, not to exceed the total lump sum price quoted in the bid response.

F. COUNTY PROVISIONS

1. Preference for Local Products and Vendors

A five percent (5%) preference shall be granted to Alameda County products or Alameda County vendors on all sealed bids on contracts except with respect to those contracts which state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this RFP.

2. Small and Emerging Locally Owned Business

A small business for purposes of this RFP is defined by the United States Small Business Administration as having no more than \$6,500,000 in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County, is one that has less than one-half (1/2) of the preceding amount and has been in business less than five (5) years. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions and Application) has been attached hereto as Exhibit E and must be completed and returned by a qualifying contractor. The certification application package is also available at <http://www.acgov.org/auditor/sleb/cert.htm>.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP; and which holds a valid business license issued by the County or a city within the County.

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 the following provisions shall apply to this RFP:

- a. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in paragraph 1., above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.
- b. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference **and** must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder's total bid amount in order to be considered for the contract award. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this RFP. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

The County reserves the right to waive these small/emerging local business participation requirements in this RFP, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB:

- non-profit community based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents
- non-profit churches or non-profit religious organizations (NPO);
- public schools; and universities; and
- government agencies.

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Service as 501(c) 3.

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

3. Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is ten percent (10%) [five percent (5%) local, and five percent (5%) certified]. Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.

4. First Source Program

The First Source Program has been developed to create a public/private partnership that links CalWORKS job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act requires the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Contractors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of this RFP are required to provide Alameda County with ten (10) working days to refer to Contractor, potential candidates to be considered by Contractor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Contractor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Contractor will be

pre-screened, qualified applicants based on Contractor's specifications. Contractor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Contractor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as *Exhibit H*, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten day window) in the event that they are awarded a contract as a result of this RFP. *Exhibit H* will be completed and signed by County upon contract award and made a part of the final contract document.

If compliance with the First Source Program will interfere with Contractor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor will provide to the County a written justification of non-compliance.

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

5. Online Contract Compliance System

Alameda County utilizes the Elation Systems contract compliance application as part of its commitment to assist contractors to conveniently comply with legal and contractual requirements. Elation Systems, a secure web-based system, was implemented to monitor compliance and to track and report SLEB participation in County contracts.

Alameda County utilizes the Elation Systems contract compliance application as part of its commitment to assist contractors to conveniently comply with legal and contractual requirements. Elation Systems, a secure web-based system, was implemented to monitor compliance and to track and report SLEB participation in County contracts.

The prime contractor and all participating local and SLEB subcontractors awarded contracts as a result of this bid process for this project are required to use Elation to submit SLEB Program information including, but not limited to, monthly progress payment reports and other information related to SLEB participation. Use of Elation Systems, support and training is available at no charge to prime and subcontractors participating in County contracts.

Upon contract award

1. The County will provide contractors and subcontractors participating in any contract awarded as a result of this bid process, a code that will allow them to register and use Elation Systems free of charge.
2. Contractors should schedule a representative from their office/company, along with each of their subcontractors, to attend Elation training.
 - a. Free multi-agency Elation Systems one-hour training sessions require reservations and are held monthly in the Oakland, California area.

It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize Elation Systems.

For further information, please see the Elation Systems training schedule online at http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (510) 764-1870.

If you have any other questions regarding the utilization of Elation Systems please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

6. Compliance Information and Records

As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor.

7. Contract Manager/Support Staff

- A. Contractor shall provide a dedicated competent Contract Manager who shall be responsible for the County contract. The Contract Manager shall be the primary contact for any contract, which may arise pursuant to this RFP.
- B. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract and services offered and able to identify and resolve quickly any issues relating to the project.
- C. Contract Manager shall be familiar with Federal, State and County standards and work with the Alameda County Behavioral Health Care Services Agency (BHCS) to ensure that established standards are adhered to.
- D. Contract Manager shall keep the County Program Liaison informed of requests from departments as required.

8. General Requirements

- A. Contractor shall possess all permits, licenses and professional credentials necessary to perform services as specified under this request for proposals (RFP).
- B. Proper conduct is expected of Contractor's personnel when on County premises. This includes adhering to no-smoking ordinances, the drug-free work place policy, not using alcoholic beverages and treating employees courteously.
- C. County has the right to request removal of any Contractor employee or subcontractor who does not properly conduct himself/herself/itself or perform quality work.
- D. Contractor personnel shall be easily identifiable as non-County employees (i.e. work uniforms, badges, etc.).