



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

REQUEST FOR PROPOSAL (RFP) NO. 12-01
SPECIFICATIONS, TERMS & CONDITIONS
For

PEER MENTORSHIP PROJECT

To receive LOCAL or SMALL, LOCAL, EMERGING BUSINESS (SLEB) PREFERENCE POINTS, BHCS recommends that Bidders submit their paperwork for certification by September 12, 2011. Bidders are strongly encouraged to indicate they are part of a BHCS RFP process in their application; however, BHCS has no role in the certification process.

In order to receive preference points, a Bidder must be certified by the Auditor's Office as SLEB and/or Local by: 5:00 pm on the date that Response are due.

INFORMATIONAL MEETING/ BIDDERS' CONFERENCES

<p>Tuesday September 20, 2011 10:00 am to 12:00 pm 2000 Embarcadero Cove 5th Floor Gail Steel Room Oakland Free parking is available at this site.</p>	<p>Tuesday September 20, 2011 2:30 pm to 4:30 pm 31995 Liberty Street Suite H800 Pacific Room, in Building EFGH Fremont Free parking is available at this site.</p>
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RESPONSES DUE

on

Wednesday October 26, 2011

By 2:00 pm

(Responses received after this time will NOT be accepted)

to

Alameda County Behavioral Health Care Services, Attn: Nermina Terovic
2000 Embarcadero Cove, Suite 400
Oakland, CA 94606

Contact: Nermina Terovic

Email: nterovic@acbhcs.org

Phone: 510.383.2766 Fax: 510.567.8290

TABLE OF CONTENTS & EXHIBITS

- I. STATEMENT OF WORK 3**
 - A. INTENT.....3
 - B. BACKGROUND3
 - C. SCOPE4
 - D. VENDOR MINIMUM QUALIFICATIONS4
 - E. SPECIFIC REQUIREMENTS.....4
- II. INSTRUCTIONS TO BIDDERS 6**
 - A. COUNTY CONTACTS6
 - B. CALENDAR OF EVENTS6
 - C. LOCAL AND SLEB PREFERENCE POINTS7
 - D. BIDDERS' CONFERENCE8
 - E. SUBMITTAL OF PROPOSALS/BIDS.....8
 - F. RESPONSE FORMAT/PROPOSAL RESPONSES.....10
 - G. EVALUATION CRITERIA/SELECTION COMMITTEE.....14
 - H. EVALUATION AND ASSESSMENT.....18
 - I. AWARD18
 - J. NOTICE OF AWARD18
 - K. BID PROTEST / APPEALS PROCESS.....19
- III. APPENDICES 21**
 - A. GLOSSARY & ACRONYM LIST21
- IV. COUNTY ATTACHMENTS/EXHIBITS 24**
 - EXHIBIT A: BID ACKNOWLEDGEMENT25
 - EXHIBIT B: BID FORM INSTRUCTIONS.....26
 - EXHIBIT C1: MINIMUM INSURANCE REQUIREMENTS, NON-PROFIT ORGANIZATIONS27
 - EXHIBIT C2: MINIMUM INSURANCE REQUIREMENTS, FOR-PROFIT ORGANIZATIONS28
 - EXHIBIT D1: CURRENT REFERENCES.....29
 - EXHIBIT D2: FORMER REFERENCES30
 - EXHIBIT E: SLEB PROGRAM NEW CERTIFICATION INSTRUCTIONS31
 - EXHIBIT F: (SLEB) PARTNERING INFORMATION SHEET35
 - EXHIBIT G: REQUEST FOR PREFERENCE.....37
 - EXHIBIT H: VENDOR FIRST SOURCE AGREEMENT.....38
 - EXHIBIT I: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS.....40
 - EXHIBIT J: INTENTIONALLY OMITTED.....41
 - EXHIBIT K: INTENTIONALLY OMITTED41
 - EXHIBIT L: INTENTIONALLY OMITTED.....41
 - EXHIBIT M: PROPOSAL COMPLETENESS CHECKLIST.....42
 - EXHIBIT N: DEBARMENT & SUSPENSION CERTIFICATION43
 - EXHIBIT O: TERMS & CONDITIONS OF THE RFP AND CONTRACT44
 - EXHIBIT P: IMPLEMENTATION PLAN & SCHEDULE51

I. STATEMENT OF WORK

A. INTENT

It is the intent of this request for proposals (RFP) to solicit proposals from existing peer mentorship programs for expanded projects to build capacity and expand training and services to support individuals who are engaged in publicly funded behavioral health services/programs and who have been negatively impacted by societal stigmas.

Alameda County Behavioral Health Care Services (hereafter BHCS) in collaboration with the City of Berkeley, intends to award three contracts to for three separate projects to Bidders whose responses best meet the County requirements for this RFP. BHCS shall evaluate proposals on criteria set forward in this RFP. BHCS will recommend award of contracts to the responsible Bidder for each project whose response conforms to the RFP and whose bid presents the greatest value to the County, all evaluation criteria considered, to achieve BHCS' desired outcomes.

Funding for these contracts shall be provided through time-limited Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Statewide funding, which is jointly administered through BHCS and the City of Berkeley. BHCS shall only accept one proposal per Bidder organization, which must target one of the identified project/contracts.

The total amount of funds available for all three projects is \$587,160. BHCS anticipates equally distributing these funds to award three time-limited contracts, as illustrated in the table below. The awarded contracts shall be prorated in fiscal year (FY) 2011/12 and include FY 2012/13 with the option for BHCS to renew in part or not at all the for FY 2013/14 contract. Any renewal of the awarded contracts shall be contingent on the availability of funds, Contractor performance and the continued prioritization of program activities and target populations by BHCS. Funding shall expire on or before June 30, 2014 and shall not be available after that date. County may choose not to renew a contract for reasons other than funding. At least ten percent of the funds in any awarded contract shall be utilized to serve City of Berkeley residents.

Fiscal Year (FY)	Project/Contract A: Population Living with Co-Occurring Conditions	Project/Contract B: Population Identifying as Lesbian, Gay, Transgender, Queer (LGBTQQI2-S)	Project/Contract C: Population Living with Physical Disabilities
FY 11/12 (02/01/12 – 06/30/12); and FY 12/13 (07/01/12 – 6/30/13)	\$156,567	\$156,567	\$156,567
FY 13/14 (07/01/13 – 06/30/14)	Not to exceed \$39,144	Not to exceed \$39,144	Not to exceed \$39,144
Total Maximum Funds Available per Awarded Contractor	\$195,720	\$195,720	\$195,720

B. BACKGROUND

“Stigmatization of people with mental disorders has persisted throughout history. It is manifested by bias, distrust, stereotyping, fear, embarrassment and/or avoidance. Stigma leads others to avoid living, socialization or working with, renting to, or employing people with mental disorders, especially severe disorders such as schizophrenia. It reduces access to

resources and opportunities and leads to low self-esteem, isolation and hopelessness.” (US Surgeon General, 1999)

In 2010 the California Mental Health Services Oversight and Accountability Commission (MHSOAC) approved \$123.8 million in PEI Statewide Projects. The MHSOAC identified reducing stigma and discrimination as an essential goal of the MHSOAC and approved \$20 million annually for time-limited activities in this area. In order to access the funds, jurisdictions had the option of joining the Joint Powers Authority (JPA) called the California Mental Health Services Authority (CalMHSA) or collaborating with another county or jurisdiction to secure funding and implement Projects on a local level. Alameda County and the City of Berkeley’s MHSOAC Oversight Committees each voted to use the statewide funds for replicable projects to be implemented on a local level. BHCS has been designated as the lead jurisdiction for these two government entities and shall hold the contracts awarded through this RFP.

During the local community input phase for this funding stream, stakeholders prioritized expanding peer-led mentoring services for individuals who are engaged in publicly funded behavioral health services or programs and who have been affected by societal stigmas and biases. Peer mentorship Projects empower both Peer Mentors and Mentees. Individuals who are living with mental health issues and facing multiple societal stigmas may greatly benefit from the relationship with someone who has faced similar experiences. This type of shared understanding enables a greater degree of trust. Peer-to-peer mentoring activities focus on mutual support, cultural responsiveness, empowerment and relationship building. Peer Mentoring is an individually tailored service intended to improve the Mentee’s self-confidence, life skills management, self-sufficiency, proactive participation in recovery and ability to access needed services and opportunities in the community.

Peer-led projects do not always have the capacity to reach diverse groups that may benefit from such services. With appropriate facilitators, peer-led mentorship, training and support projects have proven effective in serving individuals living with mental health challenges. Providing peer-led, person-centered services are goals of both BHCS and the City of Berkeley, as is reaching a greater diversity of individuals living with mental health challenges.

C. SCOPE

This RFP is funded under MHSOAC PEI Statewide Funding. Funding provided through this RFP must be used to expand peer mentorship services in Alameda County and to increase community capacity to serve specific populations, which are engaged in publicly funded behavioral health services or programs and are/or have been negatively impacted by societal stigmas. New projects or expansions funded through this RFP may not supplant already existing projects. Over time, the projects funded by this RFP shall increase peer-to-peer connectedness and the selected Contractors’ capacity to serve the identified populations.

D. VENDOR MINIMUM QUALIFICATIONS

To be eligible to bid on this RFP, Bidders must have been regularly and continuously engaged in the business of providing peer mentorship training and services for at least two years within the past three years.

E. SPECIFIC REQUIREMENTS

a. *Target Populations*

Successful Contractors shall define and tailor services to one of the identified populations described below, with an emphasis on serving individuals who are engaged in publicly funded behavioral health services or programs. The target population must be comprised of youth, transition age youth (TAY) and/or adults who fit the characteristics as specified under Target Populations.

Target Populations

Project services shall target individuals who identify with at least one of the following groups (each a Target Population):

- Individuals living with co-occurring mental health diagnoses and substance use disorders (SUD);
- Individuals who identify as lesbian, gay, bisexual, transgender, queer, questioning, intersex, two-spirit (LGBTQQI2-S);
- Individuals living with a physical disability.

Services shall be culturally responsive to the Target Population and Alameda County's diverse community. The Evaluation Criteria described in Section II. G. provides additional points for proposals that include effective strategies for serving one or more of the following Underserved Ethnic and Language Populations (UELP) and/or Inappropriately Served Populations within each Target Population:

- African American
- Asian/Pacific Islander
- Latino
- Native American
- South Asian/Afghan

Services shall be available to all Alameda County residents who meet the identified Target Population characteristics. Ten percent of funds, as demonstrated in the project design and budget, shall be spent toward serving residents of the City of Berkeley.

2. Model

The successful Contractors' project design shall be consumer and family driven, wellness, recovery and resiliency focused, culturally responsive, collaborative and integrated with other services in the community. The successful Contractors shall identify and utilize best practices in peer mentorship, incorporating within the structure of their program clearly defined mechanisms and strategies for recruitment of Mentors and Mentees; processes for screening and selection of Mentors; Mentor roles; strategies for providing training, support, supervision and resources for Mentors; criteria and strategies for matching Mentors and Mentees; referral policies and resources; and evaluation processes.

3. Mentors and Mentees

The successful Contractors' project shall recruit and train Peer Mentors who have lived experienced as a member of one of the target groups and/or as a consumer (i.e., recipient) of a publicly funded behavioral health service or program. The successful Contractors' projects shall recruit Mentees who have a high probability of benefitting from the services, and who have similar experiences and backgrounds as the Mentors. The successful Contractors shall collect and analyze information about Mentee satisfaction with the provided services.

Mentor positions shall be a mix of paid, stipend and volunteer. Roles of Mentors and Mentees shall be well defined.

4. Data Collection/Evaluation

The successful Contractor shall work toward achieving two to three meaningful outcome measures to evaluate their proposed peer mentorship project. The successful Contractor shall participate in the local and State evaluation for PEI Multi-Jurisdictional Projects, including those that are further articulated in FY 11/12 as guidelines and requirements released from the State.

5. Sustainability

Services to be provided through the project must be part of the successful Contractors' existing organizational structure. Through this funding, BHCS expects the successful Contractors to increase their existing programmatic capacity through the addition of new expertise and services to better meet the needs of individuals in one of the Target Populations or individuals within the Target Population that have been engaged in publicly funded behavioral health services or programs. The successful Contractors shall work toward programmatic and fiscal sustainability after the end of this project funding.

The successful Contractors shall submit a sustainability plan for review and approval by BHCS within six months of their contract start date. The successful Contractors shall implement their proposed sustainability plan by the end of FY 2012/13.

II. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTACTS

All contact during the competitive process shall be through Nermina Terovic, only. The Alameda BHCS website shall be the official notification and posting place for this 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 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 **September 14, 2011 by 5:00 pm** to:

Nermina Terovic, Attn: Peer Mentorship RFP 12-01
Alameda County Behavioral Health Care Services
2000 Embarcadero Cove, Suite 400, Oakland, CA 94606
E-Mail: Nterovic@acbhcs.org
FAX: 510.567.8290

B. CALENDAR OF EVENTS

Event	Date/Location
Request for Proposals (RFP) Issued	September 2, 2011
Recommended Date for submission of SLEB paperwork	September 12, 2011
Written Questions Due	September 14, 2011 by 2:00 pm Nterovic@acbhcs.org
1 st Bidder's Conference	Tuesday September 20, 2011 10:00 am to 12:00 pm 2000 Embarcadero Cove, 5 th Floor Gail Steele Room Oakland
2 nd Bidder's Conference	Tuesday September 20, 2011 2:30 pm to 4:30 pm 31995 Liberty Street Suite H800 Pacific Room in Building EFGH Freemont
Addendum Issued	Thursday September 22, 2011
Response Due	Wednesday October 26, 2011 no later than 2:00 p.m.
SLEB Preference Points	In order to receive SLEB Preference Points, Bidder must be certified no later than 5:00 pm on the date responses are due.
Review Period	October 28, 2011 through November 17, 2011
Vendor Interviews	November 29, 2011
Award Recommendation Letter Issued	December 2011
Board Agenda Date for	February 2012

Event	Date/Location
Consideration and Award of Contract	
Contract Start Date	March 2012

Note: Award recommendation and contract start dates are approximate. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions. By submission of a proposal, the Bidder certifies that if awarded a contract Bidder shall make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

C. LOCAL AND SLEB PREFERENCE POINTS

Please note BHCS no longer accepts applications for Local or Small, Local and Emerging Business (SLEB) certification. Bidders wishing to receive Local or SLEB preference points shall send applications directly to Alameda County Auditor-Controller Agency. To receive Local preference points or SLEB preference points, Bidders must be certified by the Alameda County Auditor-Controller Agency. Bidders are encouraged to apply for certification as soon as possible and it is recommended that all completed documents be submitted no later than September 12, 2011.

The following items are included in the RFP:

- **EXHIBIT E: SLEB CERTIFICATION APPLICATION PACKAGE**
- **EXHIBIT F: SLEB SUBCONTRACTING INFORMATION**
- **EXHIBIT G: REQUEST FOR LOCAL BUSINESS OR SLEB PREFERENCE**

Bidders are strongly encouraged to indicate they are part of a BHCS RFP process in their applications; however, BHCS has no role in the certification process. To receive either Local or SLEB preference points, Bidders must be certified **by 5:00 pm on the date responses are due.**

Information and applications are also provided online at: <http://www.acgov.org/auditor/sleb/index.htm> and <http://www.acgov.org/auditor/sleb/documents.htm>.

BHCS staff shall check on the status of certification if a Bidder indicates in their proposal that an application is pending, however, preference points will only be given to those bidders certified prior on or before the date Responses are due.

Local Preference

BHCS shall award 25 points to Bidders certified as Local by the Alameda County Auditor-Controller Agency. Local businesses are defined as businesses having a fixed office with a street address in Alameda County for a minimum period of six months and a valid business license issued by the County or a City within Alameda County.

SLEB Preference

BHCS shall also award 25 points to Bidders who are certified as SLEBs. Small Businesses are defined as businesses which have been certified by the County as local and meets the U.S. Business Administration (SBA) size standards for its classification. Size standards and classification code information is available at <http://www.naics.com/search.htm>.

- For new SLEB certification, follow the instructions on <http://www.acgov.org/auditor/sleb/forms/ VendorCertInstructions.pdf> (or **Exhibit E and Exhibit F**) and mail to:

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

- For SLEB re-certification follow instructions on <http://www.acgov.org/auditor/sleb/forms/Renewalapp.pdf> and mail to:
Alameda County Auditor-Controller Agency
Office of Contract Compliance
1221 Oak Street, Room 249
Oakland, CA 94612

Emerging Businesses are defined as businesses, which have been certified by the County as local and meet one half of the U.S. SBA size standards for its classification and have been in business for less than five years.

For more information, go to <http://www.acgov.org/auditor/sleb/index.htm>

D. BIDDERS' CONFERENCE

BHCS shall hold two Bidders' Conferences. Bidders' conference(s) shall:

- Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarification.
- Provide the County with an opportunity to receive feedback regarding the project and RFP.
- Provide an opportunity for small and local and emerging businesses (SLEBs) and large firms to network and develop subcontracting relationships in order to participate in Contracts that may result from this RFP.

BHCS shall respond to written questions submitted prior to the Bidders Conferences, in accordance with the Calendar of Events and verbal questions received at the Bidders Conferences, whenever possible at the Bidders Conferences. BHCS shall address all questions and include the list of attendees in an Addendum following the Bidders Conferences in accordance with Section II. B.

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

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

E. SUBMITTAL OF PROPOSALS/BIDS

1. All proposals must be sealed and received **no later than 2:00 p.m. Wednesday October 26 2011**. BHCS cannot accept late and/or unsealed proposals. If hand delivering proposals, please allow time for parking and entry into building.

Proposals shall only be accepted at the address shown below and by the time indicated in Section II. B. Any proposals received after said time and/or date or at a place other than the stated address cannot be considered and shall be returned to the Bidder unopened.

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

2. Proposals are to be addressed and delivered as follows:
BHCS RFP Year-Peer Mentorship Program 12-01
Alameda County Behavioral Health Care Services
Attn: Nermina Terovic

2000 Embarcadero Cove, Suite 400
Oakland, CA 94606

3. Bidders are to submit:
 - a. One original hard copy proposal, with original ink signatures. Original proposal is to be clearly marked; and
 - b. Include seven copies of proposal.

Proposals must be:

- Printed on plain white paper;
- Either loose leaf or in a three-ring binder (**not bound**).

Proposals should be submitted **printed double-sided** and on minimum 30%, post-consumer recycled content paper. Inability to comply with this recommendation shall have no impact on the evaluation and scoring of the proposal.

All original pages from the Bidder, excluding forms or **ATTACHMENTS**, must:

- Be Single spaced;
- Use 12-point Times New Roman font;
- Have one-inch margins around each page;
- Conform to the maximum page limits;
- Include “Peer Mentorship Program 12-01” on the left header of each page; and
- Include Bidder name on the left footer and the document page number at the right footer of each page.

Bidders must also submit an electronic copy of their proposal. The electronic copy must be:

- A single file, scanned image of the original hard copy with all appropriate signatures; and
- Be on disk or USB flash drive and enclosed with the sealed hardcopy of the bid.

4. Bidder's name and return address must also appear on the mailing package.
5. No telegraphic, E-mail (electronic) or facsimile proposals shall be considered.
6. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of its proposal.
7. Submitted proposals shall be valid for a minimum period of ten months.
8. All costs required for the preparation and submission of a bid shall be borne by Bidder.
9. Only one proposal shall 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 proposal that they consider to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information shall be held in confidence whenever possible. All other information shall be considered public.
11. All other information regarding the proposals shall be held as confidential until such time as the County Selection Committee/Evaluation Panel has completed their evaluation, notification of recommended award has been made by the County Selection Committee/Evaluation Panel, and the contract has been fully negotiated with the recommended awardees named in the intent to

recommend award/non-award notification(s). The submitted proposals shall be made available upon request no later than five (5) business days before approval of the award and contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, shall receive mailed intent to recommend award/non-award notification(s), which shall include the name of the Bidder to be recommended for award of this project. In addition, recommended award information shall be posted on the BHCS website, mentioned above.

F. RESPONSE FORMAT/PROPOSAL RESPONSES

For a proposal to be considered complete, Bidder must provide all of the requested information described below, including providing content and sequence for narrative responses and attachments.

Bidders are encouraged to use the **EXHIBIT M: PROPOSAL COMPLETENESS CHECKLIST** to ensure all major required components are included in their proposal. Section II. F. provides the point system that evaluators shall use to evaluate proposals. Bidders should reference these sections when responding to the proposal.

Bid responses must be complete, substantiated, concise and specific to the information requested. Any material deviation from the requirements may be cause for rejection of the proposal, as determined by BHCS' sole discretion.

The original proposal 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. In the original and each copy, Bidders should use tabs to separate each individual section of their response to the RFP.

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

Prior to Submittal of Proposal/Bid

Local and SLEB Preference

To receive Local or Small, Local and Emerging Business (SLEB) preference points, Bidders must be certified by the Alameda County's Auditor-Controller Agency by **5:00 pm on the date the Response is due**. BHCS recommends that bidders **submit the required information by September 12, 2011**. Bidders are strongly encouraged to indicate they are part of a BHCS RFP process in their applications; however, BHCS has no role in the certification process. The following Exhibits relate to Local and SLEB preference: **EXHIBIT E: SLEB CERTIFICATION APPLICATION PACKAGE**

- **EXHIBIT F: SLEB SUBCONTRACTING INFORMATION**
- **EXHIBIT G: REQUEST FOR LOCAL BUSINESS OR SLEB PREFERENCE**
- Information/Applications are also provided online at <http://www.acgov.org/auditor/sleb/index.htm> and <http://www.acgov.org/auditor/sleb/documents.htm>

With Submittal of Proposal/Bid

1. **Title Page:** Include a one-page title page with the following:
 - The RFP tile and number;
 - Target Population to be served;
 - Bidder organization name and address;

- Name, telephone number & E-mail address of the contact person at Bidder's Agency for all matters regarding the RFP; and
 - Proposal date.
2. **Table of Contents:** Include a table of contents with:
- a listing of the individual sections of the proposal and their corresponding page numbers.
3. **Cover Letter:** Include a one-page cover letter with the following:
- Official name of Bidder;
 - Proposed Target Population to be served;
 - Bidder's organizational structure (i.e. corporation, partnership, limited liability company, etc.);
 - The jurisdiction in which the Bidder's agency was incorporated and the date of incorporation;
 - The address of Bidder's headquarters, any local office involved in the proposal and the address/location where the actual production of services shall be performed;
 - The name, address, telephone, fax numbers and e-mail address of the person(s) who shall serve as the contact(s) to the County, with regards to the proposal, with authorization to make representations on behalf of and to bind Bidder;
 - Bidder's Federal Tax Identification Number;
 - 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;
 - Acceptance of all conditions and requirements contained in this RFP through a signed copy of **EXHIBIT A: BID ACKNOWLEDGEMENT** and include as **ATTACHMENT 1**;
 - The Bidder's executive director or designated board member's signature.
4. **Vendor Minimum Qualifications:** Include a summary in no more than one page which:
- a. demonstrates how Bidder has been regularly and continuously engaged in the business of providing peer mentorship training and services for at least two years within the past three years.
5. **Organizational Capacity & Reference:** Supply the following information in no more than one page (not including attachments).
- a. **Fiscal Management Capacity** Bidder's most recent Dun & Bradstreet Qualifier Report and include as **ATTACHMENT 2A**:
 - The Dun & Bradstreet Supplier Qualifier Report must be ranked a six 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.
 - b. Bid responses must 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 in up to two pages (not including attachments) and include as **ATTACHMENT 2B**, including:
 - The Bidder's last three audited financial statements, from most recent to least recent, separated by tabs. Bidder's audited financial statements must be satisfactory, as deemed solely by the County, to be considered for contract award.
 - If there are any findings in audit, provide one response to all findings with steps taken to address them in the original proposal and not in the copies.
 - Original and all copies of current budget year and year-to-date financial statements.
 - d. **References** A list of three current and three former contacts that demonstrate the Bidder's ability to perform services that are a similar scope to those requested in this RFP in **Exhibits D1 and D2**. Submit this information and include as **ATTACHMENTS 3A and 3B**, which must include for all references the following:

- Reference organization name;
 - Name of contact person (name and title), contact person is to be someone directly involved with the services provided by Bidder;
 - Complete street address;
 - Telephone number;
 - Email address;
 - Type of business; and
 - Dates of service provided by Bidder.
- e. **Debarment and Suspension:** Bidders must read and complete **EXHIBIT N: DEBARMENT AND SUSPENSION CERTIFICATION** and include as **ATTACHMENT 4**.
- Each Bidder shall be screened at the time of RFP response to ensure that the Bidder, its principal agents and named subContractors are not 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 provider maintain compliance with these regulations.
 - The County shall verify Bidder, its principal and named subContractors are not on the Federal debarred, suspended or otherwise excluded list of Contractors located at www.epls.gov.
6. **Executive Summary:** Include a synopsis of the highlights and benefits of the proposal in no more than one page.
7. **Bidder Experience, Ability & Plan:** Supply the information as requested below in a response that is concrete, relevant and thorough. Bidders must respond to this section in a no more than twelve pages (not including attachments).
- a. **Organizational Infrastructure**
- i. Provide Bidder's current organizational chart, which describes logical oversight and linkages between Bidder organization's broader operating structure and Bidder organization's current peer mentorship services and include as **ATTACHMENT 5A**.
 - ii. Describe Bidder's experience in managing a contract and project of this size. Include a description of the financial and technology infrastructure that will support the project.
- b. **Target Population**
- i. Describe Bidder's understanding of the needs and challenges of proposed Target Population.
 - ii. Describe Bidder's plan to increase understanding of Target Population through this project.
 - iii. Describe how Bidder will provide services in all regions of Alameda County.
 - Include Bidder's plan to ensure that ten percent of contract funds are utilized for City of Berkeley residents.
- c. **Cultural Responsiveness**
- i. Describe Bidder's overall philosophy and approach to providing culturally responsive services to the population it is currently serving and proposed Target Population.
 - ii. Describe which ethnic or cultural populations Bidder currently serves.
 - If proposal will serve new ethnic or cultural populations, indicate which populations were chosen and why.
 - iii. Describe culturally responsive strategies to be used with proposed Target Population and explain why those specific strategies were chosen.
 - iv. Describe Bidder's plan for hiring, training and retaining a workforce that is culturally responsive to the needs of Bidder's current and proposed Target Population.
- d. **Model**
- i. Describe Bidder's current peer mentorship model.
 - Indicate the benefits and challenges in the current model.

- ii. Describe any key differences between Bidder's proposed project design and Bidder's existing peer mentorship program.
 - Indicate what steps Bidder will take to modify its existing peer mentorship model for this proposed project.
 - Provide the number of additional Mentees who Bidder anticipates will benefit from the proposed project.
 - iii. Provide a second organizational chart illustrating logical linkages and oversight for the proposed project between project staff, Mentors, Mentees and other partners and include as **ATTACHMENT 5B**.
- e. Mentors and Mentees**
- i. Provide Bidder's staffing plan to achieve the proposed activities.
 - Include one-to-two page resumes for existing staff. (*Submitted documents will be public records and Bidders do not need to include the home addresses and/or personal contact information for staff*).
 - Include one-to-two page job descriptions for new staff, including Mentors, which describe the necessary roles, responsibilities and qualification requirements for each position and include as **ATTACHMENT 6**.
 - ii. Describe Bidder's proposed Mentor training curricula.
 - iii. Describe Bidder's plan for matching Mentors and Mentees.
 - iv. Describe Bidder's vision of Mentee's experience during one session as well as over the course of his or her participation in the mentorship program (short and long-term experience).
- f. Data Collection/Evaluation**
- i. Describe Bidder's plan to evaluate Mentor and Mentee success.
 - Include two measurable outcomes that will guide the project.
 - ii. Describe how Bidder uses data in existing programs.
 - iii. Describe Bidder's plan to collect and enter data for this project.
- g. Sustainability**
- i. Describe how the Bidder envisions programmatic integration and financial sustainability through the course of the project and after FY 2013/14.
- 8. Cost:** Two budgets must be included in the proposal and included as **ATTACHMENT 7A** and **7B**. Budgets must match the proposed planning and implementation. See **EXHIBIT B: BID FORM INSTRUCTIONS** for detailed instructions.
- a.** Bidders may budget using the following amounts:
- \$156,567 to be split between FY 2011/12 and FY 2012/13.
 - i. Submit two annualized budgets, which include ongoing costs for personnel and non-personnel expenses:
 - One for FY 2011/12; and
 - One for FY 2012/13.
 - Bidders may roll unspent FY 11/12 funds into FY 2012/13, however FY 2012/13 may not be rolled into 2013/14.
 - Bidders shall have existing capacity to provide proposed services, thus no one-time funds are available for start-up expenses.
 - Bidders shall include budget line items showing ten percent of funds to be spent on City of Berkeley residents.
- b.** Include a narrative explanation of how Bidder shall adapt the program each fiscal year to the changing budget amounts (specified in Bidder's two submitted budgets described above) that shall occur from FY 2011/12 to FY 2013/14 and in no more than two pages and included as **ATTACHMENT 8**.

Refer to **EXHIBIT K: TERMS AND CONDITIONS, Section B: PRICING**.

- 9. Implementation Schedule and Plan:** Include Bidder's Implementation Schedule and Plan from project start-up to contract expiration date using **EXHIBIT P** included as **ATTACHMENT 9** with:
- a. Activities, such as staff recruitment and training with timeline and milestones for planning activities and demonstrate that Bidder has built project in an intentional way to result in full and effective implementation.
 - b. Identify and describe Bidder's strategies for mitigation of risks and barriers, which may adversely affect any of the proposed project's schedules in no more than one page.

All Bidders must also submit the following **EXHIBITS** to be marked as **ATTACHMENTS**:

- **EXHIBIT H: ALAMEDA COUNTY VENDOR FIRST SOURCE INFORMATION** as **ATTACHMENT 10**
- **EXHIBIT I: EXCEPTIONS, CLARIFICATIONS AND AMENDMENTS** as **ATTACHMENT 11**

G. EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals shall be evaluated by a County Selection Committee/Evaluation Panel (CSC). The CSC may be composed of County staff and other parties that may have expertise or experience in peer mentorship. The CSC shall recommend Bidders for award of the contracts in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals for recommendation shall be within the sole judgment and discretion of the CSC.

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

The CSC shall evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, shall be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

As a result of this RFP, the County intends to award a contract to the responsible Bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the Bidder(s) that proposes the County the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced response.

Each section of the proposals will be evaluated according to the evaluation criteria specified below. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.

Each of the Evaluation Criteria below shall be used in ranking and determining the quality of Bidders' proposals. Proposals shall be evaluated according to each Evaluation Criteria, and scored on a five-point scale shown below. The scores for all the Evaluation Criteria shall then be added according to their assigned weight as shown below to arrive at a weighted score for each proposal. A proposal with a high weighted total shall be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred fifty (550) points including Local and SLEB preference points.

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of Bidders that shall continue to the

final stage, which may include oral presentation and/or interview and reference checks. The preliminary scoring shall be based on the total points, excluding points allocated to references, oral presentation and interview.

If the two-stage approach is used, Bidders receiving the highest preliminary scores and with at least 40 points shall be invited to an oral presentation and/or interview. Only the Bidders meeting the short list criteria shall proceed to the next stage. All other Bidders shall be deemed eliminated from the process. All Bidders shall be notified of the short list participants; however, the preliminary scores at that time shall not be communicated to Bidders.

The zero to five-point scale range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score shall result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This shall be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria and respective weights are as follows:

Minimum Requirements		
Copies, Page Length & Format	Include one original and seven copies of the proposal. See Section II. E. for details.	N/A (Meets Minimum Requirements/ Fails to Meet Minimum Requirements)
II. F. 1. Title Page	BHCS staff shall review these sections for completeness of submittal.	
II. F. 2. Table of Contents		
II. F. 3. Cover Letter	BHCS staff shall review for completeness of submittal.	
II. F. 4. Vendor Minimum Qualifications	BHCS staff shall review to determine whether t Bidder meets specified minimum qualifications.	
II. F. 5. Organizational Capacity & Reference	BHCS staff shall review for completeness of submittal, including fiscal management experience.	
II. F. 6. Executive Summary	BHCS staff shall review for completeness of submittal.	
Other Required Attachments	BHCS staff shall review the following items for sections for completeness of submittal. <ul style="list-style-type: none"> Exhibit H: Alameda County Vendor First Source Information Exhibit I: Exceptions, Clarifications and Amendments 	

Preference Points		
SLEB Package	BHCS staff shall review whether Bidders have been certified on time.	50

Sub-Section	Evaluation Criteria	Weight	0-5 Rating	Points
II. F. 7. Bidder Experience, Ability & Plan	a. Organizational Infrastructure <ul style="list-style-type: none"> How strong is Bidder's existing organizational infrastructure to implement this project? How well matched is Bidder's organization structure to this project? 	7		
	b. Target Population <ul style="list-style-type: none"> How well does the Bidder demonstrate an understanding of the proposed Target Population? How thoughtful and reasonable is Bidder's plan to increase understanding of the Target Population? How thoughtful and reasonable is Bidder's plan to serve all regions of the County, <i>including City of Berkeley</i>? 	13		
	c. Cultural Responsiveness <ul style="list-style-type: none"> How does the Bidder's philosophy and approach to cultural responsiveness meet with the needs of Alameda County? How thoughtful and appropriate is Bidder's plan to retain a diverse workforce? Does the Bidder's project include a strategy to target one of more of the underserved and/or inappropriately served ethnic and language 	2		

Sub-Section	Evaluation Criteria	Weight	0-5 Rating	Points
	populations? If yes, how well does it do so?			
	<p>d. Model</p> <ul style="list-style-type: none"> How strong is Bidder's current model and understanding of the model? How likely will Bidder's proposed project match the requirements of this RFP? 	18		
	<p>e. Mentors and Mentees</p> <ul style="list-style-type: none"> How reasonable and appropriate is Bidder's proposed staffing plan? How appropriate and thoughtful is Bidder's Mentor training curricula? How appropriate and thoughtful is Bidder's Mentee/Mentor matching plan? How reasonable and realistic is Bidder's vision of a Mentee's short and long-term experience? 	16		
	<p>f. Data Collection/Evaluation</p> <ul style="list-style-type: none"> How detailed, feasible and reasonable are the two outcomes that Bidder will use to evaluate success? How relevant and appropriate is Bidder's current use of data? How organized and thoughtful is Bidder's plan to collect and enter data for this project? 	7		
	<p>g. Sustainability</p> <ul style="list-style-type: none"> How thoughtful and realistic is Bidder's vision for programmatic and financial sustainability? 	7		
II. F. 8. Cost	<ul style="list-style-type: none"> How accurately do the proposed budgets reflect the Bidder's proposed staffing, services and activities? How appropriate are the proposed costs of the proposed project? How clear and thorough is the budget narrative? 	7		
II. F. 9 Implementation Schedule & Plan	<ul style="list-style-type: none"> How thoughtful and feasible is the implementation schedule and plan? How thoughtful and realistic is the Bidder's problem identification and mitigation? 	7		
Understanding of Overall Project	<p>How well does the proposal:</p> <ul style="list-style-type: none"> Demonstrate a thorough understanding of the project? Identify pertinent issues and control for potential problems related to the project? Demonstrate a clear understanding of the outcomes BHCS expects to achieve? Demonstrate a clear understanding of BHCS' timeline and the ability to achieve it? 	6		
Oral Interview and/or Presentation (if applicable)	If there is a determination to include oral presentations and/or interviews, proposals may receive up to 50 additional.	10		
Total		100		

H. EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, which may be awarded to a successful Bidder ("Contractor"), the CSC and/or other persons designated by the County may meet with the Contractor to evaluate the performance and to identify any issues or potential problems.

The County reserves the right to determine, in its sole discretion, (a) whether Contractor has complied with all terms of this RFP and (b) whether any problems or potential problems are evidenced which make it unlikely (even with possible modifications) that the proposed project and services will meet the County requirements. If, as a result of such determination the County concludes that it is not satisfied with Contractor, Contractors' performance under any awarded contract as contracted for therein, the Contractor shall be notified of contract termination effective forty-five (45) days following notice. The County shall have the right to invite the next highest ranked Bidder to enter into a contract.

The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

I. AWARD

1. Proposals evaluated by the County Selection Committee/Evaluation Panel (CSC) shall be ranked in accordance with the RFP section entitled Evaluation Criteria/Selection Committee/Evaluation Panel.
2. The CSC shall recommend award of each contract to the Bidder who, in its opinion, has submitted the proposal that conforms to the RFP and best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be recommended or made to the Bidder with the lowest price.
3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. The County reserves the right to award to a single or multiple Contractors.
5. The County has the right to decline to award these contracts in whole or any part thereof for any reason.
6. Board of Supervisor approval to award a contract is required.
7. A contract must be negotiated, finalized, and signed by the intended awardee prior to Board approval.
8. Final terms and conditions shall be negotiated with the Bidders recommended for award. Bidders may request a copy of the Master Agreement template from the BHCS contact. The template contains the agreement boilerplate language only.
9. The RFP specifications, terms, conditions, 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.

J. NOTICE OF AWARD

At the conclusion of the RFP response evaluation process ("Evaluation Process"), all Bidders shall be notified in writing by e-mail or fax, and certified mail, of the contract award recommendation(s), if any, by BHCS. The document providing this notification is the Notice of Intent to Recommend Award.

The Notice of Intent to Recommend Award shall provide the following information:

- The name of the Bidder being recommended for contract award; and
- The names of all other bidders that submitted proposals.

At the conclusion of the RFP process, debriefings for unsuccessful Bidders may be scheduled and shall be restricted to discussion of the unsuccessful offeror's bid.

- Under no circumstances shall any discussion be conducted with regard to contract negotiations with the recommended /successful Bidder;
- Debriefing may include review of the recommended/successful Bidder's with redactions as appropriate.

All submitted proposals shall be made available upon request no later than five (5) business days before approval of the award and contract is scheduled to be heard by the Board of Supervisors

K. BID PROTEST / APPEALS PROCESS

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

1. Any Bid protest by any Bidder related to this RFP must be submitted in writing to the BHCS Director, located at 2000 Embarcadero Cove, Suite 400, Oakland, CA 94606 Fax: 510.567.8180, before 5:00 p.m. of the **fifth (5th)** business day **following the date of issuance of the Notice of Intent to Recommend Award/Non-Award letter, not the date it is received by the Bidder**. A Bid protest received after 5:00 p.m. shall be considered received as of the next business day.
 - a. Any bid protest must contain a complete statement of the reasons and facts for the protest. The bid protest shall be limited to the procurement process or, where appropriate, County contracting policies or other laws and regulations.
 - b. The bid protest must refer to the specific portions of all documents that form the basis for the protest.
 - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - d. BHCS shall transmit a copy of the bid protest to all Bidders as soon as possible after receipt of the protest.
2. Upon receipt of written protest, the BHCS Director, or designee shall review and evaluate the protest and issue a written decision. The BHCS Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as determined appropriate by the BHCS Director) to discuss the protest. The decision on the bid protest shall be issued at least ten (10) business days prior to the date the Board considering the recommendation and award of contract.

The decision on the bid protest shall be communicated by e-mail or fax, and certified mail, and shall inform the Bidder whether or not the recommendation to the Board of Supervisors as stated in the

Notice of Intent to Recommend Award is going to change. A copy of the decision shall be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the recommended successful Bidder on the RFP.

3. The decision of the BHCS Director on the bid protest may be appealed to the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax: (510) 272-6502. The Bidder whose proposal is the subject of the protest, all Bidders affected by the BHCS Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the BHCS Director's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the BHCS Director, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day.
 - a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the OCC shall not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP or, where appropriate, County contracting policies or other laws and regulations.
 - c. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the BHCS Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
 - d. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC shall be furnished to the protestor, the Bidder whose proposal is the subject of the Bid protest, and all Bidders affected by the decision.
4. The County shall complete the Bid protest/appeal procedures set forth in this section (II. K. BID PROTEST/APPEALS PROCESS) before a recommendation to award the contract is considered by the Board of Supervisors.
5. The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

III. APPENDICES

A. GLOSSARY & ACRONYM LIST

Adult	Individuals between the ages of 18 and 59.
Agreement	The formal contract between BHCS and successful Bidder/Contractor
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 (BOS)
Budget	For past years the actual and for current and future years the estimate of proposed expenditures prior to actually incurring the expenditures. May or may not reflect actual expenditures. Should be developed using the best information available at the time the budget is developed.
CAO	County Administrator's Office
Child	Individuals between the ages of 0 and 17.
Community-Based Organization (CBO)	A non-governmental organization that provides direct services to participants.
Consumer/Client	A consumer is a person who has experienced mental health issues that have disrupted his or her education, employment, housing, social connections and/or quality of life. He or she has utilized mental health services and has a personal experience of stigma, discrimination or social exclusion.
Contractor	When capitalized, shall refer to selected Bidder that is awarded a contract.
Co-Occurring Disorders	The term refers to co-occurring substance use (abuse or dependence) and mental disorders.
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 and adapt to the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems relative to their care.
Discrimination	Discrimination occurs when people and societies <i>act</i> upon their feelings of rejection and discomfort with mental illness by depriving those associated with it the rights and life opportunities that are afforded to all other people.
Emerging Business	A business which has been certified by the County as local and meets one half of the U.S. Small Business Administration (SBA) size standards for its classification and has been in business for less than five years.
Engaged in publicly funded behavioral health services or programs	Refers to individuals who receive any type of behavioral health services or supports, which includes the spectrum of services from prevention and early intervention to treatment and recovery, funded by either BHCS or the City of Berkeley.
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.
Family-Driven	A system of care that involves the family of a youth/consumer in the process of assessment, identifying treatment options and developing a treatment plan that is based on and adapted to the youth/consumer's individual needs.
Federal	Refers to United States Federal Government, its departments and/or agencies
Fiscal Year (FY)	Twelve month period from July 1st- June 30th, used in the County accounting and contracting system.
Lesbian, Gay, Bi-Sexual, Transgender, Queer, Questioning, Intersex (LGBTQQI2-S)	LGBTQQI2-S is an abbreviation to refer collectively to Lesbian, Gay, Bisexual, Queer, Questioning, Transgender, Intersex, and two spirited individuals/communities.
Master Contract	A contract that is used for ongoing funding, which does not typically change unless the program/services are put out to bid or augmented.
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.
Local Business	A business having a fixed office with a street address in Alameda County for a minimum period of six months and a valid business license issues by the County or City within Alameda County.
Peer Mentorship	Individually designed services intended to improve the Mentee's self-confidence, life skills management, self-sufficiency, proactive participation in recovery and ability to access needed services and opportunities in the community. This can be accomplished through a variety of ways including educational and experiential opportunities, information sharing, and self-advocacy training.
Prevention and Early Intervention	This definition is used for MHSA funded PEI programs. Prevention involves reducing risk factors or stressors, building protective factors and skills and increasing support.
Proposal	Shall mean Bidder/Contractor response to this RFP
Regions	For the purposes of this RFP, the County Regions are defined as: <ul style="list-style-type: none"> ➤ <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.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Service Provider	Individuals, groups, and organizations, including CBO and County-operated Projects that deliver services to participants and patients under an agreement or contract with BHCS.
SLEB	Small Local Emerging Business.
Small Business	A business which has been certified by the County as local and meets the U.S. Business Administration (SBC) size standards for its classification.
State	Refers to State of California, its departments and/or agencies

Stigma	Shall refer to the attitudes and beliefs that lead to fear, rejection, and avoidance. For purposes of this RFP, societal stigmas/biases include one or more of the following categories: mental health status, physical ability status, sexual orientation, and race/ethnicity.
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.
Supplant	Funds are not to take the place of and serve as a substitute for (or replace) existing state or county funds utilized to provide mental health services.
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.
Unserved or Underserved Populations	Individuals that have received no services or are receiving inadequate services to meet their needs.
Youth	Individuals between the age of 0-18 years

IV. COUNTY ATTACHMENTS/EXHIBITS

EXHIBIT A: BID ACKNOWLEDGEMENT*Peer Mentorship Program 12-01*

The County of Alameda is soliciting bids from qualified Contractors 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, shall 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 shall 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 a 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 Contractor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by Contractor with its bid, the County may reject the same, and it shall thereupon become the duty of Contractor 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 Contractor 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 Contractor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that Contractor 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, shall be borne by the Contractor. (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 shall considered as net. (b) In connection with any discount offered, time shall 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 shall 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 Contractor 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*Peer Mentorship Program 12-01*

- All amounts shown shall be rounded to the nearest whole dollar.
- **Fill in areas shaded in yellow on the Budget Form.**
- Start-up costs do not apply to this RFP
 - Do not include start-up costs in Budget Form.
- Note: One Budget Form is required for FY 11/12 (as indicated) and a separate Budget Form is required for FY 12/13 (as indicated).

EXPENSES

- The detail budget includes line items that *may not* be needed for this project.
 - Only complete line items necessary to reflect costs for proposed project.
- Reflect all services specific to this project on Budget Form.
 - Use additional forms as necessary.
- Include only FY 11/12 costs on the FY 11/12 Budget Form.
- Include only FY 12/13 costs on the FY 12/13 Budget Form.

SALARIES & WAGES

- List all positions relevant to the project reflected in the budget;
 - Bidder may group staff by classification.
- Direct Services
 - For each position, indicate whether staff provides direct services to clients (i.e., billable services such as providing counseling, case management, medication support, etc.) by placing an “x” in the column designated.
- Annualized Salary :
 - List annual salary for each position.
 - Salary should reflect the annualized cost of the position based on a 40-hour workweek.
- Provide the Full Time Equivalent (FTE) applicable to each position.
 - Enter the amount of time each position will dedicate to the project using a 40-hour week as a base.
 - Examples:
 - If a person works 20 hours a week in project, this would be 50% FTE.
 - If a person works a total of 37.5 hours per week, this is .94 FTE.
- Enter Employee Benefits and Taxes as a percentage in the yellow highlighted field as designated.

OPERATING EXPENSES

- List all expenses applicable to this project.
 - Use the line items designated on the form.
 - Budget Form includes space for additional expenditure line items.
 - However, Bidders are strongly advised to use standard categories as much as possible.
- BHCS requires detailed descriptions of “Miscellaneous” and “Professional & Specialized Services” line items listed within the Operation Expense section of Bidder’s Annualized Budget.
 - Complete the “MHSA RFP Expenses Detail” form and provide descriptions of listed line items.

REVENUE

List all revenue (or leveraged funds) that Bidder expects to receive from any source other than BHCS that will be applicable to this project such as fees, grants, etc.

EXHIBIT C1: MINIMUM INSURANCE REQUIREMENTS, NON-PROFIT ORGANIZATIONS*Peer Mentorship Program 12-01*

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 Endorsements and Conditions: <ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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. 4. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 5. SUBCONTRACTORS: Contractor shall include all subContractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subContractor. All coverages for subContractors shall be subject to all of the requirements stated herein. 6. 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. 7. CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation. 8. 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*Peer Mentorship Program 12-01*

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: <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> <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: <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) </p>	

EXHIBIT D1: CURRENT REFERENCES

Peer Mentorship Program 12-01

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

Peer Mentorship Program 12-01

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)
Peer Mentorship Program 12-01

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 shall 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:
ACSLBcompliance@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)		

<input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Publicly traded entity <input type="checkbox"/> Non-Profit or Church <input type="checkbox"/> Other _____	<input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Asian Pacific /Hawaiian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Caucasian <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Multi ethnic ownership <input type="checkbox"/> Multi ethnic minority ownership <input type="checkbox"/> Other _____	
Gender (for tracking purposes only) <input type="checkbox"/> Male <input type="checkbox"/> Female		
Gross Receipts for the last three recent fiscal years: Please attach copies of appropriate tax returns: (e.g. Form 990, Form 1040, Form 1120, etc)		
	Year Ended _____ Year Ended _____ Year Ended _____ Year Ended _____	Total Receipts \$ _____ Total Receipts \$ _____ Total Receipts \$ _____ Total Receipts \$ _____

2) Company Profile: (Continue)

Number of Employees at the local office Permanent Full time _____ Permanent Part time _____	Temporary Full Time _____ Temporary Part Time _____	Seasonal Full Time _____ Seasonal Part Time _____
TOTAL Number of Employees at all locations. Permanent Full time _____ Permanent Part time _____	Temporary Full Time _____ Temporary Part Time _____	Seasonal Full Time _____ Seasonal Part Time _____

3) Certifications:

Name of Issuing Authority	Type	Number	Expiration Date
City / County Business Tax Certificate			
Internal Revenue Service (required) – If your firm is a Non-Profit, submit the Letter of Determination of Not For Profit Status.			
State of CA /CUCP Certification for DBE/ACDBE firm			
State of CA /SBA Certification for Small firm			
Other Certification			
Other Certification			
Other Certification			

4) Professional Licenses, Permits and/or Certificates (e.g. Contractor, architect, engineer, etc. – list all that apply - attach copies. List on a separate page if additional space is needed)

Name of Issuing Authority	Type	Number	Expiration 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 NAICS¹ 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 of perjury all of the foregoing statements are true and correct.

Signature _____ Print _____
 Name _____ Date _____

EXHIBIT F: (SLEB) PARTNERING INFORMATION SHEET
SMALL, LOCAL AND EMERGING BUSINESS (SLEB)
Peer Mentorship Program 12-01

In order to meet the small local emerging business (SLEB) requirements of this RFP/Q, 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. SLEB subContractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that Bidders shall 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 shall be economic, but this partnership shall 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 shall not be able to substitute named subContractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC shall 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 certified SLEB and shall subcontract _____% with the SLEB named below for the

following services: _____

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 shall 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
Peer Mentorship Program 12-01

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 Contractor 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

Peer Mentorship Program 12-01

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

Peer Mentorship Program 12-01

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 shall 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 Contractor specifications, to Contractor 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 shall interfere with Vendor’s pre-existing labor agreements, recruiting practices, or shall otherwise obstruct Vendor’s ability to carry out the terms of the contract, Vendor shall 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

Peer Mentorship Program 12-01

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
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EXHIBIT J: INTENTIONALLY OMITTED

EXHIBIT K: INTENTIONALLY OMITTED

EXHIBIT L: INTENTIONALLY OMITTED

EXHIBIT M: PROPOSAL COMPLETENESS CHECKLIST*Peer Mentorship Program 12-01*

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 II. E.

Sub-Section	Max. Pages	Required Attachment	Corresponding Exhibit
One original and seven copies of the Proposal	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Title Page	One	<i>N/A</i>	<i>N/A</i>
Table of Contents	<i>One</i>	<i>N/A</i>	<i>N/A</i>
Cover Letter	One	Attachment 1: Bid Acknowledgement	Exhibit A
Vendor Minimum Qualifications	One	<i>N/A</i>	<i>N/A</i>
Organizational Capacity & References	One	Attachment 2A: Dun and Bradstreet Qualifier Report	<i>N/A</i>
		Attachment 2B: Fiscal Management Experience & Fiscal Controls	<i>N/A</i>
		Attachment 3A & 3B: References	Exhibits D1 & D2
		Attachment 4: Debarment & Suspension Certification	Exhibit N
Executive Summary	One	<i>N/A</i>	<i>N/A</i>
SLEB Package	<i>N/A</i>	See instructions	
Bidder Experience, Ability & Plan	Twelve	Attachment 5.: Agency Organizational Chart	<i>N/A</i>
		Attachment 5B: Proposed project in chart	<i>N/A</i>
		Attachment 6: Job descriptions	<i>N/A</i>
Cost	Two	Attachment 7A & 7B.: Budget Bid Form	Exhibit B
		Attachment 8: Budget Narrative	<i>N/A</i>
Implementation Schedule and Plan	One	Attachment 9: Implementation Schedule and Plan	Exhibit P
Other Required Attachments	<i>N/A</i>	Attachment 10: First Source Form	Exhibit H
		Attachment 11: Exceptions/Clarifications/Amendments	Exhibit I

EXHIBIT N: DEBARMENT & SUSPENSION CERTIFICATION

Peer Mentorship Program 12-01

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 shall not necessarily result in denial of award, but shall 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 OF THE RFP AND CONTRACT

Peer Mentorship Program 12-01

A. TERM / TERMINATION / RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, shall be for the remaining portion of fiscal year 2011/12 and fiscal year 2012/13 County in its sole discretion may renew the contract in whole or part for 2013/14.
2. The term of the contract shall 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 shall fail, through any cause, to fulfill in a timely and proper manner its obligations under this or any other Contract it has with the County, or if County determines that Contractor has violated or shall violate any of the covenants, agreements, provisions or stipulations of any Master Contract, County shall thereupon have the right to terminate any 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 Contract (including if applicable any Master Contract) upon any final or interim audit by County, Contractor shall have failed in any way to comply with any requirements of the 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 the Contract or from whatever remains due Contractor by County from any contract between Contractor and County).
5. Termination without Cause: County shall have the right to terminate the 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 the 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 shall remain firm for the term of any contract that may be awarded as a result of this RFP.

3. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.
4. The County is soliciting a lump sum price for this project. The price quoted shall be the total cost the County shall pay for this project including taxes and all other charges.
5. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
6. County shall allocate the sum as indicated in *Exhibit B: Bid Form* to Contractor awarded RFP, to be expended as described in the contract agreement. Unless an amendment to the 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.
7. Price quotes shall include any and all payment incentives available to the County.
8. 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. 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.
2. The County has the right to decline to award this contract or any part thereof for any reason.
3. Contractor shall sign an acceptance of award letter prior to consideration by the Board approval and award of the contract. A Contract must be signed by Contractor prior to or following Board approval.
4. Final Contract terms and conditions shall be negotiated with the selected Bidder. Attached *Exhibit J* contains minimal Contract boilerplate language only.
5. 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 written Purchase Order (PO) and signed contract shall be issued upon Board approval, and shall be the only authorization for the Contractor to place an order.
2. POs and payments for products and/or services shall be issued only in the name of Contractor.
3. Contractor shall adapt to changes to the method of ordering and or invoicing and billing procedures as required by the County during the term of the contract.

4. Amendment to the Contract and or services may be agreed upon by Contractor and County and issued as needed in writing by County.

E. INVOICING

1. Contractor shall invoice BHCS, unless otherwise advised, upon satisfactory or performance of services.
2. County shall use best efforts to make payment within thirty (30) days following receipt and approval of invoices 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 shall be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
8. The County shall 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 Contractors 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 Contractor 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/Q; 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 and must be certified by the County for the appropriate NAICS code, average annual gross receipts and number of employees 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. To access the online (PDF) version of this application please go to: <http://www.acgov.org/auditor/sleb/forms/commonapp.pdf>.

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 shall 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. SLEB subContractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. 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 require that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program shall allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued RFQ are to allow Alameda County ten (10) working days to refer potential candidates to Contractor 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. Potential candidates referred by County to Vendor shall be pre-screened, qualified applicants based on Contractor specifications. Vendor 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 Vendor.

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/Q. Exhibit H shall 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 shall interfere with Contractor's pre-existing labor agreements, recruiting practices, or shall otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor shall 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 Street, Room 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.

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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 shall provide Contractors and subContractors participating in any contract awarded as a result of this bid process, a code that shall 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 shall 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.).

EXHIBIT P: IMPLEMENTATION PLAN & SCHEDULE

Peer Mentorship Program 12-01

Please include a brief description of the major milestones for project start-up and implementation in the table below. This can be a bulleted list of milestones, with each milestone assigned under the expected time-period from awarding of the contract.

Months from Award of Contract	Infrastructure & Staff Development ¹	Roll-Out of Services ²	Clients Served ³	Evaluation ⁴

¹ Includes recruitment, hiring and training of staff as well as materials development.

² Includes the outreach services, and full implementation of services.

³ Includes the cumulative number of new clients served over time.

⁴ Includes milestones for setting-up and implementing the evaluation component of this project.