



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
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**ALAMEDA COUNTY  
BEHAVIORAL HEALTH CARE SERVICES (BHCS)  
REQUEST FOR PROPOSAL (RFP) NO. 12-03  
SPECIFICATIONS, TERMS & CONDITIONS  
For  
ALCOHOL AND OTHER DRUG (AOD) PRIMARY  
PREVENTION SERVICES**

**INFORMATIONAL MEETING/ BIDDERS' CONFERENCES**

First Bidder's Conference Thursday October 27, 2011 9:00 to 11:00 am 39155 Liberty Street Suite H800 Pacific Room in Building EFGH Fremont Free parking is available	Second Bidder's Conference Thursday October 27, 2011 3:00 to 5:00 pm 2000 Embarcadero Cove 5 <sup>th</sup> Floor Alameda Room Oakland Free parking is available
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**RESPONSES DUE**

on

**Friday December 2, 2011**

**By 2:00 pm**

to

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

**Bids received after this date/time will NOT be accepted**

**Contact: Gilda Mansour  
Email: [gmansour@acbhcs.org](mailto:gmansour@acbhcs.org)  
Phone: 510.567.8189  
Fax: 510.383.2756**

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**I. STATEMENT OF WORK**

**A. INTENT**

It is the intent of these specifications, terms and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or the County) seek bids for the provision of Alcohol and Other Drug (AOD) Primary Prevention programs for youth and families and older adult target populations.

Funding for these Primary Prevention programs is provided through the Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant and other funds. Currently, there is a total of approximately two million dollars per year to implement all programs funded through this RFP.

BHCS intends to fund six youth and families programs (seventy-five percent (75%) of funds) and two older adult programs (twenty-five percent (25%) of funds) through this RFP. The contract award allocation shall be a maximum of \$250,000 for each program.

For the purposes of this RFP, contract awards made for youth and families will be by region. For the purposes of Primary Prevention programs, BHCS shall consider Oakland its own region for youth and families due to risk factors. The County regions for youth and families are defined in the table below:

Target Population	Regions				
	Oakland	North County	Central County	East County	South County
Youth and Families	Two programs (Each for a maximum of \$250,000)	One program for a maximum of \$250,000	One program for a maximum of \$250,000	One program for a maximum of \$250,000	One program for a maximum of \$250,000

**Due to the limited funds, there will be no specific regional distribution of older adult programs. However, BHCS will consider a provider’s capacity to serve across cities and regions.**

A single legal entity shall be responsible for the delivery of all products and services under any awarded contract through this RFP. BHCS shall disqualify bids submitted with subcontractors performing any portion of the services from moving forward in the evaluation process. Bidders may submit more than one proposal. Bidders may submit one proposal per region for youth and families and one proposal for older adults. A separate and complete proposal is required for each proposed youth and families and for older adult programs.

Any contract awarded to Bidders shall require the program to begin service delivery by April 1, 2012 and Contractor shall fully implement the program as described in this RFP as soon as possible, but no later than June 30, 2012. BHCS expects services delivered in school sites to provide summer school programming in the summer of 2012.

BHCS intends to award contracts, subject to annual review and renewal, to the Bidders whose responses best meet the County requirements for this RFP. BHCS shall evaluate proposals on criteria set forth in this RFP. BHCS shall recommend award of a contract to the responsible Bidder for each program 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.

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

## **B. BACKGROUND**

Alcohol and drug (AOD) prevention services are so essential to the overall effectiveness of an AOD service delivery system that the federal government has mandated that a set aside requirement of twenty percent (20%) of all Substance Abuse Prevention and Treatment (SAPT) funds be used for AOD Primary Prevention.

AOD issues have broad and significant impacts on the overall health and wellbeing of all Alameda County residents. These problems drive up costs throughout County systems and cause multiple levels of pain that are difficult to be monetarily quantify. Therefore, BHCS is committed to providing high quality, culturally responsive AOD prevention programming.

AOD Primary Prevention services play a critical role in BHCS' continuum of care. Primary Prevention services provide strategies to reduce or prevent AOD use or abuse among diverse individuals and change community conditions that contribute to AOD related issues.

## **C. SCOPE**

Funding provided to Contractors through this RFP shall be used to provide Primary Prevention services in one or more specified regions as described in this RFP to youth and families or older adults who do not require treatment for substance abuse.

Services shall use at least one of the five Center for Substance Abuse Prevention (CSAP) strategies specified in this RFP paired with Indicated, Selected or Universal Institute of Medicine (IOM) categories, which best meet the needs of the targeted population. **The CSAP Information Dissemination strategy is NOT within the scope of this RFP. Additionally, BHCS will only consider the IOM Universal category within the scope of this RFP if it is proposed in conjunction with at least one of the other IOM categories.**

Services shall be culturally responsive to the characteristics and needs of the proposed target population such as age, race/ethnicity, gender and risk factors.

BHCS shall monitor contracts on a quarterly basis to ensure direct services are maximized. Services meeting the definition of direct and indirect services will the monitored indicators. See Glossary and Acronym List.

## **D. VENDOR MINIMUM QUALIFICATIONS**

To be eligible to bid on this RFP, Bidders must meet all of the following criteria:

- a. Have regular and continuous Primary Prevention service provision experience (not including Information Dissemination strategy utilization) to Bidder's proposed target population(s) for at least three of the past five years; and
- b. Be a nonprofit corporation or public entity, as required by SAPT Block Grant guidelines<sup>1</sup>; and
- c. Have experience with data collection and reporting to a government entity for at least three of the past five years.

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<sup>1</sup> See United States Code (USC), Title 42, Chapter 6A, subchapter XVII, Part B, subpart ii, Section 300x-31 (a) (1) (E) and Code of Federal Regulations (CFR) Title 45, Part 96, Section 135 (a) (5).

BHCS will disqualify Bidders that do not meet these Vendor Minimum Qualifications from further evaluation of their proposal. Bidders who meet the minimum qualifications will move forward for evaluation and award of points.

**E. SPECIFIC REQUIREMENTS**

**1. *Target Population(s)***

According to the SAPT Block Grant guidelines, “Primary Prevention includes activities directed at individuals who do not require treatment for substance abuse.” Within those guidelines, Primary Prevention services shall target either youth and families or older adult populations across County regions, as defined in this RFP. BHCS expects services to provide targeted approaches based on various risk factors, such as, but not limited to, high levels of poverty, violence, trauma and AOD use.

Youth and Families:

Services shall define youth and families target populations as individuals with an increased risk or incidence of substance use related issues. Examples of such populations may include, but are not limited to, the following:

- Youth in the foster care system;
- Children of substance abusers;
- Youth attending continuation schools; or
- Other schools with high rates of suspension, expulsion and/or truancy.

Since research has shown that services are more effective when youth and families are served together, youth and families services **must** include a family or parent component in the program. Family members may be the biological parents, foster parents, siblings, spouses, children, aunts, uncles, cousins, friends or anyone else whom the young person defines as his or her family member(s).

Regions for Youth and Families Only

Each of the five regions described in the table below shall have Primary Prevention programs targeting youth and families. Each selected program shall match the needs and characteristics of the target population selected in that particular region. Proposals that provide broader coverage across cities or districts within the region will be awarded higher points for target population criteria. The cities/unincorporated areas included in each region are in the table below:

Youth and Families Services		
Region	Defined as	Number of Contracts per Region
Oakland	Oakland	Two
North County	Alameda, Albany, Berkeley, Emeryville and Piedmont	One
Central County	Unincorporated areas of Ashland, Castro Valley, Cherryland and Cities of Hayward, San Leandro and San Lorenzo	One
South County	Fremont, Newark and Union City	One
East County	Dublin, Livermore, Pleasanton and Sunol	One

Older Adults:

The older adult population is another group that faces risk for initial use and misuse of AOD. This risk is due to significant life changes that occur later in life. These changes include, but are not limited to, isolation or loss/change of roles due to (forced or chosen) retirement, changes in health status, and/or loss of a loved one(s).

BHCS expects older adult services to utilize models that target the older adult population who have increased risk or incidence of substance use related issues. Examples of such populations may include, but are not limited to, the following:

- Older adults who are isolated and/or homebound; or
- Older adults who have chronic health conditions; or
- Older adults who have experienced recent trauma or loss.

Older adult services shall not only address AOD issues, but the underlying mental and physical health issues that accompany aging.

Services that target older adults may be developed in any of the five above-mentioned County regions as long as a justification is provided for choosing the region(s). The limited funds available for older adult programs do not make a regional distribution feasible.

## **2. Substance Abuse Prevention Strategies**

Services shall utilize at least one of the five below strategies the Substance Abuse and Mental Health Services Administration (SAMHSA) promotes for AOD Primary Prevention services<sup>2</sup>. Please note that **Information Dissemination strategy is NOT** within the scope of this RFP.

BHCS expects the chosen strategy or strategies to match the needs, risk factors and characteristics of the target population. Services must use one of the following below strategies.

1. Education: This strategy uses the interaction between a facilitator/instructor and an audience, which aims to improve critical life and social skills and impact behavior to remain AOD free.
2. Alternative Activities: This strategy redirects individuals from potentially problematic settings to settings free of AOD.
3. Problem Identification and Referral: This strategy identifies individuals who have inappropriately used AOD and assesses whether their behavior can be reversed through education.
4. Community-Based Process: This strategy enhances a community's ability to provide AOD prevention and treatment.
5. Environmental: This strategy focuses on places and specific problems, with an emphasis on public policy.

For more information on the five specific strategies and examples, please see pages 12 through 14 of the BHCS Prevention Framework and Strategic Plan for Substance Abuse Prevention at <http://www.acbhcs.org/docs/youth/BHCS%20SP.pdf>.

## **3. Scientifically Defensible Models**

All services shall be based on scientifically defensible models. For BHCS to consider a scientifically defensible, it must be based upon a recognized evidence-based, best or promising practice. Evidence-based models are models or practices with well-documented effectiveness. Best practices are a body of knowledge that may include scientific, practical or anecdotal elements and that is perceived as an effective method of treatment.

Examples of evidenced-based models are located at SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP) website: <http://www.nrepp.samhsa.gov/>.

**BHCS expects providers to follow a logic model.** BHCS expects the chosen model to match the needs, risk factors and characteristics of the target population. Adaptations to services must be

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<sup>2</sup> Definition source: Federal Register, Volume 58, Number 60, March 31, 1993.

made in a way that maintains high fidelity to the model. As recommended by CSAP and the U.S. Department of Education, all services shall show evidence of scientifically defensible Primary Prevention services through performance and outcomes measures.

*Substance Abuse Prevention Intervention Categories*

The Institute of Medicine (IOM), which provides information and advice on health and science policy, classified prevention interventions into categories. These categories are distinguished by the level of risk (from highest to least amount of risk) for disorder/distress experienced by various populations. Indicated or Selected categories described below must be considered when determining the target population to be served.

Services shall use one of the following categories based on the assessed risk experienced by the target population. BHCS expects the chosen category to match the strategy and the needs of the target population.

1. Indicated category intends to identify problems in their earliest stages to prevent long-term suffering. The mission of Indicated prevention is to identify individuals who are exhibiting early signs of substance abuse, serious mental health issues, and other associated behaviors and to provide appropriate services.
2. Selective category targets individuals or a subgroup of individuals whose risk of developing substance use disorders, serious mental health issues and/or other associated behaviors is significantly higher than average.
3. Universal category addresses the entire population (national, local community, school and neighborhood) with messages and programs aimed at taking action before behavioral health problems occur. Universal prevention programs are delivered to large groups without any prior screening for risk of serious mental health issues or substance abuse. The entire population is assessed as at-risk and capable of benefiting from prevention. This category may not be used in isolation.

BHCS shall accept proposals that focus on Indicated and Selected categories only. BHCS will reject proposals that identify the Universal category in isolation. However, since many evidence-based models incorporate one or more IOM categories in the program design, BHCS will accept proposals that include the Universal category as one component among several in an evidence-based program.

For more information on Indicated, Selective and Universal categories, please see page 15 of the BHCS Prevention Framework and Strategic Plan for Substance Abuse Prevention at: <http://www.acbhcs.org/docs/youth/BHCS%20SP.pdf>.

**4. Data and Outcomes**

All services shall be driven by at least two identified outcomes. Outcomes are defined as a 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 may be short, intermediate and longer-term outcomes.

The outcomes shall be measurable and directly linked to the strategies, models and categories used in the services. BHCS expects services to have a developed data collection plan and to execute the plan to measure the program's impact on the identified outcomes. BHCS also expects that collected data is used to continuously improve services.

**5. Culturally Responsive Services**

Services shall be culturally responsive to the served target population and Alameda County's diverse communities. Services shall focus on populations that have an increased risk or incidence of substance use and related issues. Examples include, but are not limited to,

individuals who identify as lesbian, gay, bi-sexual, transgender, queer, questioning, intersex, two-spirited (LGBTQQI2-S); foster youth; children of substance abusers; youth attending continuation schools; youth attending other schools with high rates of suspension, expulsion and/or truancy; and individuals from specific racial/ethnic and linguistic groups such as African Americans, Asian/Pacific Islanders, Latinos, Native Americans and South Asians.

**6. Collaboration**

Service providers shall collaborate with other prevention efforts where AOD use exacerbates personal and community challenges. For example, various studies have documented the negative impact of AOD usage on issues such as violence and suicide. As such, Primary Prevention services shall collaborate with programs that work to prevent or reduce violence and suicide and/or increase emotional well-being.

Service providers shall also cooperate with behavioral health treatment services, as well as other community resources. This is a helpful resource for referring and linking individuals with needs beyond the scope of prevention services.

**II. INSTRUCTIONS TO BIDDERS**

**A. COUNTY CONTACTS**

All contact during the competitive process shall be through Gilda Mansour, only. The BHCS website <http://www.acbhcs.org/Docs/docs.htm#RFP> and the General Services Agency (GSA) website [http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp#goods](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp#goods) shall be the official notification and posting places for this RFP and any Addenda.

The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract awards. 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 shall be submitted in writing, preferably via e-mail, by **Tuesday October 25, 2011 by 2:00 pm** to:  
 Gilda Mansour, Attn: AOD Primary Prevention RFP 12-03  
 Alameda County Behavioral Health Care Services  
 2000 Embarcadero Cove, Suite 400, Oakland, CA 94606  
 E-Mail: [Gmansour@acbhcs.org](mailto:Gmansour@acbhcs.org)  
 FAX: 510.383.2756

**B. CALENDAR OF EVENTS**

Event	Date/Location	
Request for Proposals (RFP) Issued	Tuesday October 11, 2011	
Written Questions Due	Tuesday October 25, 2011 by 2:00 pm to <a href="mailto:Gmansour@acbhcs.org">Gmansour@acbhcs.org</a>	
1 <sup>st</sup> Bidder's Conference	Thursday October 27, 2011 9:00 am to 11:00 am	39155 Liberty Street Suite H800 Pacific Room in Building EFGH Fremont Free parking is available
2 <sup>nd</sup> Bidder's Conference	Thursday October 27, 2011 3:00 pm to 5:00 pm	2000 Embarcadero Cove 5th Floor Alameda Room Oakland Free parking is available
Addendum Issued	Friday November 4, 2011	
<b>Response Due</b>	<b>Friday December 2, 2011 no later than 2:00 p.m.</b>	

Event	Date/Location
Review Period	December 2, 2011 through December 8, 2011
Vendor Interviews (if any)	Tuesday January 3, 2012
Award Recommendation Letters Issued	Week of January 2, 2012
Board Agenda Date	Tuesday February 13, 2012
Contract Start Date	April 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**

The "Uniform Administrative Requirements for Grants and Cooperative Agreement to State and Local Governments" Federal Regulation issued in 1988 prohibits geographic preferences from procurements that are funded by federal dollars where program requirements specifically state a geographic ban. Since this RFP contains federal funds, this requirement applies to this RFP. Therefore, **no** Local and SLEB preference points will be awarded to Bidders of this RFP.

### **D. BIDDERS CONFERENCES**

BHCS shall hold two Bidders' Conferences. Bidders conferences shall:

- Provide an opportunity for Bidders to ask specific questions about the program and request RFP clarification; and
- Provide the County with an opportunity to receive feedback regarding the program and RFP.

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 program and services requirements 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. Friday December 2, 2011**. BHCS cannot accept late and/or unsealed proposals. If hand delivering proposals, please allow time for parking and entry into building.

BHCS shall only accept proposals 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 AOD Primary Prevention Services 12-03  
Alameda County Behavioral Health Care Services  
Attn: Gilda Mansour  
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 "AOD Primary Prevention 12-03" 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 the budget.** The electronic copy must be on disk or USB flash drive and enclosed with the sealed hardcopy of the original bid. It must include the budget in the Microsoft Excel template published on the website.

Proposals should also submit a scanned copy of their proposal. If an electronic copy is provided, it should be on a disk or USB flash drive enclosed with the sealed hardcopy of the original bid/budget. Inability to comply with this recommendation shall have no impact on the evaluation and scoring of the proposal.

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 for each region for the youth and families programs and for the older adult program 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 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, 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 program. In addition, recommended award information shall be posted on the BHCS website, mentioned above.

## **F. RESPONSE FORMAT/PROPOSAL RESPONSES**

For BHCS to consider a proposal 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 required components are included in the proposal. Section II. F. provides the point system that evaluators shall use to evaluate proposals. Bidders should reference these sections when responding to the RFP.

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 must use tabs to separate each individual section of the response to the RFP.

This section refers to specific **EXHIBITS** that assist Bidders in submission 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.

### **With Submittal of Proposal/Bid**

1. **Title Page:** Include a one-page title page with all of the following information:
  - The RFP tile and number;
  - Proposed target population and region to be served;
  - Bidder organization name and address;
  - Name, telephone number and 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 all of the following information:

- A listing of the individual sections of the proposal and their corresponding page numbers.
3. **Cover Letter:** Include a one-page cover letter with all of the following information:
- Official Bidder name;
  - Proposed target population and region to be served;
  - Bidder's organizational structure (i.e. non-profit, corporation, partnership, limited liability company, etc.);
  - The jurisdiction and date in which the Bidder's agency was incorporated;
  - 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** included as **ATTACHMENT 1**; and
  - 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 includes how Bidder meets all of the following criteria:
- a. Regular and continuous Primary Prevention service provision experience (not including Information Dissemination strategy utilization) to Bidder's proposed target population(s) for at least three of the past five years;
  - b. Status as a nonprofit corporation or public entity, as required by SAPT Block Grant guidelines<sup>3</sup>; and
  - c. Experience with data collection and reporting to a government entity for at least three of the past five years.
5. **Organizational Capacity & Reference:** Supply all of the following information in no more than one page (page limit does not include 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 visit [www.dnb.com](http://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 (page limit does not include attachments) and include as **ATTACHMENT 2B**, **including the following in the original copy of the proposal**:
    - The Bidder's last three audited financial statements, from most recent to least recent, separated by tabs. To be considered for contract award, Bidder's audited financial statements must be satisfactory, as deemed solely by the County.
      - **If there are any audit findings, provide response to all findings with steps taken to address them in the original proposal and not in the copies.**
    - Include copies of the **bidder's agency budget** for the current year.
  - d. **References** **Provide** 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

<sup>3</sup> See United States Code (USC), Title 42, Chapter 6A, subchapter XVII, Part B, subpart ii, Section 300x-31 (a) (1) (E) and Code of Federal Regulations (CFR) Title 45, Part 96, Section 135 (a) (5).

in **Exhibits D1 and D2** and include as **ATTACHMENTS 3A and 3B**. References must include all of the following information:

- Reference organization name;
  - Name and title of contact person. 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**.
- BHCS shall screen each Bidder at the time of RFP response to ensure that the Bidder and its principal agents 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.
  - BHCS shall verify Bidder and its principal are not on the federal debarred, suspended or otherwise excluded list of Contractors located at [www.epls.gov](http://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 concrete, relevant and thorough responses. Bidders must respond to this section in a no more than twelve pages (page limit does not include 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 services and include as **ATTACHMENT 5A**.
  - ii. Provide a second organizational chart, which describes logical linkages and oversight for the proposed program and include as **ATTACHMENT 5B**.
  - iii. Include one-to-two page job descriptions for staff, which describe the necessary roles, responsibilities and qualification requirements for each position and include as **ATTACHMENT 6**.
  - iv. Describe Bidder's experience in managing a contract and program of this size.
    - Include a description of the financial and technology infrastructure that will support the program.
- b. **Target Population**
- i. Describe Bidder's chosen target population, including specific characteristics.
  - ii. Describe Bidder's understanding of the needs, challenges and risk factors of proposed target population.
  - iii. Describe Bidder's plan to increase understanding of target population through this program.
  - iv. Identify where Bidder will provide services in Alameda County.
    - For youth and families proposals, identify which region and describe how services will be delivered across cities or districts within the region.
    - For older adults proposals, describe the amount of coverage across regions in the county that can be accomplished.
- c. **Substance Abuse Prevention Strategies**
- i. Describe which Substance Abuse Prevention strategy or strategies Bidder is proposing.

- Describe Bidder’s understanding of the proposed strategy.
  - ii. Describe what the proposed participant’s experience will be in the program.
  - d. Scientifically Defensible Models**
    - i. Describe Bidder’s proposed model and include whether it is an evidence-based or a promising practice.
      - Indicate both the benefits and challenges in the model.
      - If Bidder is proposing a model that has not been tested on the proposed target population, explain how the model will be adapted for the target population.
    - ii. Describe how Bidder will maintain high fidelity to the model.
      - If Bidder is proposing an adaptation, explain how fidelity will be maintained.
    - iii. Describe Bidder’s proposed Substance Abuse Prevention Intervention categories and how they match with the model and target population.
    - iv. Describe how Bidder’s proposed strategies, model and categories are appropriate for Bidder’s proposed target population.
    - v. Include a Logic Model as **ATTACHMENT 12**.
  - e. Data and Outcomes**
    - i. Describe Bidder’s two proposed measurable outcomes that will guide this program.
    - ii. Describe how Bidder currently uses data in programs.
    - iii. Describe Bidder’s plan to collect and enter data for this program
  - f. Culturally Responsive Services**
    - i. Describe Bidder’s overall philosophy and approach to providing culturally responsive services to the population it currently serves and the proposed target population.
    - ii. Describe how Bidder will adapt strategies, model and categories to meet the needs and characteristics of Alameda County’s diverse population.
  - g. Collaboration**
    - i. Describe Bidder’s plan to coordinate with other services and programs.
- 8. Cost:** Each proposal must contain an annualized budget for the program and be included as **ATTACHMENT 7**. The budget must match the proposed Implementation Schedule and Plan and proposed program. See **EXHIBIT B: BID FORM INSTRUCTIONS** for detailed instructions.
- a. Include a narrative explanation the budget in no more than two pages and include as **ATTACHMENT 8**.
  - b. Fill in **EXHIBIT Q: Process Measures Table** and attach as **ATTACHMENT 13**.
- Refer to the Master Contract Boilerplate and *Exhibit O: Terms and Conditions*. ~~EXHIBIT K: TERMS AND CONDITIONS, Section B: PRICING.~~**
- 9. Implementation Schedule and Plan:** Include Bidder’s Implementation Schedule and Plan from program start-up to contract expiration date using **EXHIBIT P** included as **ATTACHMENT 9** with all of the following:
- a. Activities, such as staff recruitment and training, with timeline and milestones for planning activities and demonstrate that Bidder has built the program 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 program’s schedules in no more than one page.
- 10. 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 meeting minimum qualifications shall be evaluated by a County Selection Committee/Evaluation Panel (CSC). The CSC may be composed of County staff and other individuals that may have expertise or experience in AOD Prevention. The CSC shall recommend Bidders for contract award 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 minimum 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 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 program is five hundred fifty (550) 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 250 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		
<b>Copies, Page Length &amp; Format</b>	Include one original and seven copies of the proposal. See Section II. E. for details.	Complete/Incomplete and Meets Minimum Requirements/ Fails to Meet Minimum Requirements
<b>II. F. 1. Title Page</b>	BHCS staff shall review these sections for completeness of submittal.	
<b>II. F. 2. Table of Contents</b>		
<b>II. F. 3. Cover Letter</b>	BHCS staff shall review for completeness of submittal.	
<b>II. F. 4. Vendor Minimum Qualifications</b>	BHCS staff shall review to determine whether the Bidder meets specified minimum qualifications.	
<b>II. F. 5. Organizational Capacity &amp; Reference</b>	BHCS staff shall review for completeness of submittal, including fiscal management experience.	
<b>II. F. 6. Executive Summary</b>	BHCS staff shall review for completeness of submittal.	
<b>Other Required Attachments</b>	BHCS staff shall review the following items for sections for completeness of submittal. <ul style="list-style-type: none"> <li>Exhibit H: Alameda County Vendor First Source Information</li> <li>Exhibit I: Exceptions, Clarifications and Amendments</li> </ul>	

Sub-Section	Evaluation Criteria	Weight	0-5 Rating	Points
<b>II. F. 7. Bidder Experience, Ability &amp; Plan</b>	<b>a. Organizational Infrastructure</b> <ul style="list-style-type: none"> <li>How strong is Bidder's existing organizational infrastructure to implement this project?</li> <li>How well matched is Bidder's organization structure to this project?</li> </ul>	7		
	<b>b. Target Populations</b> <ul style="list-style-type: none"> <li>How well does the Bidder understand the proposed target population?</li> <li>How thoughtful and reasonable is Bidder's plan to increase its understanding of the target population?</li> <li>How thoughtful, well matched to the target population is Bidder's plan to serve the proposed County region?</li> <li>How broad is the coverage within the region (youth and families) or across regions (older adults)?</li> </ul>	16		
	<b>c. Substance Abuse Prevention Strategies</b> <ul style="list-style-type: none"> <li>How well does the Bidder understand the proposed strategy or strategies?</li> <li>How reasonable and realistic is Bidder's vision of a participant's experience in the proposed program?</li> </ul>	11		
	<b>d. Scientifically Defensible Models</b> <ul style="list-style-type: none"> <li>How well does the Bidder understand the benefits and challenges of the proposed model?</li> <li>If the proposed model has not been tested on the proposed target population, how detailed, feasible and reasonable is Bidder's plan to adapt</li> </ul>	18		

Sub-Section	Evaluation Criteria	Weight	0-5 Rating	Points
	<p>the model to the proposed target population?</p> <ul style="list-style-type: none"> <li>• How well does Bidder's plan for fidelity to the model match up with the requirements of this RFP?</li> <li>• If Bidder is proposing an adaptation, how detailed, feasible and reasonable is the Bidder's plan to maintain fidelity to the model?</li> <li>• How well does Bidder's proposed use of categories match the model and target population?</li> <li>• How reasonable and appropriate are Bidder's proposed strategies, model and categories to the proposed target population?</li> </ul> <p><b>e. Data and Outcomes</b></p> <ul style="list-style-type: none"> <li>• How detailed, feasible and reasonable are the two outcomes that Bidder will use to evaluate success?</li> <li>• How relevant and appropriate is Bidder's current use of data?</li> <li>• How organized and thoughtful is Bidder's plan to collect and enter data for this project?</li> </ul> <p><b>f. Cultural Responsiveness</b></p> <ul style="list-style-type: none"> <li>• How well does the Bidder's philosophy and approach to cultural responsiveness meet with the needs of Alameda County and, if applicable, the region?</li> <li>• How appropriate and reasonable are Bidder's proposed strategies, model and categories to provide culturally responsive strategies?</li> </ul> <p><b>g. Collaboration</b></p> <ul style="list-style-type: none"> <li>• How detailed, feasible and reasonable is Bidder's plan to collaborate with other services and programs?</li> </ul>	10		
<b>II. F. 8. Cost</b>	<ul style="list-style-type: none"> <li>• How accurately does the proposed budget reflect the Bidder's proposed staffing, services and activities?</li> <li>• How appropriate are the proposed costs of the proposed program?</li> <li>• How clear and thorough is the budget narrative?</li> </ul>	7		
<b>II. F. 9 Implementation Schedule &amp; Plan</b>	<ul style="list-style-type: none"> <li>• How thoughtful and feasible is the implementation schedule and plan?</li> <li>• How thoughtful and realistic is the Bidder's problem identification and mitigation?</li> </ul>	7		
<b>Understanding of Overall Program</b>	<p>How well does the proposal:</p> <ul style="list-style-type: none"> <li>• Demonstrate a thorough understanding of this RFP's requirements and the County needs for Primary Prevention?</li> <li>• Demonstrate a clear understanding of the expected outcomes?</li> <li>• Demonstrate a clear understanding of BHCS' timeline and the ability to achieve it?</li> </ul>	6		
<b>Oral Interview and/or</b>	If there is a determination to include oral presentations and/or interviews,	10		

Sub-Section	Evaluation Criteria	Weight	0-5 Rating	Points
Presentation (if applicable)	proposals may receive up to 50 additional.			
<b>Total</b>		<b>100</b>		

## **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 program and services will meet the County requirements. If, as a result of such determination the County concludes that it is not satisfied with Contractor, Contractors' performance under any awarded contract as contracted for therein, the Contractor shall be notified of contract termination effective forty-five (45) days following notice. The County shall have the right to invite the next highest ranked Bidder to enter into a contract.

The County also reserves the right to re-bid these programs 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 Bidder's proposal.

- Under no circumstances shall any discussion be conducted with regard to contract negotiations with the recommended /successful Bidder;
- Debriefing may include review of the recommended/successful Bidder's proposal 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 these programs 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 (5<sup>th</sup>)** 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 is 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

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

Evidence-Based Model or Practice	A model or practice with well-documented effectiveness. An evidence-based model or practice has been, or is being evaluated, and meets the following criteria: * Has some quantitative or qualitative data showing positive outcomes, but does not yet have enough research or replication to support generalized positive outcomes; or * Has been subject to expert/peer review that has determined that a particular approach or strategy has a significant level of evidence of effectiveness in research literature.
Federal	Refers to United States Federal Government, its departments and/or agencies
Family	For the purposes of this RFP, the person(s), who has provided primary support for, is a primary caregiver of, or whose daily life is impacted by, being a family member (by personal or biological definition) of a person who is at risk for negative outcomes related to their use, or potential use of AOD. Family members may be the biological parents, foster parents, siblings, spouses, children, aunts, uncles, cousins, friends, or anyone else whom the person defines as "their family members."
Indicated Prevention	This AOD Primary Prevention IOM category is designed to catch problems in their earliest stages to prevent long-term suffering. The mission of indicated prevention is to identify individuals who are exhibiting early signs of serious mental health issues, substance abuse and other associated behaviors and to provide appropriate services.
Indirect Staff Hours	The time that is spent preparing for the activity and traveling to and from the activity site. This can include preparing literature/handouts, driving to and from the event, etc. For example, two staff that spent one hour each preparing for an outreach event and half an hour each driving to and from the event equal three indirect staff hours.
Institute of Medicine (IOM)	The IOM provides information and advice concerning health and science policy. The IOM is an independent, nonprofit organization that works outside of government to provide unbiased and authoritative advice to decision makers and the <a href="http://resources.iom.edu/widgets/timeline/index.html">http://resources.iom.edu/widgets/timeline/index.html</a> public.
Lesbian, Gay, Bi-Sexual, Transgender, Queer, Intersex and Two Spirited (LGBTQII2-S)	LGBTQII2-S are abbreviations referring collectively to Lesbian, Gay, Bisexual, Queer, Questioning, Transgender, Intersex and two-spirited individuals/communities
Non-Direct Service Costs	Are costs associated with administrative or overhead. This cost should not go over 21% of the total budget.
Logic Model	An organized, graphical depiction of the logical connections (based on theory) that shows what a program is expected to achieve and the underlying rationale and steps by which it is to produce positive effects. It includes the approaches and activities that specifically address underlying needs and resources and specifies the expected short and intermediate-term outcomes, or objectives, and the expected long-term outcomes, or goals.
Outcomes	The extent of change in attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be short, intermediate, and longer-term outcomes.
Outpatient Treatment Capacity	Capabilities of a provider/contractor expressed as a volume of services or a number of participants/patients served or a range of non-hospital services available
Outreach and Engagement	The acts of extending assistance to those in the community who may benefit from information and/or services but who have not, or have not been able to, come forth to seek it.
Older Adults	Individuals age 60 years or older.
Prevention	Strategies, programs and initiatives which reduce both direct and indirect adverse personal, social, health, and economic

	consequences resulting from problematic ATOD availability, manufacture, distribution, promotion, sales, and use. The desired result is to promote safe and healthy behaviors and environments for individuals, families, and communities.
Prevention Framework and Strategic Plan	The document containing the overview of current County supported approaches to substance abuse prevention services and activities.
Problem Identification and Referral Services	This CSAP strategy aims at identification of those individuals who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs and to assess whether their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment.
Promising Practice	Programs and strategies that have some quantitative data showing positive outcomes over a period of time, but do not have enough research or replication to support generalized outcomes. It has an evaluation design in place to move towards demonstration of effectiveness; however, it does not yet have evaluation data available to demonstrate positive outcomes.
Proposal	Shall mean bidder/contractor response to this RFP
Regions	For the purposes of this RFP, the County Regions are defined as: <ul style="list-style-type: none"> <li>➤ <u>Oakland</u> includes the city of Oakland</li> <li>➤ <u>Northern Region</u> includes the cities of Alameda, Albany, Berkeley, Emeryville and Piedmont.</li> <li>➤ <u>Central Region</u> includes the unincorporated areas of Ashland, Castro Valley, Cherryland, and the cities of Hayward, San Leandro, and San Lorenzo.</li> <li>➤ <u>Southern Region</u> includes the cities of Fremont, Newark and Union City.</li> <li>➤ <u>Eastern Region</u> includes the cities of Dublin, Livermore, Pleasanton and Sunol.</li> </ul>
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda's request for proposal to provide the goods and/or services being solicited herein. Also referred herein as RFP.
Response	Shall refer to bidder's proposal submitted in reply to RFP.
Risk Factor	For the purposes of this RFP, any one of a number of characteristics of the community, school, family, or peer-individual domains that are known, through prospective, longitudinal research efforts, to be predictive of alcohol, tobacco, and illegal drug use, as well as violent behavior, by youth in the school and community.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Scientifically Defensible	For the purposes of this RFP, a program and/or strategy that is based upon a model which is recognized as an evidence-based, promising, locally proven or best practice.
Selective Prevention	This AOD Primary Prevention IOM category identifies subsets of the total population that are deemed to be at risk for serious mental health issues or substance abuse by virtue of their membership in a particular population segment. The selective prevention program is presented to the entire subgroup because the subgroup as a whole is at higher risk than the general population for serious mental health issues or substance abuse. This strategy also aims at taking action before behavioral health problems occur.
Service Provider	Individuals, groups, and organizations, including CBO and County-operated programs, that deliver services to participants and patients under an agreement or contract with BHCS.
Service Units	Are recorded as displayed in Exhibit P. They must be included by strategy in the bid and any awarded contract as per the requirements of the Department of Alcohol and Drug Programs (ADP).
SLEB	Small Local Emerging Business.
Staff Hours	The time staff member(s) spend on direct service. For example two staff at a two hour outreach event equals four staff hours.
State	Refers to State of California, its departments and/or agencies

Strategy	A method for doing or accomplishing something. It could include method for mobilizing a community or coalition, or a method for creating community awareness of the down-side of substance abuse through media offerings. As the term is used in its application to prevention, it encompasses broad-based approaches or generalized activities to be used in attempts to delay the onset, reduce, or cause the cessation of the use of tobacco or alcohol among minors and/or the use and abuse of legal and illegal drugs and substances by all members of a given population.
Subcontractor	One who takes a monetary portion of a contract from the principal contractor.
Substance Abuse and Mental Health Services Association (SAMHSA)	SAMHSA works to improve the quality and availability of substance abuse prevention, alcohol and drug addiction treatment, and mental health services. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.
Substance Abuse Prevention and Treatment (SAPT)	The goal of the SAPT Block Grant program is to support substance abuse prevention and treatment programs at the state and local levels. While the SAPT Block Grant provides federal support to addiction prevention and treatment services nationally, it empowers states to design solutions to specific addiction problems that are experienced locally.
System Of Care	A multi-disciplinary, multi-agency delivery system of services that supports a consumer through a continuum of care and that uses a "person first" approach to build on the strengths of the person being served and his or her support system.
Universal Prevention	This AOD Primary Prevention IOM category addresses the entire population (national, local community, school, and neighborhood) with messages and programs aimed at taking action before behavioral health problems occur. Universal prevention programs are delivered to large groups without any prior screening for risk of serious mental health issues or substance abuse. The entire population is assessed as at-risk and capable of benefiting from prevention. This category may not be used in isolation.
Youth	Individuals between the age of 0-18 years

## IV. COUNTY ATTACHMENTS/EXHIBITS

**EXHIBIT A: BID ACKNOWLEDGEMENT***AOD Primary Prevention Services 12-03*

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.

**EXHIBIT A (Continued):  
BID ACKNOWLEDGEMENT**

*AOD Primary Prevention Services 12-03*

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?	
Signature:	Date:
Printed Name:	
Title:	
Phone:	

**EXHIBIT B: BID FORM INSTRUCTIONS**

AOD Primary Prevention Services 12-03

**Note:**

- All amounts should be rounded to the nearest whole dollar.
- One budget must be submitted for each proposal.
- A Depreciation Schedule (**Deprec Sched Tab**) is required if claiming depreciation expenses on **ExB Budg1 Tab** under line items Structure, Equipment and/or Motor Vehicles.

**ExB Budg1 Tab:** This tab captures cost associated with non-personnel

- Fill in Bidder Agency Name; Telephone No.; Prepared By and Date Prepared
- The **PERSONNEL EXPENSES** will be automatically filled in once the **Ex B Pers2 Tab** is complete.
- Under the *OTHER THAN PERSONNEL EXPENSE* column, enter the amount for each line item for the program.
- *TOTAL-OTHER THAN PERSONNEL EXPENSE* automatically adds to calculate the total other than personnel expenses.
- **GROSS COST** automatically adds the **PERSONNEL EXPENSES** and the *TOTAL-OTHER THAN PERSONNEL EXPENSES* costs.

All line items expenses marked with an asterisk\* Recreational Supplies (including Activities), Travel, Training, Professional and Specialized Services, Interest and Miscellaneous require submission of an **Explanation/Justification of Line-Items**. Use the **Expl-Just Tab**.

Use the Miscellaneous line item for other expenses which are not categorized on **Ex B Budg1 Tab**.

Indirect Costs line item requires submission of an Indirect Cost Rate Proposal (ICRP). BHCS allows 21% of direct costs for AOD Programs (total of **GROSS COST**).

Enter REVENUE on the appropriate line item relating to this RFP program.

- TOTAL REVENUE automatically sums all of the REVENUE lines.

**NET COST** automatically subtracts REVENUE from **GROSS COST**.

**Program Scope**

- With an 'x' mark:
  - Proposed **STRATEGY** or **STRATEGIES**
  - Proposed **IOM INTERVENTION CATEGORIES**
  - Proposed **TARGET POPULATION**
  - Proposed **COUNTY SERVICE REGION(S)**

**ExB Pers2 Tab:** This tab captures costs associated with personnel/benefits

- Fill in Bidder Agency Name
- Under **Position/Incumbent:**
  - List the names and titles of all incumbents who will work for this program.
  - Use a separate line for each staff member. If a position is unoccupied, list the incumbent as *vacant*.
- Under **Annual Salary:** This salary should reflect the annualized cost of the position. This reflects what the position would earn working 40 hours per week for a year.
- Under **TOTAL % FTE:** If a full time equivalent (FTE) is less than 40 hours at the agency, your full time salaries should be extrapolated to a 40-hour a week base.
  - *Example: Your staff member works 37.5 hours a week for full time with an annual salary of \$30,000. If this individual were working 40 hours a week, the annualized salary would be \$32,000. This is the salary to use on this form. This individual would be .9375 FTE.*
- Under **Status:** Enter for each position as applicable. Use the following designations:
  - **A** = Administrative

- **S** = Supervisorial
- **D** = Direct Program Staff

If a staff person qualifies for more than one **Status**, enter each one and in subsequent columns indicate the breakdown in percent **TOTAL % FTE** and **Annualized Salary**.

- Under **No. of Months**: Enter the number of months that each position will be funded for the contract period.
- **% FTE**: This is automatically calculated. The % FTE should be reflective of the amount of time each position will be working in each program using a 40 hour week as base.
  - *Examples: (a) if a person works 20 hours a week in a program, this is 50% FTE. (b) if a person works a total of 20 hours a week for the agency, but is projected to work in two programs for 10 hours each, then each program would be 25% FTE. (c) if a person works 37.5 hours per week in one program and this is considered full time, then this would be 93.75% FTE using a 40 hour per week base).*
  - In no instance should one individual staff member exceed 100% FTE on a 40 hour per week basis. The total for each program is automatically calculated.
- Under **Salary**: Determine the salary for each position by the following formula:
  - **Annualized Salary** divided by 12 times the number of months the position is funded times the percent FTE.
  - The total for each program is automatically calculated in **Total FTE/SALARIES**. If an individual has mixed status, the FTE and salary should be shown separately for each status.
- Under **EMPLOYEE FRINGE BENEFITS**: Enter the amounts to be allocated for each fringe benefit on the appropriate line items.
  - Total of fringe benefits of this program is automatically calculated.
- **Total Personnel Expenses**: The sum of Total Salaries/FTEs and Total Fringe Benefits is automatically calculated.
  - The **Total Personnel Expenses** amount should be automatically carried over to **PERSONNEL EXPENSES**.

**Expl-Just Tab 3: This tab captures costs associated with ExB Budg1 line items with an asterisk**

**Note:**

- One form is to be completed for each asterisk\* line item.
- This form is to be used to describe in detail all expenditures allocated to any of the following line items:
  - Recreational Supplies (including Activities)
  - Travel
  - Training
  - Professional and Specialized Services
  - Interest
  - Miscellaneous
- Fill in Bidder Agency Name; Telephone No.; Prepared By and Date Prepared
- Under Description: List each type of expenditure within the line item account separately and include a complete description of the expenditure (e.g., subcontractor, description of services provided, dates of service, cost of service, etc.).
- Under Amount: Enter the actual total expenditure for the service for the 12-month period.
- The total of all the itemized expenditures for Total Line Item Amount are automatically calculated. This total must be identical to the amount shown on the corresponding line item amount under **OTHER THAN PERSONNEL EXPENSES** (Ex B Budg1).

**Deprec Sched Tab 4: The Depreciation Schedule (Deprec Sched Tab) is required if claiming depreciation expenses on ExB Budg1 Tab under line items Structure, Equipment and/or Motor Vehicles.**

- Fill in Bidder Agency Name and Date Prepared
- Fill in each row, as applicable to the items listed in **ExB Budg 1 Tab**.
- These must be identical to the amount shown on the corresponding line item amount under **OTHER THAN PERSONNEL EXPENSES** (Ex B Budg1).

**EXHIBIT C1: MINIMUM INSURANCE REQUIREMENTS, NON-PROFIT ORGANIZATIONS**

*AOD Primary Prevention Services 12-03*

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
<b>A</b>	<b>Commercial General Liability</b> 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>B</b>	<b>Commercial or Business Automobile Liability</b> 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
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
<b>D</b>	<b>Professional Liability/Errors and Omissions</b> Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 program aggregate
<b>E</b>	<b>Employee Dishonesty and Crime</b>	Value of Cash Advance
<b>F</b>	<p><b>Endorsements and Conditions:</b></p> <ol style="list-style-type: none"> <li><b>ADDITIONAL INSURED:</b> 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.</li> <li><b>DURATION OF COVERAGE:</b> 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.</li> <li><b>REDUCTION OR LIMIT OF OBLIGATION:</b> 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.</li> <li><b>INSURER FINANCIAL RATING:</b> 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.</li> <li><b>SUBCONTRACTORS:</b> 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.</li> <li><b>JOINT VENTURES:</b> 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"> <li>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.</li> <li>Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured.</li> </ul> </li> <li><b>CANCELLATION OF INSURANCE:</b> All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.</li> <li><b>CERTIFICATE OF INSURANCE:</b> 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"> <li>- <b>Alameda County - Public Health, Insurance Coordinator, 1000 Broadway, Suite 500, Oakland, CA 94607</b></li> <li>- With a copy to Risk Management Unit (125 - 12th Street, 3rd Floor, Oakland, CA 94607)</li> </ul> </li> </ol>	

**EXHIBIT D1: CURRENT REFERENCES**

AOD Primary Prevention Services 12-03

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:			

Bidder Name:
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**EXHIBIT D2: FORMER REFERENCES**  
AOD Primary Prevention Services 12-03

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:			

Bidder Name:
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**EXHIBIT E: INTENTIONALLY OMITTED**

**EXHIBIT F: INTENTIONALLY OMITTED**

**EXHIBIT G: INTENTIONALLY OMITTED**

**EXHIBIT H: VENDOR FIRST SOURCE AGREEMENT**

**VENDOR INFORMATION**

AOD Primary Prevention Services 12-03

<b>ALCOLINK Vendor Number (if known)</b>		<b>SLEB Vendor Number</b>	
<b>Full Legal Name</b>			
<b>Doing Business As</b>			

**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-**Describe**

<b>Federal Tax ID Number (required)</b>		<b>P.O.Box/Street Address</b>	
<b>Vendor Contacts Name</b>			
<b>Vendor Contact's Phone:</b>		<b>Vendor Contact's Fax:</b>	
<b>Vendor Contact's Email:</b>			

**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**

AOD Primary Prevention Services 12-03

**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**

*AOD Primary Prevention Services 12-03*

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.	

<b>Bidder Name:</b>	
<b>Bidder Signature:</b>	<b>Date:</b>

**EXHIBIT J: INTENTIONALLY OMITTED**

**EXHIBIT K: INTENTIONALLY OMITTED**

**EXHIBIT L: INTENTIONALLY OMITTED**

**EXHIBIT M: PROPOSAL COMPLETENESS CHECKLIST**

AOD Primary Prevention Services 12-03

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.

<b>Sub-Section</b>	<b>Max. Pages</b>	<b>Required Attachment</b>	<b>Corresponding Exhibit</b>
<b>One original and seven copies of the Proposal</b>	N/A	N/A	N/A
<b>Title Page</b>	One	N/A	N/A
<b>Table of Contents</b>	One	N/A	N/A
<b>Cover Letter</b>	One	<b>Attachment 1: Bid Acknowledgement</b>	<b>Exhibit A</b>
<b>Vendor Minimum Qualifications</b>	One	N/A	N/A
<b>Organizational Capacity &amp; References</b>	One	<b>Attachment 2A: Dun and Bradstreet Qualifier Report</b>	N/A
		<b>Attachment 2B: Fiscal Management Experience &amp; Fiscal Controls</b>	N/A
		<b>Attachment 3A &amp; 3B: References</b>	<b>Exhibits D1 &amp; D2</b>
		<b>Attachment 4: Debarment &amp; Suspension Certification</b>	<b>Exhibit N</b>
<b>Executive Summary</b>	One	N/A	N/A
<b>Bidder Experience, Ability &amp; Plan</b>	Twelve	<b>Attachment 5A: Agency Organizational Chart</b>	N/A
		<b>Attachment 5B: Proposed project in chart</b>	N/A
		<b>Attachment 6: Job descriptions</b>	N/A
<b>Cost</b>	Two	<b>Attachment 7: Budget Bid Form</b>	<b>Exhibit B</b>
		<b>Attachment 8: Budget Narrative</b>	N/A
		<b>Attachment 12: Logic Model</b>	N/A
		<b>Attachment 13: Process Measures</b>	<b>Exhibit Q</b>
<b>Implementation Schedule and Plan</b>	One	<b>Attachment 9: Implementation Schedule and Plan</b>	<b>Exhibit P</b>
<b>Other Required Attachments</b>	N/A	<b>Attachment 10: First Source Form</b>	<b>Exhibit H</b>
		<b>Attachment 11: Exceptions/Clarifications/Amendments</b>	<b>Exhibit I</b>

**EXHIBIT N: DEBARMENT & SUSPENSION CERTIFICATION**

*AOD Primary Prevention Services 12-03*

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**

*AOD Primary Prevention Services 12-03*

**A. TERM / TERMINATION / RENEWAL**

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

**B. PRICING**

1. Prices quoted shall be firm for start-up period and remaining months of the first fiscal year and for the second fiscal year of any contract that may be awarded pursuant to this RFP.
2. In subsequent years, all pricing as quoted shall remain firm for the term of any contract that may be awarded as a result of this RFP with the exception of annual Board approved cost of living adjustments (COLAs).

3. All pricing as quoted shall remain firm for the term of any contract that may be awarded as a result of this RFP.
4. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.
5. The County is soliciting a lump sum price for this program. The price quoted shall be the total cost the County shall pay for this program including taxes and all other charges.
6. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
7. County 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 Master Contract otherwise provides, that amount shall in no event be exceeded by Contractor, and County shall under no circumstances be required to pay in excess of that amount.
8. Price quotes shall include any and all payment incentives available to the County.
9. Federal and state minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

**C. AWARD**

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

9. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

**D. METHOD OF ORDERING**

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

**E. INVOICING**

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment shall be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments 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. 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](mailto:ACSLEBcompliance@acgov.org).

## 2. 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 program.
- 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.

3. 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**

*AOD Primary Prevention Services 12-03*

Please include a brief description of the major milestones for program 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 <sup>1</sup>	Roll-Out of Services <sup>2</sup>	Clients Served <sup>3</sup>	Evaluation <sup>4</sup>

<sup>1</sup> Includes recruitment, hiring and training of staff as well as materials development.  
<sup>2</sup> Includes the outreach services, and full implementation of services.  
<sup>3</sup> Includes the cumulative number of new clients served over time.  
<sup>4</sup> Includes milestones for setting-up and implementing the evaluation component of this program.

**EXHIBIT Q: PROCESS MEASURES TABLE**

Fill in the appropriate numbers to in each applicable Strategy. Not all strategies will be applicable to every proposal.

Contractor Deliverable	Process Measures <sup>1</sup>			
Primary Prevention Strategy	Number of Unique Participants	Direct Time <sup>2</sup> (Service Hours)	Staff Hours <sup>3</sup>	Indirect Staff Hours <sup>4</sup>
Alternative Activities				
Community Based Process				
Environmental				
Education				
Problem Identification and Referral				

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<sup>1</sup> Service units are recorded in the following way and need to be included by strategy in the provider’s contract as per the requirements of the Department of Alcohol and Drug programs (ADP)

<sup>2</sup> **Direct Time (Service Hours) Per CSAP Strategy:** The face-to-face time spent on an activity. Also known as Service Time. (I.e., a two hour outreach event = two service hours).

<sup>3</sup> **Staff Hours Per CSAP Strategy for Direct Service Staff:** The time staff member(s) spend on the direct service (i.e., two staff at a two hour outreach event = four staff hours).

<sup>4</sup> **Indirect Staff Hours per CSAP Strategy for Direct Service Staff:** The time that is spent preparing for the activity and traveling to and from the activity site. This can include preparing literature/handouts, driving to and from the event, etc. (I.e., two staff that spent one hour each preparing for an outreach event and a half hour each driving to the outreach event = 3 indirect staff hours).