

**County of Alameda  
Community Development Agency  
Department of Housing and Community Development**

**Request for Proposals**

**to serve as  
the Program Administrator for the  
Anti-Displacement Crisis Intervention Program**

**Responses Due**

**2 p.m., Friday September 8, 2017**

**Contact for Questions:**

[Elizabeth.Cook@acgov.org](mailto:Elizabeth.Cook@acgov.org)

510-670-5211

## **Section 1. Introductory Information**

### **Purpose of RFP**

The Alameda County Housing and Community Development Department (HCD) is issuing this Request for Proposals (“RFP”) to obtain statements of qualifications and program proposals from organizations interested in serving as the Program Administrator for a county-wide Anti-Displacement Crisis Intervention Program to be funded by County “boomerang” funds. The program will serve both homeowners and renters.

### **Term of Engagement**

One organization will be retained to serve as the county-wide Program Administrator for the program, with an initial contract term of two years and an option to renew should the Board of Supervisors allocate additional funding and the Contractor performs satisfactorily.

### **Mandatory Meeting**

Interested organizations must attend a Mandatory Bidders Conference with HCD on Monday, August 7, 2017 at 1 p.m. to go over the RFP requirements.

### **Submittal Deadline**

Friday, September 8, 2017 by 2 p.m.

### **Submittals**

Submit six (6) complete printed copies of the submittal. The six (6) copies include: one (1) printed unbound original, five (5) printed copies. Also submit an electronic copy on a USB flash drive. All submittals must be received by HCD staff at the following address:

County of Alameda  
Housing and Community Development Department  
224 W. Winton Ave., Room 108  
Hayward, CA 94544  
Attn: Elizabeth Cook

## **Section 2. Other Procedures and Instructions**

### **Questions**

Questions with regard to this RFP should be directed to HCD by email to [Elizabeth.Cook@acgov.org](mailto:Elizabeth.Cook@acgov.org). Submitted questions will be responded to by no later than **Friday, August 25, 2017** and as needed thereafter, to all parties attending the Mandatory Meeting and may be posted on the HCD website. All contact during the RFP process shall be through Elizabeth Cook, Housing and Community Development Specialist. Applicants shall neither contact nor lobby other staff or evaluators during the evaluation process. Attempts by an Applicant to contact and/or influence proposal evaluators may result in disqualification of the Applicant.

### **Revisions to RFP**

If it becomes necessary to modify any aspect of this RFP, HCD will provide an addendum to each organization attending the Mandatory Meeting via email and post it on its website as soon as possible.

### **Modifications to Submittals**

Applicants may not modify their Submittal at any time after the due date, except in direct response to a request from HCD for clarification. Any submittal and proposed information items must be valid for at least 180 days after submission.

### **Expense of Preparation**

HCD is not responsible for any expense incurred in preparation of Submittals or taking any action in connection with the process, or for the costs of any services performed in connection with submittal, interviews, or approval process.

### **Reservation of Rights**

HCD reserves the right to conduct any investigation of the qualifications of any Applicant that it deems appropriate, negotiate modifications to any of the items submitted, request additional information from any Applicant, extend the deadline, reject any or all submittals, and waive any irregularities. HCD retains the right to negotiate the terms and services in any Submittal. HCD retains the right to cancel this process, extend the deadline, re-start the process or not select any provider.

### **Interviews**

All Applicants responding to this RFP must be prepared to participate in an in-person interview on Friday, September 22, upon request by HCD.

## Section 3. Program Summary

### Background

In 2016 and early 2017, HCD staff completed research on existing local responses to residential displacement responses, cataloged intervention strategies in place around the County and the country and presented results at three community forums to solicit input on the possible uses of County boomerang funds to help address displacement of County residents.

HCD's research and the public input process led to the identification of three priority responses to residential displacement:

1. Fund construction of more affordable housing units and target certain populations;
2. Fund Crisis Intervention Assistance, including legal services for both renters and homeowners;
3. Fund Crisis Intervention - Emergency Financial Assistance for Housing Costs for both renters and homeowners.

**To address the immediate crisis as quickly as possible, HCD is funding high-priority crisis-oriented anti-displacement services.**

The first priority, creation of more affordable housing is a long-term response to anti-displacement that will be funded under other programs. The Measure A1 Affordable Housing Bond funds will provide \$485 million for construction of affordable housing units (\$460 million for rental housing and \$25 million for low-income homeowner development) and prioritizes vulnerable populations. In addition, the Board of Supervisors previously set aside \$9.8 million in one-time boomerang funds to support affordable housing development, which have been committed to rental housing developments that are completed or underway.

Priorities two and three (above) are urgency interventions, immediate responses to the crisis of displacement. Forum participants prioritized the expansion and enhancement of crisis intervention services for those at imminent risk of losing their housing. While there are current programs in the County that offer some or all of these services, demand for these services exceeds current capacity.

The Anti-Displacement Crisis Intervention Program is intended to help the most vulnerable in Alameda County to maintain their housing in their community. These housing-related legal and financial services will be prioritized for low-income renters and homeowners within program guidelines. The Anti-Displacement Crisis Intervention Program will include a two-fold approach addressing both priorities two and three above by expanding access to crisis intervention services, specifically:

Housing-related legal services, including counseling, mediation and/or in-court representation, as needed.

- Capacity at selected organization for a client intake and needs assessment process that will identify both immediate and longer-terms needs

- Links to post-crisis referrals and longer-term resources to address longer-term needs. Providers will be expected to facilitate ‘warm handoffs’ to other, longer-term services and support programs, as needed

Emergency short-term financial assistance for housing costs, such as one-time back rent or mortgage payments, to help stabilize households, prevent loss of housing in the short-term and allow time for reducing risks of losing housing in the future.

Key program features that will be factors in the selection of a program administrator, include a variety of items strongly favored in the community input process, including:

- Provide as many services at single points of access as possible
- Offer phone counseling, as well as in-person counseling
- Provide a “one stop” website by linking with other available sources of assistance and provides enough information to help residents understand the services being offered as well as a self-assessment tool to determine next steps that can be taken independently.
- Engage clients at other common service locations such as medical facilities and senior centers
- Ensure access to all services in multiple languages
- Market program to young adults and other high-risk groups and areas experiencing high levels and/or categorized as high risk of displacement

On August 1, 2017, the Board of Supervisors committed \$3.5 million in County boomerang funds for these new anti-displacement crisis intervention services which will expand county-wide access to crisis intervention services for renters and homeowners at imminent risk of losing their housing. It is the County’s desire and intention to complete its procurement process and begin services as soon as possible.

**The County will select one Program Administrator to manage program delivery.** The selected Program Administrator may have all the necessary experience in house, or it may be a lead agency that will sub-contract with other agencies which will bring additional skills and experience needed to implement this program. The final budget for the program will be based in part on the expertise of the Program Administrator and adjusted as needed to accommodate demand for services, client needs and the housing market. A contract with the selected Program Administrator is projected to be presented to the Board of Supervisors in October, with a November 1, 2017 start date.

### **The Anti-displacement Crisis Intervention Program Services**

#### Marketing

The Anti-Displacement Crisis Intervention Services must be marketed county-wide to tenants and homeowners that are housed but at imminent risk of losing their housing as all areas of Alameda County are facing displacement problems. While acknowledging the need for county-wide services, it is also important to note that there are specific populations and areas of the county that are more impacted than others. The Program Administrator must develop their

marketing strategy on reliable data sources which will help target populations and geographic areas, and must also demonstrate that the program can be run effectively in all areas of the county. The Program Administrator must have expertise reaching and then providing services to the most vulnerable and underserved in Alameda County. Marketing and intake must be presented in a clear manner that eases access for residents regardless of age, culture, language, citizenship and other possible barriers to receiving services.

### Intake and Housing Stabilization Strategy

The selected Program Administrator will complete an intake to assess clients' needs and screen clients for program eligibility. It is expected that the Program Administrator will have full knowledge of existing assistance programs throughout the County and will help clients access the appropriate services to stabilize their housing. The Program Administrator will be expected to facilitate warm referrals to other programs and collaborate with client's other service providers, as appropriate. The selected Program Administrator will need to have the ability to refer people who are currently homeless to the countywide homeless Coordinated Entry System and/or other homeless-oriented services as appropriate.

When the HCD-funded Program is determined to be an effective component of helping a client stabilize their housing then the Program Administrator will develop a brief written strategy with that client. The needs of each client will vary and therefore the assistance for each client should be tailored to their particular situation. The most effective strategy may include various types of assistance, not all of which may be HCD-funded services, and the Program Administrator will facilitate client access to that assistance as well.

The Program Administrator must be able to quickly respond to client needs whether it is providing legal advice on the phone, representing a client in court and/or authorize short-term housing-related financial assistance, for example.

### Legal Advice

If a client needs phone-based or in-person legal advice to clarify rights, responsibilities and next steps which they can implement, this will be provided quickly. This will be documented in the client file and follow-up contact will assess effectiveness and need for additional services.

### Legal Services

If a client needs more than legal advice, the program must be able to provide a full range of legal services such as:

- Assisting tenants in negotiations with landlords and/or legal representation in court to prevent an eviction
- Assisting homeowners facing foreclosure or tax default with negotiations with their creditors

The Program Administrator must provide adequate legal services quickly and efficiently to help clients resolve their housing crisis. This will be documented in the client file and follow-up contact will assess effectiveness and need for additional services.

### Short-term Financial Assistance

When necessary to stabilize housing, time-limited housing-related financial assistance will be provided, per guidelines to be finalized by HCD working with the selected Program Administrator. The Program is intended to fund costs directly related to an eligible household's need for temporary financial support to maintain housing that is safe, decent and that the household is able to afford for the foreseeable future. This will be documented in the client file and follow-up contact will assess effectiveness and need for additional services.

The basic expected parameters of the Short-term Financial Assistance are outlined below. These are draft, and are outlined here so that all respondents to this RFP will use the same information in their financial budgets and models and so that reviewers can easily compare proposals. These may or may not be the final guidelines.

#### Short Term Financial Assistance **for Renters:**

- Only households experiencing **temporary** need for financial assistance will be eligible.
- Program Administrator must demonstrate the sustainability of housing costs for the household once the temporary hardship is resolved.
- Total funds per household will be limited to a maximum of \$10,000 per household, unless HCD approval is received.
- Eligible one-time housing costs may include but are not limited to: current and delinquent rent for monthly housing costs (late fees, and delinquent utility payments are also eligible). If client is not able to afford their existing housing, but can locate and obtain an affordable alternative in Alameda County, then first and last month's rent, security deposit, and moving expenses are eligible expenses.
- Funds will be disbursed by direct payment to the client's landlord, creditor or other third party to satisfy the rental housing-related expense. Without HCD approval of a special written exception based on documented exigent circumstances, no funds will be disbursed directly to a client.

#### Short-term Financial Assistance **for Homeowners:**

- Only households experiencing **temporary** need for financial assistance will be eligible.
- Program Administrator must demonstrate the sustainability of housing costs for the household once the temporary hardship is resolved
- Total funds will be limited to a maximum of \$15,000 per household, unless HCD approval is received.
- Eligible one-time homeownership costs may include but are not limited to: current and delinquent mortgage and property tax payments, late fees, delinquent utility payments.
- If client is not able to afford existing housing, but can find an affordable rental alternative in Alameda County, then first and last month's rent, security deposit, and moving expenses are eligible expenses.

- Funds will be disbursed by direct payment to the client's creditor or other third party to satisfy housing-related expense. Without HCD approval of a special written exception based on documented exigent circumstances, no funds will be disbursed directly to a client.

The Program Administrator will deliver and adjust the program over the course of the contract, with the approval of HCD, in a manner that delivers the services describe above to help the greatest number of low-income residents avoid involuntary residential displacement.



## **Section 4. Scope of Services to be provided by Program Administrator**

One county-wide Program Administrator will be selected and enter into a two-year contract with Alameda County to deliver the Anti-Displacement Crisis Intervention Program. The Program Administrator, based on their experience delivering similar services, is expected to play an active and primary role in all aspects of the development and on-going operations of the Program. The Program Administrator will be responsible for the development of the final budget, service guidelines and procedures, marketing plan, eligibility criteria, intake process, the operational plan for daily service delivery to clients, client case management, data collection and reporting, and coordination with and referrals to related service providers, under guidance and final approval of HCD. The Program Administrator may provide all services, or acting as a lead agency may subcontract some portion of the services to other experienced providers.

### **Program Development Phase**

- A. Upon Notice of Intent to Award, assign experienced Program Administration staff to complete the contract execution process with HCD before the Board of Supervisors meeting date.
- B. Draft program materials and all policy and procedure manuals and other program documents, including financial assistance agreements for the Program, all subject to HCD review and approval.
- C. Draft, subject to HCD review and approval, the marketing plan, countywide and focused on priority areas and populations, and related materials.
- D. Prepare, subject to HCD review and approval, forms and databases to be used for client intake, case management, and outcome tracking. In coordination with HCD, establish outcome measures to be tracked.
- E. Prepare the county-wide intake system (phone system, website, and offices etc.) for use by the public no later than December 1, 2017.
- F. Meet with HCD staff regularly to coordinate development of the Program.
- G. Meet with staff from HCD and other local housing service providers, as directed, to continually strengthen the program marketing and client case management.
- H. Assist HCD staff with the preparation of presentation materials and attending events, as needed. Including updates to the Board of Supervisors, and may include public meetings and presentations to other committees as determined by the Housing Director.

## **Implementation and Ongoing Administration Phase**

- A. Take primary responsibility both initially and on an ongoing basis in implementing the countywide marketing plan for the Program. The marketing program may include presentations, printed and electronic materials that shall provide sufficient and easy-to-understand information so that applicants can learn about the availability and scope of the Program. Countywide marketing may include direct mailings, informational workshops for the public, presentations to other local service providers, public agencies, nonprofit organizations, counseling agencies, senior and disability organizations, and others. The Program Administrator shall ensure broad awareness by all eligible tenants and homeowners and ensure access and participation particularly of tenants and homeowners in high risk population groups and/or in targeted areas identified during the development of the marketing plan. The marketing plan shall be modified as needed to respond to needs in the community, changing market conditions and effectiveness of prior marketing efforts. Any materials provided directly to clients must be available, at a minimum, in English, Spanish, Chinese, Vietnamese and Tagalog.
- B. Launch the countywide intake system.
- C. Review all client intakes for eligibility, including verification of incomes and other requirements, and provide eligibility determinations. Apply triaging protocol, as needed, based on demand. Provide regular updates to HCD about the functioning of the client intake system.
- D. Coordinate service delivery for each client. Provide regular updates to HCD about the portfolio of clients.
- E. Provide an excellent level of customer service, including communications with the clients. Be responsive and available for questions from Alameda County residents, clients, other service providers and HCD.
- F. Meet regularly with HCD staff about all aspects of Program planning and implementation. Provide recommendations on needed adjustments, enhancements, or any other matters, as necessary.
- G. The Program Administrator will be required to provide budget updates regularly. Reporting forms and invoicing procedures will be finalized during contract negotiations.
- H. Program Administrator shall maintain data systems to ensure that accurate applicant and client information is managed appropriately and that clients' protected information is kept secure at all times. Program Administrator shall generate and maintain complete physical files in a secure location that are accessible to authorized staff and the County upon request. Program Administrator shall generate and maintain all electronic files as directed by the County Housing Director, and in compliance with federal and state confidentiality laws.

- I. Program Administrator will collect and report data on all aspects of Program implementation at a frequency to be determined. During contract negotiations, the Program Administrator and HCD will develop a results based accountability reporting plan which will include the following at a minimum:
  - 1. Marketing reports shall include at a minimum: number of marketing activities, number of potential clients reach by method, volume of client intakes completed.
  - 2. Intake reports shall include at a minimum: number and method of contact by residents, response rates, number of completed intakes.
  - 3. Client reports shall include at a minimum: number of contacts, number of qualified clients, proposed level of services, projected costs, status, referrals, outcomes, and final costs.
- J. The Program Administrator will collect client and program data for at least 36 months to support the County's effort to demonstrate the impact of the program.
- K. The Program Administrator and HCD will work collaboratively to collect and analyze external data to demonstrate the program impact throughout the County and what "best practices" can be recommended for future funding by both public and private agencies.

## Section 5. Submission Requirements

### A. Cover Letter (2 pages max)

Include a cover letter confirming an understanding of Program, Program Administrator responsibilities and a brief summary of qualifications to implement the Program.

### B. Program Administrator Qualifications (8 pages max)

Firms responding to this RFP should prepare clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

1. Program Administrator - Organization Overview Provide an overview of the organization, based on its experience managing the delivery of services similar to the Anti-Displacement Crisis Intervention Services. Provide the full legal name and a summary of the structure and management of the organization. Describe any significant changes, including the management and/or structure of the organization, that have occurred during the past three years. Nonprofits and corporations must include a list of board members and their affiliations. Indicate whether the applicant foresees or anticipates any organizational changes in the next 24 months, and if so what is anticipated. Include an organizational chart that indicates who will actually administer the Program.
2. Subcontracting If Applicant intends to subcontract for any of the services under this RFP with another firm, provide a brief scope of work and the name of the subcontractor(s), if known. Submit a firm overview and contact information for any known subcontractors, which will assist with the implementation of the program. Maximum of 2 pages per sub-contract in addition to the above.
3. Location(s) List the location of your firm's main office and the locations (existing and proposed) of the office(s) that will provide the Program within Alameda County.
4. Experience Demonstrate Applicant's satisfaction of the Minimum Qualifications in Section 6, including confirmation of each item numbered A through F and note any applicable exceptions.

Applicant should provide details of all related programs and services offered in the past three years at a minimum, clearly indicating which are currently offered. Clarify if these programs and services are provided by the firm in satisfaction of particular funding agreements with local, state, federal or private entities, or with general funding the organization has raised. For each public agency for which similar services are being provided, include the name of the agency, a point of contact and contact information, the scope of the contract, the annual amount of the contract, the number of clients served in the most recent year of the contract.

Marketing experience is critical to the successful implementation of these Program. Clarify experience marketing similar programs directly to potential clients and related service providers that can refer clients. Describe experience reaching the target populations of this Program. Describe experience marketing to non-English speaking or low-literacy clients from various ethnic and cultural groups.

5. Personnel Provide qualifications for the primary representative and key personnel, including those providing all levels of services: administrative, marketing, client intake, data maintenance, financial oversight, legal services etc. Include a description of each person's background, experience, licenses/certifications as well as an explanation of their role and responsibilities for the firm (or the subcontractor, as applicable). Include a description of the language skills of existing staff.
6. Legal, Regulatory and Ethics Actions Provide a summary of any litigation, arbitration and regulatory proceedings, pending, adjudicated or settled that your firm has been subject to within the last three years.

**C. Financial Position (include attachments, as needed)**

Include a brief description of the firm's overall financial position. Provide copies of the most recent two years of audited financial statements for the firm and unaudited financial statements for each quarter since the close of the fiscal year represented by the audited financial statement.

**D. References (use Exhibit B)**

Provide a second form for any subcontractor proposed to provide services that will account for more than 20% of the total proposed budget.

**E. Contractor Set-up (use Exhibit E)**

Include a completed copy of the Contractor Set-up ("Contractor Information") Form.

**F. Proposed Program Services Plan (10 pages max)**

Firms responding to this RFP should prepare a Proposed Program Services Plan which is an overall implementation plan that responds to the community needs and program elements described above. The Applicant's proposed Program Plan is a significant component of the Proposal and carries significant weight in the County's evaluation of proposals.

Please provide a comprehensive and detailed narrative description of how your organization and subcontractors would implement the Program. Explain the plan to fulfill the items specified in the RFP. If you are proposing an approach or services that vary from the those described in the RFP, clearly describe those proposed services and how they fit into the

overall framework and goals for the Program. If you have a recommendation for structuring any of the short-term financial assistance as a loan vs a grant, please include your thoughts.

The Proposed Services Plan should include at least the following sections:

1. Marketing Plan Describe the county-wide and targeted marketing plan. Describe Program Administrator's role. If subcontractors will be involved describe their role and how coordination will be maintained.

Make sure plan adequately describes how Program Administrator will ensure fair representation among applicants and clients from any protected classes and disadvantaged demographic category, and experience in successfully achieving this representation. Explain how those speaking languages other than English will be reached.

Include any additional information you wish to demonstrate the Program Administrator's or subcontractors' ability and capacity to conduct effective marketing.

2. Client Intake Process and Documentation Describe the proposed client intake process. Demonstrate familiarity managing a client intake system. Explain how client intake is currently done. Confirm whether firm's existing phone and computer systems can accommodate the Program or if additional hardware and software will be required. If Applicant recommends using contract funds to improve a phone intake system it must be described in detail here and included in the Program budget.

Explain how those speaking languages other than English will be served throughout the intake process.

Describe how clients will most likely learn of and initially access the Program (phone, internet, in-person, etc). Provide a list of documents and information to be gathered in a typical client intake process.

3. Client Housing Stabilization Strategy Describe the critical elements of working with clients to develop a plan to stabilize their housing. Provide a sample strategy for a renter and a homeowner based on scenarios you predict will be most common.
4. Language Capacity Describe existing internal language capacity of the Program Administrator, subcontractors and outside service providers. Describe how language capacity needs will be met for this Program.
5. Service Delivery and Case Management Describe plan for daily service delivery and how case management will be managed. If subcontractors are involved describe their role and how coordination will be maintained.
6. Data Collection Describe plan to meet all data collection needs for a minimum of 36 months (2-year contract term plus a minimum of 12 months of client data collection). Provide information on the type of data tracking system that will be used to collect the

information by the Program Administrator and accessible by any sub-contractor so that all data is housed in one system, and any additional requirements by the County. Explain how client data is currently collected. Provide a sample client report, if possible. Confirm whether firms existing databases can accommodate the Program or if additional hardware and software will be required. If Applicant recommends using contract funds to improve existing data collection hardware, software and practices it must be described in detail here and included in the Program budgets.

### **G. Modeling: (3 pages max)**

Based on the Program information above and Applicant's expertise, fully describe a Program Model for the two year program.

- Describe the expected number of clients to be served overall and on a monthly basis, the percentage of clients that are renters vs. homeowners, the levels of service expected by type of tenure, in a narrative form. For example, levels of service could be described as phone counseling, legal advice, legal services (ex. written communication, representing client in mediation or court) and financial assistance and/or combinations thereof.). Include the likely short-term financial assistance for clients receiving the different levels of service.
- The model should be clear regarding the number of hours for each type of service that may be needed, the staff person by job title (intake specialist, paralegal, attorney, financial specialist etc) and the hourly cost of each person that will assist the type of client in each scenario you choose to include. Make clear if services are being provided by the Program Administrator or a subcontractor.
- Include how the existing programs offered by the Program Administrator, subcontractor(s) or other local service providers might supplement service delivery costs paid through this contract.
- Provide a summary table by year of the anticipated outcomes by client type and level of service.

### **H. Two-Year Implementation Schedule (2 page max)**

Provide a detailed proposed schedule for implementation of the Program that expands upon the broad schedule outlined in this RFP.

### **I. Two Year Program Budget (Budget in Excel plus 2 pages max narrative)**

Provide a proposed two-year Program Budget (in Excel format) showing the budget by phase and proposed services (Development Phase/Implementation Phase), and providing an average estimated amount of costs per client. Make clear which organization (Program Administrator or subcontractor(s)) is delivering the services. Assume increasing program

demand and include a line item for the third year of client data collection and reporting. As part of the overall budget, please make clear the following direct costs by program area:

Legal Service delivery Costs by Program Administrator and subcontractors:

- Direct Personnel & FTE (management staff, legal staff, social service staff, support staff, etc). Include rate sheets for proposed personnel.
- Travel
- Equipment

Short Term Financial Assistance Service Delivery Costs by Program Administrator and subcontractors:

- Direct Personnel & FTE (management staff, legal staff, social service staff, support staff, etc). Include rate sheets for proposed personnel.
- Travel
- Equipment

Overhead and One Time Costs:

- Indirect Personnel & FTE (management staff, support staff, etc), one-time start-up costs, rent, materials/supplies, travel, equipment, training, licenses, marketing, intake (hardware/software) and data systems (hardware/software).

Provide a two-page maximum narrative description of the proposed Program Budget. Within the narrative, discuss opportunities for leveraging the County's funding for the contract and if applicable, possible resources/funding sources that your organization/firm may be able to access to augment the overall program budget. Include suggestions you have with regard to approaching and working with other public or private entities to leverage the County's funds, and any experience you have had in that regard.

#### **J. Lessons Learned and Recommendations (2 pages max)**

Describe key lessons your firm and subcontractors have learned in offering similar programs. From your experience, make any recommendations you think would help make this Program a success in the current housing market in Alameda County, including successfully including high risk target population groups.

#### **K. Certifications and Acknowledgments**

1. Read and sign attached Exhibit A.
2. Additionally, provide signed statements: (i) that no elected or appointed official or employee of the County is financially interested, directly or indirectly, in the performance of the services specified in the RFP; (ii) that the information included in the Submittal is true and correct to the best of its knowledge and (iii) that the person signing the transmittal letter is authorized to submit this proposal on behalf of the firm.
3. Provide the following:
  - i. A Statement of Good Standing from the California Secretary of State.
  - ii. Organization Bylaws and Articles of Incorporation.



- iii. Organization's Board of Directors list with affiliations.
- 4. If applicant is a non-profit organization, provide a copy of current 501(c) 3 status.

**L. One Bid**

Only one bid response will be accepted from any one person, partnership, corporation, or other entity. For purposes of this requirement, "partnership" shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state's Corporations Code or an equivalent statute. Bid responses are to be straightforward, clear, concise and specific to the information requested. In order for bids to be considered complete, Applicant must provide responses to all information requested

**M. Proposals subject to public disclosure**

Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County's website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.

## **Section 6. Minimum Qualifications for Applicants**

Applicants are eligible to participate in the RFP process if they meet the Minimum Qualifications described below. The County will disqualify proposals that do not demonstrate that Applicant meets the specified Minimum Qualifications, and these disqualified proposals will not be evaluated by the County and will not be eligible for contract award under this RFP.

The Applicant must meet **the following minimum requirements** to be considered for the Program Administrator contract:

- A. Submit a complete application per the requirements described in the RFP
- B. Be regularly and continuously engaged in the business of providing services similar to those identified under the Scope section for at least 3 years in California.
- C. Demonstrate minimum of 3 years of experience working with low-income homeowners and tenants with a variety of cultural backgrounds and language needs.
- D. Applicant must confirm their ability to provide services to all categories of immigrants both documented and undocumented.
- E. Demonstrate willingness to establish and operate the Program countywide by December 1, 2017, including having or being willing to provide one or more offices in Alameda County from which to provide services by December 1, 2017
- F. Have signed forms in Exhibit A acknowledging and agreeing to all County terms, conditions, certifications and requirements, including the ability to meet minimum applicable Alameda County insurance requirements for contractors attached in Exhibit E.

## **Section 7. Submittal Evaluation**

All proposals submitted by Applicants that meet the Minimum Qualifications for Applicants will be reviewed by HCD staff on a pass/fail basis for Completeness of Response, Financial Stability, and Debarment and Suspension. If those standards are met, the Submittal will be evaluated by a County Selection Committee (CSC).

The CSC may be composed of County staff and other parties that may have expertise or experience in the areas of housing and/or anti-displacement programs for renters and homeowners, public agency administration, housing law and financial planning and other related services. The CSC will score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. Other than the initial pass/fail evaluation by HCD staff, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

While the basic information that each section of the submission should contain is specified above, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive response can be placed into one of the sections listed. However, other materials may be added to further strengthen the submission.

## Section 8. Selection Criteria

### Organizational Capacity & Financial Stability

**15 Points**

- Demonstrated qualifications and experience of the primary organization and subcontractors.
- Overall organizational capacity and financial stability necessary to administer the Program.
- Demonstrated relevant experience and qualifications of staff to be responsible for Program delivery

### Past Performance

**15 Points**

- Demonstrated success of the organization and assigned staff with similar programs.
- Experience serving similar clients and managing similar programs in a timely manner and within budget.

### Program Services Plan

**35 Points**

- Adequacy, quality, and feasibility of proposed Program Services plan
- Quality of staffing plan to carry out Program
- Adequacy, quality and feasibility of marketing and outreach plan

### Budget and Cost Effectiveness

**25 Points**

- Adequacy, feasibility, quality and comparative cost of proposed budget

### Overall Clarity of Response

**5 Points**

- Applicant has submitted all required information in a clear and understandable manner.
- The proposal is thorough and comprehensive in scope.

### References

**5 Points**

- Applicant's successful experience working under contract with public agencies.
- References from public agency clients as to demonstrate success.
- Quality and relevance of recommendations

HCD will comply with the SLEB Program: <http://www.acgov.org/auditor/sleb/overview.htm>.  
Complete Attachment A below to determine your eligibility for SLEB points.

## **Section 9. Notice of Intent to Award**

- A. At the conclusion of the RFP response evaluation process, all Applicants will be notified by email, and subsequently the US Postal Service mail, of the contract award recommendation. The document providing this notification is the *Notice of Intent to Award*. The Notice of Intent to Award will provide the name of the bidder being recommended for contract award.
- B. After the Notice of Intent to Award has been issued by email and the County has entered into negotiations with the most qualified applicant, debriefings for unsuccessful applicants will be scheduled upon written request and will be restricted to discussion of the unsuccessful applicant's submission. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful applicant.
- C. Once negotiations have been completed, and the Board letter signed, applicants will be notified of the Board award date. The document providing this notification is the *Notice of Board Date* letter, which will be emailed to all Applicants. Once this is issued, all submitted proposals shall be made available to the public, upon request, no later than five (5) business days before the contract is scheduled to be heard by the Board of Supervisors.

## Section 10. Protest/Appeals Process

- A. HCD 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 Applicants wish to protest the selection process or appeal the recommendation to award a contract once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.
1. Any appeal of the award notice by any applicant must be submitted in writing to Linda Gardner, Housing Director, 224 W. Winton Avenue, Room 108, Hayward CA 94544 **before 5:00 pm of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award by email, not the date received by the Bidder of a hard copy mailed through the US postal service.** An Appeal received after 5:00 pm is considered received as of the next business day.
  2. Appeals must be based on the points awarded under the evaluation criteria. Appeals may not be based on subjective criteria.
- B. The Appeal must contain a complete statement of the reasons and facts for the protest.
- C. The Appeal must refer to the specific portions of all documents that form the basis for the Appeal.
- D. The Appeal must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
- E. HCD will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest.
- F. Upon receipt of written appeal, the Housing Director, or designee will review and evaluate the protest and issue a written decision. The Housing Director, may, at her discretion, investigate the appeal, obtain additional information, and provide an opportunity to settle the protest by mutual agreement and/or schedule a meeting with the protesting Applicant and others, as appropriate, to discuss the protest. The decision on the Appeal will be issued at least ten (10) business days prior to the Board hearing date to award.

The decision will be communicated by e-mail, and U.S. Postal Service, and will inform the Applicant whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Applicants affected by the decision. As used in this paragraph, an Applicant is affected by the decision of an Appeal if a decision on the protest could have resulted in the Applicant not being the apparent successful Applicant on the Submittal.

- G. The decision of the Housing Director on the Appeal may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St.,

Room 249, Oakland, CA 94612, Fax: (510) 272-6502 unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Applicant whose Submission is the subject of the protest, all Applicants affected by the Housing Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the Housing Director's decision. All appeals to the OCCR shall be in writing and submitted within five (5) business days following the issuance of the decision by the Housing Director, not the date received by the Applicant. An appeal received after 5:00 p.m. is considered received as of the next business day.

- H. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
- I. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred or, where appropriate, County's contracting policies or other laws and regulations were not followed.
- J. The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by the Housing Director. As such, an Applicant is prohibited from stating new grounds for a protest in its appeal. The OCCR shall only review the materials and conclusions reached by the Housing Director or department designee, and will determine whether to uphold or overturn the protest decision.
- K. The OCCR may overturn the results of a bid process for ethical violations by HCD staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive selection process, regardless of timing or the contents of a protest.
- L. The decision of the OCCR is the final step of the appeal process. A copy of the decision of the OCCR will be furnished to the protestor, the Applicant whose Submission is the subject of the appeal/protest, and all Applicants affected by the decision.
- M. The County will complete the protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisor.
- N. The procedures and time limits set forth in this paragraph are mandatory and are each Applicant's sole and exclusive remedy in the event of protest/appeal. An Applicant's failure to timely complete both the 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 protest/appeal, including filing a Government Code Claim or legal proceedings.

## **Section 11. Awarding Contract**

- A. During the initial period of any contract which may be awarded to Contractor, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems. The County reserves the right to define the scope and budget of the Program Administrator's contract. Thereafter, the County will monitor services on an on-going basis with periodic on-site file review at the discretion of the County.
- B. The County reserves the right to determine, at its sole discretion, whether:
  - 1. Contractor has complied with all terms of this RFP; and
  - 2. Any problems or potential problems with the proposed goods and services were evidenced which make it unlikely (even with possible modifications) that such goods and services have met or will meet the County requirements.
- C. If, as a result of such determination, the County concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor will be notified that the contract is being terminated. The County will have the right to invite the next highest ranked Applicant to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.
- D. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP. The committee will recommend award to the Applicant which, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the Applicant with the lowest price.
- E. 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 Applicants 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.
- F. The County reserves the right to award to a single or multiple Contractors.
- G. The County has the right to decline to award this contract or any part thereof for any reason.
- H. Board approval to award a contract is required.
- I. Any proposal/submittals that contain false or misleading information may be disqualified by the County.
- J. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.



- K. Final Standard Agreement terms and conditions will be negotiated with the selected Applicant. Applicant may access a copy of the Standard Services Agreement template online: <http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>. The template contains minimal Agreement boilerplate language only.

## **Section 12. Invoicing**

- A. A signed, current IRS W-9 form is required to be provided before any invoices will be processed.
- B. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
- C. County will use best efforts to make payment within thirty (30) days following receipt, review and approval of invoice(s) and only upon complete satisfactory performance of services.
- D. County shall notify Contractor of any adjustments required to invoice.
- E. Invoices shall contain County purchase order 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.
- F. Contractor shall utilize standardized invoice upon request.
- G. Invoices shall only be issued by the Contractor who is awarded a contract.
- H. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the purchase order.
- I. The County will pay Contractor monthly or as agreed upon, not to exceed the total quoted.

## **Exhibit A: APPLICANT INFORMATION & ACCEPTANCE**

Initial each of the following before completing and signing the Applicant Information and Acceptance Form below:

1. Initial: \_\_\_\_\_ The undersigned declares that the Bid Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.
2. Initial: \_\_\_\_\_ The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of this RFP.
3. Initial: \_\_\_\_\_ The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Applicant who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Submittal, if accepted by County, will be the basis for the Applicant to begin forming a contract with County in accordance with the intent of the Bid Documents.
4. Initial: \_\_\_\_\_ The undersigned acknowledges receipt and acceptance of all addenda issued for this RFP.
5. Initial: \_\_\_\_\_ The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:

### **Debarment / Suspension Policy**

<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>

### **Iran Contracting Act (ICA) of 2010**

<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>

### **General Environmental Requirements**

<http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm>

### **Small Local Emerging Business Program**

<http://acgov.org/auditor/sleb/overview.htm>

### **First Source**

<http://acgov.org/auditor/sleb/sourceprogram.htm>

### **Online Contract Compliance System**

<http://acgov.org/auditor/sleb/elation.htm>

### **General Requirements**

<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>

### **Proprietary and Confidential Information**

<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>

**Exhibit A, continued: APPLICANT INFORMATION & ACCEPTANCE**

6. Initial: \_\_\_\_ The undersigned acknowledges that Applicant will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
7. Initial: \_\_\_\_ It is the responsibility of each Applicant to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Submittal, the Applicant certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
8. Initial: \_\_\_\_ Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Initial: \_\_\_\_ Insurance certificates are not required at the time of submission. However, by signing Exhibit B, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements.
10. The undersigned acknowledges **ONE** of the following (please check only one box):
  - Applicant is not local to Alameda County and is ineligible for any bid preference; **OR**
  - Applicant is a certified SLEB and is requesting a 10% bid preference; (Applicant must check the first box and provide its SLEB Certification Number in the **SLEB PARTNERING INFORMATION SHEET**); **OR**
  - Applicant is LOCAL to Alameda County and is requesting a 5% bid preference, and has attached the following documentation to this Exhibit:
    - Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
    - Proof of six (6) months business residency, identifying the name of the Applicant and the local address. Utility bills, deed of trusts or lease agreements etc., are acceptable verification documents to prove business residency.

**Exhibit A, continued: APPLICANT INFORMATION & ACCEPTANCE**

Applicant Information & Acceptance Form

Official Name of Applicant: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Webpage: \_\_\_\_\_

Type of Entity / Organizational Structure (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Joint Venture       |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership         |
| <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Non-Profit / Church |
| <input type="checkbox"/> Other: _____                  |  |

Jurisdiction of Organization Structure: \_\_\_\_\_

Date of Organization Structure: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Primary Contact Information:

Name / Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Name and Title of Signer: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

## Exhibit B: REFERENCES

### Anti-Displacement Crisis Intervention Program - RFP 2017

Applicant Name: \_\_\_\_\_

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

## Exhibit C: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

### Anti-Displacement Crisis Intervention Program - RFP 2017

**Applicant Name:** \_\_\_\_\_

List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, 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.

Reference to:			Description
Page No.	Section	Item No.	
Example: p. 23	D	1.c.	<i>Vendor takes exception to...</i>
EXAMPLE			

\*Print additional pages as necessary

## Exhibit D: INSURANCE REQUIREMENTS

### COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

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 minimum 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	\$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) Required</b> for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
<p><b><u>Endorsements and Conditions:</u></b></p> <p><b>ADDITIONAL INSURED:</b> All insurance required above with the exception of Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</p> <ol style="list-style-type: none"> <li>1. <b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement. In addition, 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 the later of termination of the Agreement 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>2. <b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. 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>3. <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>4. <b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li>5. <b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by 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</li> </ul> </li> </ol>		

party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above.

- Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".

6. **CANCELLATION OF INSURANCE:** All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation.
7. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision.



## Exhibit E: Contractor Set-up Form

(Attendees will receive an electronic version via email on August 25)



# Contractor's Information

Legal Name		Federal ID	
Doing Business As?		Duns No.	Fiscal Yr Ends:
Address		City	ST Zip Code
Same Remit? <input type="checkbox"/>	Address	City	ST Zip Code
Executive Director			
Telephone No.		Fax:	Email:
<b>Located in Alameda County?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No How Long* _____		<b>Community Based Org (CBO)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is Contractor an Alameda County Employee /Board Member/Commissioner and/or affiliated with this business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you a Certified Small Local or Emerging Business (SLEB)?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No		Certification No. _____	Expires _____
<b>Check Type of Contract</b>		<b>Entity</b>	
<input type="checkbox"/> Goods only	<input type="checkbox"/> Goods and Services	<input type="checkbox"/> Corporation	<b>Composition of Ownership</b> <b>Are you a?</b>
<input type="checkbox"/> Rent/Leases	<input type="checkbox"/> Rents/Leases paid to you as the agent	<input type="checkbox"/> Government or Trust	
<input type="checkbox"/> Medical Services	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Individual	
<input type="checkbox"/> Other Services - Affordable Housing Devlp. or _____	<input type="checkbox"/> Settlement, Judgement, Refunds	<input type="checkbox"/> Partnership	
<input type="checkbox"/> Court-Appointed Services	<input type="checkbox"/> Gov. or Trust : _____	<input type="checkbox"/> Sole Proprietor	
		<input type="checkbox"/> Tax Exempt	
<b>Continue below if Composition of Ownership is "NO"</b>			
<b>Ethnicity</b>		<b>For Gender—If "No" for Composition of Ownership and are HGS Devlp, look at board member Demographics to determine ownership information.</b>	
<input type="checkbox"/> African American or Black (> 30%)	<input type="checkbox"/> American Indian or Alaskan Native (> 30%)		
<input type="checkbox"/> Asian (> 30%)	<input type="checkbox"/> Caucasian / White (> 30%)	<b>Gender</b>	
<input type="checkbox"/> Filipino (> 30%)	<input type="checkbox"/> Hispanic or Latino (> 30%)	<input type="checkbox"/> Female (>30% ownership)	
<input type="checkbox"/> Multi-ethnic minority ownership (> 30%)	<input type="checkbox"/> Multi-ethnic Ownership (30% Minority - 30% Non-Minority)	<input type="checkbox"/> Male (>30% ownership)	
<input type="checkbox"/> Native Hawaiian or other Pacific Islander (> 30%)			