

COUNTY OF ALAMEDA COMMUNITY DEVELOPMENT AGENCY HOUSING AND  
COMMUNITY DEVELOPMENT DEPARTMENT

**Request for Qualifications and Proposals (RFQ)**

For Continuum of Care Operations Support

**RELEASE DATE:**  
Thursday, June 16, 2022

This is an Electronic Submission

**APPLICATIONS DUE:**  
Thursday, July 14, 2022

Contact for Questions:  
[HCDRFP@acgov.org](mailto:HCDRFP@acgov.org)

Request for Qualifications and Proposals (RFQ) For Operations Support for the  
Berkeley/Oakland/Alameda County Continuum of Care

A. **Purpose**

The County of Alameda (County) and the Leadership Board of the Berkeley/Oakland/Alameda County Continuum of Care (CoC), seeks written proposals through this request for qualifications (RFQ) for operations support as outlined in Section C. Scope of Work, to assist the County, serving as the Collaborative Applicant, and the CoC Leadership Board, in fulfillment of their responsibilities under the Federal Continuum of Care Program requirements.

B. **Background**

Alameda County is comprised of 14 incorporated cities as well as in six unincorporated communities and rural areas throughout the County. The US Department of Housing and Urban Development (HUD) requires communities to establish a CoC in order to receive CoC homeless assistance funding for the jurisdiction. The Berkeley/Oakland/Alameda County CoC was formed to fulfill this purpose and represents the entirety of the County – both incorporated cities and unincorporated areas.

The CoC must meet minimum requirements, as outlined in the Continuum of Care (CoC) Program Interim Rule (24 CFR Part 578). Under this rule, CoCs are required to establish a Leadership Board that shall act on behalf of the CoC's full membership with regard to the responsibilities outlined at 24 CFR 578.7, and to designate a Collaborative Applicant and Homeless Management Information System (HMIS) Administrator. The County has been designated by the Leadership Board to serve in both roles.

Further, the County of Alameda contracts separately for consultants to additionally support the Point in Time Count and the HUD CoC Program Notice of Funding Opportunity for analysis and review of applications, with an expectation that the vendor providing operational support participate in committee facilitation and staffing support relating to these endeavors.

The Continuum of Care (CoC) is a local planning body that was created in response to HUD's requirement to streamline the HUD funding application process, encourage local coordination of housing and service providers, and to facilitate a more structural and strategic approach to housing and services for people experiencing homelessness. This includes the refinement and implementation of countywide plans to prevent and end homelessness.

The Berkeley/Oakland/Alameda County CoC published "[Centering Racial Equity in Homeless System Design](#)" to better understand how to reduce racial disparities in our homelessness response system and assisted in the development of the Home Together Plan [https://homelessness.acgov.org/homelessness-assets/docs/reports/Home-Together-2026\\_Report\\_051022.pdf](https://homelessness.acgov.org/homelessness-assets/docs/reports/Home-Together-2026_Report_051022.pdf). The purpose of this RFQ is to find a vendor that will build on those efforts and ensure that the CoC is as well-positioned as possible to

advance Home Together implementation and drive down homelessness in the County of Alameda.

**C. Scope of Work**

The County and the Leadership Board seeks one or more entities to provide support with the activities and duties outlined in this section. (Note: the County contracts separately for consultants to support other responsibilities outlined under 24 CFR Part 578, including work on the Point in Time (PIT) Count and the HUD CoC Program Notice of Funding Opportunity (NOFO). The Bidder(s) selected under the RFQ will be required to coordinate with these entities in the fulfillment of their respective responsibilities).

The selected vendor will provide staff support to the CoC Leadership Board, a seated body of stakeholders representing city and County funders, community-based organizations providing direct services, persons with lived experience of homelessness, representatives from other systems of care, and sub-committees that help support this work. Successful Bidder(s) will demonstrate the ability to develop intentional partnerships with public, private, and nonprofit organizations to address housing instability and homelessness using a shared leadership approach and evidence-based practices.

The Scope of Work for the supporting agency is outlined below.

1. **Support Vision and Strategy:** The vendor will work under the direction of the CoC, CoC Leadership Board and Collaborative Applicant, to support the overall vision and strategy to end homelessness in Alameda County. Support the Leadership Board and County in:
  - a. Facilitating discussions in a variety of forums.
  - b. Building a common understanding of the challenges and barriers affecting homelessness outcomes in the County of Alameda.
  - c. Facilitating shared goals and collective strategy resulting from committees, workgroups, and governance meetings.
  - d. Seeking opportunities for alignment and coordination with parallel efforts to end homelessness.
  - e. Ensuring committee discussions are data informed.
  
2. **Provide Staffing Support to the Continuum of Care (CoC) Leadership Board and Sub-committees:**
  - a. Manage timely recruitment, selection, and onboarding of Leadership Board and Committee members in accordance with protocols outlined in the CoC's Governance Charter; additionally, support selection and training of Board and Committee Chairs.
  - b. Provide staffing support to Leadership Board and Committee chairs and facilitate CoC committees, workgroups, and community meetings, including meeting prep and follow-up.
  - c. Plan for and host meetings of the full membership, with published agendas, at least semi-annually.
  - d. Support adherence to CoC code of conduct and conflict of interest policies in all CoC meetings.

3. **Support Continuum of Care planning activities:** Under direction of the CoC Leadership Board, planning activities include participating in partner planning meetings, hosting community meetings, and providing written and verbal updates to the appropriate CoC committees for the Point in Time Count (PIT) and HUD CoC Program Notice of Funding Opportunity (NOFO). The vendor provides direct support to the CoC Leadership Board and committee meetings and workgroups, as needed, and helps coordinate its work. (Note that the administering/managing of the actual PIT count is not included in this scope of work.)
  - a. **Point in Time Count Support**
    - i. Community outreach and engagement.
    - ii. Convening public meetings.
    - iii. Managing volunteer recruitment.
    - iv. Public communications.
  - b. **HUD CoC Notice of Funding Opportunity Support**
    - i. Convening NOFO rating and ranking committee for application evaluation.
    - ii. Community outreach and engagement.
    - iii. Convening public meetings.
  
4. **Establish Communication Practices for Shared Data:** Under direction from the CoC Leadership Board, the vendor will extract data from HMIS and share among partners.
  - a. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area as directed.
  - b. Providing technical assistance for building partners' data capacity through data reporting and support.
  
5. **Cultivate Community Engagement and Ownership:** The vendor will assist CoC committees and work group members cultivate broad understanding of homeless issues throughout the community, to build an inclusive effort that authentically engages and fosters responsibility within the community to solve the homeless crisis.
  - a. Produce and manage a central communications website on behalf of the Berkeley/Oakland/Alameda County CoC (e.g., news releases, reports).
  - b. Under direction from the Leadership Board and in collaboration with County partners, issue press releases and outward facing communications regarding CoC activities.
  
6. **Mobilize resources:** The Vendor will play a key role in developing resources for the sustainability of CoC operations, including fundraising for the Vendor's own agency (as needed) and recruiting volunteers or other support for participation in CoC activities.

D. **Bidder Qualifications (Minimum Threshold Requirements)**

1. The County of Alameda will select the best qualified bidder(s) from the pool of qualified bidder(s) to this RFQ based on the specific scope of services needed for each contract.
2. Bidder(s) and any subcontracting partner(s) shall be regularly and continuously engaged in the business of providing services to, or on behalf of, persons experiencing homelessness or vulnerable, high need populations for at least three (3) years, current or previous experience.
3. Bidder(s) and any subcontracting partner(s) must have capacity and willingness to establish and provide services by November 1, 2022.
4. Bidder(s) shall possess, at the time of the response to this RFQ, all permits, licenses, and professional credentials necessary to supply product and perform services as specified under this RFQ.

E. **Submission and Other Procedures**

1. Virtual Bidder's Conference

- a. A Virtual Bidders' Conference will be held on Thursday, June 23, 2022.
- b. The announcement of the Virtual Bidders' Conference and the RFQ is posted in this RFQ as well as the "What's New" section of HCD's website page <https://www.acgov.org/cda/hcd/>.

c. **Join Zoom Meeting**

<https://us02web.zoom.us/j/87203359419?pwd=K3pQSmVMK09pTTB3SC9zTTRLRE1oQT09>

Meeting ID: 872 0335 9419

Passcode: 224108

One tap mobile

+16699006833,,87203359419# US (San Jose)

+13462487799,,87203359419# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 872 0335 9419

Find your local number: <https://us02web.zoom.us/j/87203359419?pwd=K3pQSmVMK09pTTB3SC9zTTRLRE1oQT09>

2. Revisions to RFQ

- a. If it becomes necessary to modify any aspect of this RFQ, HCD will prepare an addendum and email it to each organization included on the email listservs used for original distribution of this RFQ. The addendum will also be posted to HCD's website at

<https://www.acgov.org/cda/hcd/>.

### 3. Modifications to Submittals

- a. Bidders 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.

### 4. How To Apply

- a. Only electronic submissions will be accepted and are due by 5:00pm **July 14, 2022**. Late submissions will not be accepted.
- b. A complete application packet consists of thorough responses to the required information detailed below in Paragraphs 1-7, combined into one PDF document that will be submitted electronically.
- c. Verifications of submissions will be provided electronically within 48 hours.
- d. The Proposal must be complete, straightforward, clear, concise, and specific to the information requested.
- e. **Each Bidder must provide a response to the RFQ that includes all of the information described below in Paragraphs 1-7. For applications to be considered complete, the applicant must provide responses to all information requested.**
  - i. **Contractor Identification:** Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number. If a consultant team submits a proposal, identify the lead agency that will enter into contract. Please provide a current resume for each member of the consultant team or senior staff.
  - ii. **Provide the following agency information:** size of agency, agency operating budget, and overhead/indirect rate calculation. Please also provide most recent annual financial statement or comparable financial summary documents.
  - iii. **References:** Provide a minimum of 3 references. References should include a convener or funder of at least one multiagency (government/non-profit) community planning process your agency has facilitated, and at least one direct service provider or person with lived experience of homelessness. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed.
  - iv. **Contract Terminations:** If your organization has had a contract terminated in the last five years, describe such

incident. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the experience. If the Bidder has not experienced any such termination for default or early termination in the past five years, so indicate.

- v. **Provide narrative responses to the following.** Responses may refer to the provided resumes and should help the reviewers better understand what you/your team can offer. Describe you/your team's expertise in performing and/or qualifications to perform the tasks outlined in the Scope of Work (Section C) for which bidder wishes to provide an application for:
    - a) Support Vision and Strategy
    - b) Provide Staffing Support to a Continuum of Care (CoC) Board and Sub-committees
    - c) Support Continuum of Care planning activities
    - d) Establish Communication Practices for Shared Data
    - e) Cultivate Community Engagement and Ownership
    - f) Mobilize Resources
  - vi. Provide a proposed detailed **annual budget** for accomplishing the tasks identified in the Scope of Work in section C that bidder is bidding on. Budget shall include all direct and indirect costs, including personnel, operating expenses, any subcontractors, etc.
  - vii. Provide a **Budget Narrative** that includes a description of all staff and/or sub-contractor positions, their relation to the scope of work, and other expenses included in the proposed annual budget. If office expenses are not included in the proposed budget, please describe where in-person activities will be held and how costs for space will be covered.
- f. expense and no part of the costs of preparation shall be reimbursed by the County.
  - g. The County 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. The County retains the right to negotiate the terms and services in any submittal. The County retains the right to cancel this process, extend the deadline, re-start the process or not select any provider.

## 5. **How to Submit Questions**

- a. Any written questions must be emailed to [HCDRFP@acgov.org](mailto:HCDRFP@acgov.org) by 5PM June 24, 2022.

- b. HCD will respond to all questions in a consolidated Frequently Asked Question (FAQ) document that will be posted to the HCD website <https://www.acgov.org/cda/hcd/> on June 28, 2022. HCD will also distribute the FAQ to all email addresses that submitted questions.
- c. All contact during the RFQ process and evaluation phase must only be through the designated email for the RFQ at [HCDRFP@acgov.org](mailto:HCDRFP@acgov.org).
- d. Applicants shall neither contact nor lobby County staff or evaluators during the evaluation process. Attempts by the Bidder to contact and/or influence application evaluators may result in disqualification of the applicant.

**F. Selection Criteria and Award Process**

- 1. Submissions will be evaluated by a committee and will be ranked in accordance with the RFQ.
- 2. Submissions will be reviewed for completeness, and for assessment of whether minimum eligibility threshold requirements in the RFQ are met. Bidders must meet the minimum threshold qualifications to be eligible for consideration.
- 3. Qualification of Bidder(s) will be performed by County staff and/or others who have expertise or experience in homeless or affordable housing programs, policy and development. These experts will evaluate and verify applicant responses. The County shall notify applicants of the qualification outcome.
- 4. Points will be awarded as outlined in the table below. The County reserves the right to assign points in a range between the numerical points shown in this chart.

Detail	Points
References	10
Budget/ Work Plan Evaluation	30
Narrative Responses	60
Total Point Scale	100

- 5. Additionally, the following criteria will be considered, although not exclusively, in determining the contractor awarded.
  - a. **References:**
    - i. References must be satisfactory as deemed solely by County.
    - ii. Services or goods provided by Bidder to the references should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.



**b. Budget/ Work Plan Evaluation:**

- i. An evaluation should demonstrate:
- ii. Reasonableness (i.e., does the proposed pricing accurately reflect the Bidder's effort to meet requirements and objectives?); and
- iii. Realism (i.e., is the proposed cost appropriate to the nature of the products and/or services to be provided?); and
- iv. Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford.

**c. Narrative Responses:**

- i. An evaluation will be made of the quality of proposed services and related experience for each task included in the Scope of Work that the Bidder submits.
  - ii. How well has the Bidder demonstrated experience providing and/or its qualifications to provide the functions outlined in this RFQ?
  - iii. To what extent do the individuals assigned to the project have experience on similar projects?
  - iv. How well has the Bidder demonstrated its understanding of the selected tasks and the role of the support agency included in the Scope of Work?
  - v. How well has the Bidder demonstrated its understanding of HUD CoC requirements based on its submission?
6. Any application/submittals that contain false or misleading information may be disqualified by the County.
  7. At the conclusion of the RFQ response evaluation process, a Notice of Recommendation to Award/Not Award will be sent out to all respondents by email.

**G. Contract Development**

1. When a contract is to be awarded, an email notice will be sent to the selected bidder(s) who are qualified for the scope, including a bid sheet and the scope of work to be performed.
2. During the initial period of any contract which may be awarded to Contractor, the County may review the application, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.
3. Board of Supervisors approval to award a contract(s) is required.
4. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board of Supervisor approval.

5. The County reserves the right to award to a single or multiple Contractors (Supporting Agencies).
6. The County has the right to decline to award this contract or any part thereof for any reason.
7. Specific contract terms and conditions will be negotiated with each selected applicant. By submitting an application, applicant agrees to the boilerplate language of the Final Standard Services Agreement. Applicant may access a copy of the Standard Services Agreement template online at the link below. The template contains minimal Agreement boilerplate language only.  
<http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>

#### H. Estimated Schedule

<u>Date</u>	<u>Event</u>
Thursday, June 16, 2022	RFP Release to potential bidders
Thursday, June 23, 2022	Virtual Bidders' Conference (link provided)
Friday, June 24, 2022	<b>5PM deadline to submit written questions to <a href="mailto:HCDRFP@acgov.org">HCDRFP@acgov.org</a></b>
Tuesday, June 28, 2022	HCD issues FAQ in response to questions
Thursday, July 14, 2022	<b>RFP Submission Deadline</b>
Friday, July 15, 2022	<b>Review for Minimum Qualifications</b>
Monday, July 18-22, 2022	Panel Scoring and Selection Process
Monday, July 25, 2022	Notice of Recommendation to Award/Not Award
Friday, July 29, 2022	Appeals Due by 5PM

#### I. Appeal Process

The following is provided if applicants wish to protest the application process or appeal the recommendation to award a contract once the Notice of Recommendation to Award/Non-Award have been issued. Protests submitted prior to issuance of the Notice of Recommendation to Award/Non-Award will not be accepted by the County.

1. Any protest by any applicant must be regarding their own application and must be submitted in writing to the Alameda County Housing and Community Development Department, [HCDadmin@acgov.org](mailto:HCDadmin@acgov.org), before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Recommendation to Award/Not Award, not the date received by the Applicant. A protest received after 5:00 p.m. is considered received as of the next business day.
  - a. The protest must contain a complete statement of the reasons and facts for the protest based on the information submitted in the application.

- b. The protest must refer to the specific portions of all documents that form the basis for the protest.
  - c. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
  - d. The protest must include the name, address, email address, and telephone number of the person representing the protesting party.
  - e. The County or its designee will notify all applicants of the protest as soon as possible.
2. Upon receipt of written protest, HCD Department Head or his or her designee will review and evaluate the protest and issue a written decision. HCD, may, at its 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 applicant and others (as appropriate) to discuss the protest. The decision on the protest will be issued at least ten (10) business days prior to the Board hearing or County award date. The decision will be communicated by e-mail and will inform the applicant whether or not the recommendation to the Board of Supervisors in the Notice of Recommendation 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 G, an applicant is affected by the decision on a protest if a decision on the protest could have resulted in the applicant not being an apparent successful applicant.
3. The decision of HCD on the protest 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. The applicant whose application is the subject of the protest, all applicants affected by HCD's decision on the protest, and the protestor have the right to appeal if not satisfied with HCD's decision. All appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five (5) business days following the issuance of the protest decision by HCD, not the date received by the Applicant. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by HCD shall not be considered under any circumstances by the County or the Auditor-Controller OCCR.
4. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
5. In reviewing protest appeals, the OCCR will not re-judge the application(s). The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department (HCD) materially erred in following the application process or, where appropriate, County contracting policies or other laws and regulations.
6. The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by HCD. As such, an applicant is prohibited from stating

new grounds for a protest in its appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by HCD and will determine whether to uphold or overturn the protest decision.

7. The Auditor's Office may overturn the results of an application process for ethical violations by procurement staff, county selection committee members, subject matter experts, or any other County staff managing or participating in the application process, regardless of timing or the contents of a protest.
8. The decision of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCCR will be furnished to the protestor, the applicant whose application is the subject of the protest, and all applicants affected by the decision.
9. The County will complete the protest/appeal procedures set forth in this paragraph before a Recommendation to Award a Contract is considered by the Board of Supervisors for the services/tasks for which the applicant applied.
10. 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. 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, including filing a Government Code claim or legal proceedings.

**J. List of Exhibits**

1. A- Submittal Addendum and Certifications
2. B- Alameda County Minimum Insurance Requirements
3. C- SLEB Certification Instructions

EXHIBIT A: SUBMITTAL ADDENDUM AND CERTIFICATIONS  
Continuum of Care Operations Support

**INSTRUCTIONS: Complete and submit all pages of this Exhibit A Submittal Addendum and Certifications electronically in PDF form, including:**

1. Part A (Organization Information),
2. Part B (Applicant Information and Acceptance),
3. Part C (Professional References).

Sign and date this Submittal Addendum and Certifications at the conclusion of Part B.

AS DESCRIBED IN THE INSTRUCTIONS OF THE SUBMITTAL ADDENDUM SECTION OF THIS RFQ, BIDDER(S) ARE TO SUBMIT ONE (1) ELECTRONIC COPY OF THE SUBMITTAL IN PDF. NO PHYSICAL APPLICATION MATERIALS WILL BE ACCEPTED.

ALL PAGES OF THIS SUBMITTAL ADDENDUM MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS AS A PDF; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER(S) MUST STILL BE SUBMITTED AS PART OF A COMPLETE RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY ANNOTATED "N/A".

FOR ALL DOCUMENTS PREPARED AND SUBMITTED BY THE APPLICANT, THE COUNTY SUGGESTS USING 12-pt CALIBRI, ARIAL, OR TIMES NEW ROMAN FONT, WITH PAGE MARGINS OF AT LEAST ONE INCH.

PART A: ORGANIZATION INFORMATION

Official Name of Applicant:

\_\_\_\_\_

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

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

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

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

Type of Entity / Organizational Structure: (i.e., Corporation, Joint Venture, Limited Liability Partnership, etc.): \_\_\_\_\_

Date Organization was formed: \_\_\_\_\_

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

Primary Contact Information: Name / Title: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date

## PART B: APPLICANT INFORMATION AND ACCEPTANCE

**To: The County of Alameda**

From: (Official Name of Applicant) \_\_\_\_\_

1. The undersigned declares that the Application Documents, including, without limitation, the RFQ, Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Application Documents of this RFQ.
3. The undersigned has reviewed the Application Documents and fully understands the requirements in this Application process 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 Application Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
  - a. Debarment / Suspension Policy  
[<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>]
  - b. Iran Contracting Act (ICA) of 2010  
[<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>]
  - c. General Environmental Requirements  
[<http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm>]
  - d. Small Local Emerging Business (SLEB) Program  
[<http://acgov.org/auditor/sleb/overview.htm>]
  - e. First Source [<http://acgov.org/auditor/sleb/sourceprogram.htm>]
  - f. Online Contract Compliance System  
[<http://acgov.org/auditor/sleb/elation.htm>] Exhibit A 4
  - g. General Requirements  
[<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>]
  - h. Proprietary and Confidential Information  
[<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>]  
]
6. 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 RFQ and associated Application Documents.
7. 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. 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. Insurance certificates are not required at the time of submission.** However, by signing this Addendum and Certification, the Contractor agrees to meet the minimum insurance requirements stated in the RFQ or make clear in the Part C what exceptions they will be seeking. The undersigned acknowledges ONE of the following (please check only one box):

- Applicant is not local to Alameda County and is ineligible for any preference, OR
- Applicant is a certified Small Local and Emerging Business (SLEB) under the Alameda County SLEB Program and is requesting a 10% preference; (Applicant must complete the SLEB INFORMATION SHEET found as Exhibit E to the RFQ, check the first box, and provide your SLEB Certification Number and expiration date; OR
- Applicant is LOCAL to Alameda County, is submitting documentation to determine its SLEB status, and is requesting a 5% preference, and has attached the following documentation to this Submittal Addendum and Certifications:
  - 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.

**10. The undersigned hereby certifies the following statements:**

1. 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 RFQ;
2. That the information included in the Submittal is true and correct to the best of its knowledge; and
3. That the person signing the RFQ cover letter/transmittal letter is authorized to submit this application on behalf of the Applicant.

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

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

\_\_\_\_\_  
Date



## PART C: REFERENCES

Bidder Name: \_\_\_\_\_

Instructions: On the following pages are the templates that Bidder(s) must use to provide references. Bidder(s) are to provide a list of three references. References must be satisfactory as deemed solely by County. Services or goods provided by Bidder(s) to the references should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

Bidder(s) must verify that the contact information for all references provided is current and valid. If a reference cannot be contacted it may affect the qualification and scoring of Applicants submission. Bidder(s) are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

The County may contact some or all of the references provided in order to determine Bidder(s) performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

REFERENCES

Continuum of Care Operations Support

Organization/Agency Name:	
Contact Person:	
Telephone Number:	
Address, City, State, Zip:	
E-mail Address:	

Services Provided / Date(s) of Service:

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Organization/Agency Name:	
Contact Person:	
Telephone Number:	
Address, City, State, Zip:	
E-mail Address:	

Services Provided / Date(s) of Service:

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Organization/Agency Name:	
Contact Person:	
Telephone Number:	
Address, City, State, Zip:	
E-mail Address:	

Services Provided / Date(s) of Service:

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## EXHIBIT B: INSURANCE REQUIREMENTS

**Insurance certificates are not required at the time of submission;** however, by signing the Submittal Addendum and Certifications found in Exhibit A to this RFQ, the Applicant agrees to meet the minimum insurance requirements stated in the RFQ, prior to award. 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, as stated in this Exhibit B – Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFQ. Professional Liability insurance may also be required of specific professional services rendered under contract.

Please see Exhibit B attachment on the following page.

**EXHIBIT B**  
**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; 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: \$1,000,000 per accident for bodily injury or disease
<b>D</b>	<b>Professional Liability/Errors &amp; Omissions</b> Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
<b>E</b>	<p><b><u>Endorsements and Conditions:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>ADDITIONAL INSURED:</b> All insurance required above with the exception of Professional Liability, 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.</li> <li>2. <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>3. <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>4. <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>5. <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>6. <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 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.</li> <li>— Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".</li> </ul> </li> <li>7. <b>CANCELLATION OF INSURANCE:</b> All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation.</li> <li>8. <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 as set forth in the Notices provision.</li> </ol>	



**EXHIBIT C: SLEB CERTIFICATION INSTRUCTIONS**  
**COUNTY OF ALAMEDA**  
**SMALL, LOCAL AND EMERGING BUSINESS (SLEB) PROGRAM**  
**CERTIFICATION INSTRUCTIONS**

The 3 step certification process may take up to 45 business days from receipt of Application.

**SLEB Program Definitions:**

- Local Business**      *A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County*
- Small Business**      *A Local Business which meets the U.S. Small Business Administration (SBA) size standards for its classification (available online at <http://www.naics.com/search.htm>)*
- Emerging Business**      *A Local Business which is less than one half of the SBA size standards for its classification and has been in business less than 5 years*

**1. Complete the Common Application, Sections 1 through 7.**

<p>A. Business entities applying for certification must be in good standing and in compliance with all governing laws, codes and regulations, including Section 66 (Conflict of Interest) of the Alameda County Charter.</p> <p>B. The certification process requires a business site visit for all new and renewal certifications. Applicants will be contacted within 5 business days of receipt of accepted Applications by the SLEB Certification Unit for scheduling.</p> <p>C. Check the appropriate box(es) at the top of the Application.</p> <p>D. If you have not been in business for a complete tax year, state actual gross receipts to date in Section 2 of the Application form.</p> <p>E. If you have been in business for less than three years, state actual gross receipts received for the period that you have been in business in Section 2 of the Application form.</p>	<p>F. List all current business and professional licenses in Section 4 of the Application.</p> <p>G. Applications must be signed by the owner, principal partner or authorized officer of the corporation in Section 7 of the Application form. Electronic and scanned signatures are acceptable.</p> <p>H. By signing the Application form, applicants are certifying that the information provided is true and correct. Applications are signed under penalty of perjury.</p> <p>I. PLEASE NOTE: Contact Information provided on the Application form and Certification Information will be posted on County's SLEB internet database websites.</p> <p>J. If any item on the Application is not applicable, please put "N/A" in the designated area.</p> <p>K. If additional space is needed, please attach additional sheet(s).</p>
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**2. Submit completed and signed application via email to: [ACSLEBcertification@acgov.org](mailto:ACSLEBcertification@acgov.org)**

Or mail to: Alameda County Auditor-Controller Agency  
SLEB Certification Unit  
1221 Oak Street, Room 249  
Oakland, CA 94612

**3. Required Documents for Review and Site Visit Information**

The documents listed below must be provided for review. A site visit may be scheduled to include but not be limited to the review of required documents. Documents may also be emailed or mailed with the application (see step 2 above).

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

**Additional documents may also be required to be provided during the certification process. Scheduled site visits must have all required documents available for review and additional documents may be requested.**

If you have questions please email the SLEB Certification Unit at [ACSLEBcertification@acgov.org](mailto:ACSLEBcertification@acgov.org) or call (510) 891-5500.

*Thank you for your interest in doing business with Alameda County*