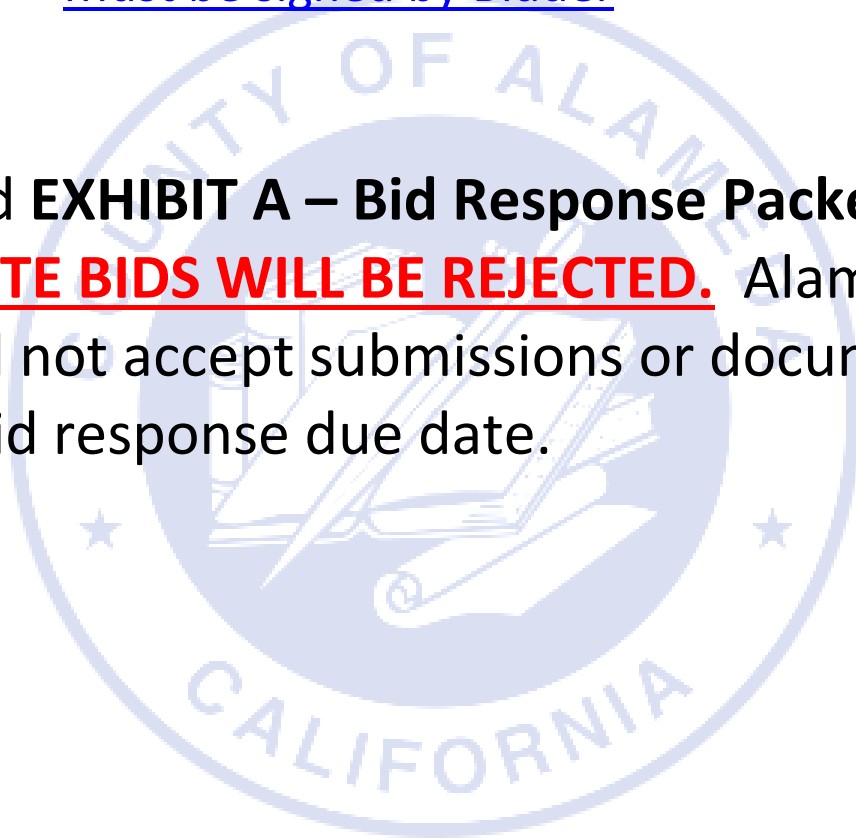


****IMPORTANT NOTICE****

- The format of this RFP has been simplified.
- Only the following pages require signatures:
 1. Exhibit A – Bid Response Packet, [Bidder Information and Acceptance](#) page
 - a. [Must be signed by Bidder](#)

Please read **EXHIBIT A – Bid Response Packet** carefully, **INCOMPLETE BIDS WILL BE REJECTED.** Alameda County will not accept submissions or documentation after the bid response due date.





COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 17-07 MHSA WET INN4

For

Behavioral/Mental Health Career Pathways for High School and Undergraduate Students

For complete information regarding this project, see RFP posted at http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp or contact the County representative listed below. Thank you for your interest!

Contact Person: Sanjida Mazid, Workforce, Education & Training Manager

E-mail Address: Sanjida.Mazid@acgov.org

RESPONSE DUE

By

2:00 p.m.

on

May 25, 2017

at

Alameda County Behavioral Health Care Services

ATTN: Sanjida Mazid

2000 Embarcadero, Suite 302

Oakland, CA 94606

Email: sanjida.mazid@acgov.org

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 17-07 MHSA WET INN4



A Department of Alameda County Health Care Service Agency



SPECIFICATIONS, TERMS & CONDITIONS

For

17-07 MHSA WET INN4

Behavioral/Mental Health Career Pathways for High School and Undergraduate Students

TABLE OF CONTENTS

	Page
I. STATEMENT OF WORK	4
A. INTENT	4
B. SCOPE.....	5
C. BACKGROUND	11
D. BIDDER QUALIFICATIONS	12
E. SPECIFIC REQUIREMENTS and SERVICE DESCRIPTION	13
F. DELIVERABLES / REPORTS	16
II. CALENDAR OF EVENTS	18
G. NETWORKING / BIDDERS CONFERENCES.....	18
III. COUNTY PROCEDURES, TERMS, AND CONDITIONS.....	19
H. EVALUATION CRITERIA / SELECTION COMMITTEE.....	19
I. CONTRACT EVALUATION AND ASSESSMENT	24
J. NOTICE OF INTENT TO AWARD	25
K. BID PROTESTS / APPEALS PROCESS.....	25
L. TERM / TERMINATION / RENEWAL.....	27
M. BRAND NAMES AND APPROVED EQUIVALENTS	28
N. QUANTITIES	28
O. PRICING.....	28
P. AWARD	30
Q. METHOD OF ORDERING	31
R. WARRANTY	31
S. INVOICING	31
T. LIQUIDATED DAMAGES	32
U. ACCOUNT MANAGER / SUPPORT STAFF	32
IV. INSTRUCTIONS TO BIDDERS	33
V. COUNTY CONTACTS.....	33
W. SUBMITTAL OF BIDS	33
X. RESPONSE FORMAT.....	36

ATTACHMENTS

EXHIBIT A - BID RESPONSE PACKET





EXHIBIT B - INSURANCE REQUIREMENTS



I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or the County) in this Request for Proposals (RFP) to seek proposals from qualified organizations to design materials and/or implement programs to support public behavioral/mental health career pathway development at the high school and/or undergraduate level. This project is being offered through the Workforce Education & Training (WET) division of BHCS and is intended to support the County's ability to attract, recruit, train and retain a qualified and diverse workforce serving the County. A diverse workforce reflects the County culturally, linguistically and economically.

This project will be funded with Mental Health Services Act (also known as MHSA or Prop 63) Innovation (INN) funding. MHSA Innovation funding is intended to provide the behavioral/mental health system with an opportunity to learn from innovative approaches. Innovations Grant funding is provided for a period not to exceed the *Contract Period*, with the expectation that the grantee-consultant will submit a report of findings at the end of the funded period. The INN funding is not designed to support programs or services, but to provide our system with innovative demonstration projects, studies or analyses that will support system change and improve client/consumer outcomes.

This project will fund qualified organizations to create innovations and partnerships between education institutions at the high school, community college and/or four-year college level, public mental and behavioral health employers, and community-based organizations (CBO's) to address barriers and challenges often encountered when working to build career pathways into mental and behavioral health care for underrepresented workers.

The County intends to develop a Standard Agreement with the Bidder whose responses best meet the County's requirements for this RFP. The terms and conditions of the Standard Agreement will be an integral part of the RFP. The County reserves the right to reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor.

This project will be funded through the MHSA Innovation (INN) funds. This is a time-limited 18-month project that is anticipated to begin August 1, 2017 and end January 31, 2019. The total allocation for the project is \$1,500,000.

Funding amounts per LEARNING QUESTION (presented below in Section 2) are as follows:

2.a \$150,000 - \$300,000

2.b \$150,000 - \$300,000

2.c \$75,000 - \$150,000

2.d \$75,000 - \$150,000

2.e \$150,000 - \$300,000

2.f \$150,000 - \$300,000

The County reserves the right to determine how many Bidders will receive awards under each LEARNING QUESTION. Bidders are to respond to ONE LEARNING QUESTION ONLY. Multiple proposals will not be accepted.

Contract continuation is contingent upon project outcomes/performance and on the availability of MHSA INN funding. BHCS will award the contract to multiple vendors.

Bidders submitting proposals shall satisfy all requirements outlined in this RFP. Bidders may utilize a sub-contractor to implement portions of the contract provided that the bidder has clearly articulated their leadership role and the roles of the subcontractor.

The County intends to award an 18-month contract to the Bidder(s) selected as the most responsible Bidder(s) whose response conforms to the RFP and meets the County's requirements.

B. SCOPE

1. Description of Project

The MHSA INN WET project is intended to address challenges and barriers in building cohesive, effective and efficient academic and career pathway programs to attract, recruit, train and retain culturally, linguistically and economically diverse individuals into the public behavioral/mental health field. This project is intended to focus on students at the high school, community college and/or undergraduate level who have demonstrated interest in exploring behavioral/mental health careers. The Bidder(s) are directed to focus on responding to **ONE** Learning Question (**as outlined in Section E**). While Bidder(s) proposals may indirectly address additional Learning Questions, Bidder(s) **should**

only respond to ONE Learning Question directly and proposals will be evaluated by the responses given to ONE Learning Question only. The overall goal of this approach is to ensure that BHCS receives innovative ideas addressing each of the Learning Questions in order to better grow and diversify the behavioral/mental health care workforce of Alameda County.

2. Program **LEARNING QUESTIONS**

a. **WORKING WITH UNDERREPRESENTED STUDENT POPULATIONS**

Premise: There continue to be disparities in representation in public behavioral/mental health professions and Alameda County needs to both grow and diversify its behavioral/mental health workforce starting at the high school, community college and/or undergraduate level.

“What specific culturally responsive and trauma informed program and curriculum design elements can be included when building a behavioral health workforce pathway at the high school or undergraduate level, that best support skills building, interest in pursuing a career in public behavioral/mental health, and understanding of the requirements necessary to accessing employment in their chosen field, for underrepresented student populations (i.e. consumer, family member, African American, Asian Pacific Islander (API), Latino, Native American, South and Southeast Asian, Emerging Immigrant, and Lesbian Gay Bisexual Transgender Queer Questioning Intersex 2-Spirit (LGBTQQI2S) communities) who may otherwise have a difficult time being retained in a behavioral health pathway?”

b. **INNOVATIVE PARTNERSHIPS**

Premise: Health career pathway programs typically are partnerships between educational institutions (i.e. K-12, community college, four-year institutions) but those partnerships often face challenges and obstacles in implementation, while other community based organizations working with underrepresented youth are often overlooked in pathway development.

“Does working with community based organizations instead of academic institutions (i.e. K-12, community college, four year colleges) offer opportunities to provide skill building and work-based learning to underrepresented high school and undergraduate students interested in pursuing careers in public behavioral/mental health who may otherwise not be captured by the traditional school-to-career pipeline program model?”

c. **FUNDING MODELS AND SUSTAINABILITY REPORTING**

Premise: As of yet, there does not exist a fully sustainable funding model for pathway programs looking to grow and diversify the public behavioral/mental health workforce in Alameda County, though there may exist sustainability models in other parts of the state and/or country that could be leveraged to support replicability.

“Does a state-wide and national review of pathway programs supporting underrepresented high school, community college and/or undergraduate students pursuing careers in public behavioral/mental health, offer lessons learned and sustainability models that have achieved success and replicability, and promote growth and diversity within the workforce, that could be leveraged and applied to Alameda County?”

d. INDUSTRY PREPARATION AND PARTICIPATION IN BEHAVIORAL/MENTAL HEALTH PATHWAYS

Premise: Employers need training in order to host interns at the high school, community college and/or undergraduate level and consistency in training would be valuable in developing a public mental and behavioral health care workforce in Alameda County.

“What is the benefit of developing an employer informed tool kit (including curriculum and training materials) to support public behavioral/mental health agencies hosting underrepresented high school and undergraduate students in internships, and that addresses youth development, trauma informed practices and culturally relevant programming?”

e. DE-STIGMATIZING PUBLIC BEHAVIORAL/MENTAL HEALTH CAREERS

Premise: There remains stigma associated with professions in behavioral and mental health that may limit diversity in the workforce without addressing the issues directly.

“Does the development of curriculum and trauma informed tools, coupled with a work-based learning program for underrepresented high school, community college and/or undergraduate students within public behavioral/mental health agencies in Alameda County, work to destigmatize the behavioral/mental health professions and increase interest in pursuing career pathways in these fields?”

f. MENTORSHIP

Premise: Navigating academic and career pathways in public behavioral/mental health is complex and particularly difficult for high school, community college and/or undergraduate students coming from underrepresented backgrounds.

“Does embedding mentorship in pathway programs between underrepresented high school, community college and/or undergraduate students, and public behavioral/mental health professionals, assist in supporting navigation and understanding of the academic pathway and help to increase interest in the field, knowledge of requirements to proceed into employment, better understanding of employment options, and what types of supports do public behavioral/mental health professionals need in order to mentor underrepresented youth?”

3. OBJECTIVES

The objectives of this project are dependent upon the **LEARNING QUESTION** chosen by the Bidder(s). Objectives are outlined below by LEARNING QUESTION.

Question 2.a - **WORKING WITH UNDERREPRESENTED STUDENT POPULATIONS**

- Create behavioral/mental health career pathway program for students at the high school, community college and/or undergraduate level who have demonstrated an interest in the behavioral/mental health field.
- Recruit students who are linguistically, culturally and economically diverse and who have been underrepresented in the public behavioral/mental health workforce in Alameda County (section C – BACKGROUND).
- Create curriculum, trainings, competencies, and work-based learning experiences that build off of best practices in pedagogy, but that work to innovate current, known models.
- Demonstrate that students show increased knowledge of various career options in the field, academic requirements to enter the workforce, increased interest in the field and student learning outcomes that reflect increased necessary preparatory skill sets for entry into professions.
- Reduce stigma and discrimination associated with mental illness.

Question 2.b – INNOVATIVE PARTNERSHIPS

- Create behavioral/mental health pathway program for students at the high school, community college and/or undergraduate level who have demonstrated interest in the field.
- Recruit students who are linguistically, culturally and economically diverse and who have been underrepresented in the public behavioral/mental health workforce in Alameda County (section C – BACKGROUND).
- Create curriculum, trainings, competencies, and work-based learning experiences that are based on current best practices in the field.
- Develop Memorandums of Understanding (MOUs) and/or affiliation agreements between Community Based Organizations (CBO's) serving students in Alameda County and mental/behavioral health providers in Alameda County.
- Reduce stigma and discrimination associated with mental illness.

Question 2.c – FUNDING MODELS AND SUSTAINABILITY REPORTING

- Create statewide and/or national map of promising/successful program models.
- Create assessment tool to identify promising practices in funding sustainability, administrative structure and overall program design. Models should demonstrate financial stability and build off of best practices, but include innovative thinking that has yet to be leveraged and replicated in the County.
- Analyze promising/successful program models utilizing assessment tool to identify best practices in funding sustainability, administrative structure and overall program design.
- Provide report outlining identified promising/successful programs, markers to identify success in funding sustainability, administrative structure and overall program design including highlighting recommendations to BCHS about how the County can better attract, recruit, train and retain culturally, linguistically and economically diverse individuals into the public behavioral/mental health field.
- Reduce stigma and discrimination associated with mental illness.

Question 2.d – INDUSTRY PREPARATION AND PARTICIPATION IN BEHAVIORAL/MENTAL HEALTH PATHWAYS

- Create a toolkit for behavioral/mental health providers in Alameda County who are interested in hosting student interns at the high school, community college and/or undergraduate level.
- Create training materials including workshop agendas, curriculum, presentation materials, and training timelines to support behavioral/mental health providers in acting as internship supervisors for high school, community college and/or undergraduate students who have demonstrated an interest in the field.
- Create training materials that are trauma-informed, culturally responsive, student centered and in alignment with best practices in curriculum development.
- Implement a training program for behavioral/mental health providers interested in acting as supervisors for interns at the high school, community college and/or undergraduate level.
- Reduce stigma and discrimination associated with mental illness.

Question 2.e – DE-STIGMATIZING PUBLIC BEHAVIORAL/MENTAL HEALTH CAREERS

- Create curriculum for high school, community college and/or undergraduate students that works to reduce stigma associated with careers in public behavioral/mental health by creating student-informed materials that identify the factors that contribute to stigmatizing careers in behavioral/mental health.
- Create a pipeline program for high school, community college and/or undergraduate students that works to reduce stigma associated with careers in public behavioral/mental health.
- Demonstrate increased understanding of career options in the field, as well as changes in attitudes about the field and willingness and/or interest in joining the workforce.
- Ensure program curriculum and design is trauma-informed, and provides support services for students entering into work-based learning experiences.
- Reduce stigma and discrimination associated with mental illness.

Question 2.f – MENTORSHIP

- Create a mentorship program that serves high school, community college and/or undergraduate students by connecting them with behavioral/mental health providers working in Alameda County.
- Demonstrate increased understanding of career options in the field, as well as changes in attitudes about the field and willingness and/or interest in joining the workforce.
- Demonstrate changes in attitude and willingness of behavioral/mental health providers to act as mentors to students.
- Create a program design that is sustainable, replicable and addresses barriers experienced by adults interested in becoming mentors.
- Ensure program curriculum and design is trauma-informed, and provides support services for students entering into work-based learning experiences.
- Reduce stigma and discrimination associated with mental illness.

C. BACKGROUND

The Mental Health Services Act (MHSA) was passed by California's voters in November, 2004. MHSA provides dedicated funding for services and programs that promote wellness, recovery, and resiliency for adults and older adults with severe mental illness, and for children and youth with serious emotional disturbances and their family members. Workforce Development, Education, and Training (WET) is an important component of the MHSA intended to address identified occupational shortages in the public mental health field through the development of academic pipelines, internships and financial incentive programs.

The Innovations (INN) funding of MHSA is intended to provide funds to support innovation in responding to barriers and challenges in meeting the above stated goals. INN projects respond to these barriers with creative thinking, materials development, innovative partnerships and overlooked opportunities. The goal is for the County to benefit from innovative thinking, and in the case of this project, as it relates directly to workforce development.

BHCS's vision for the WET Plan is to increase workforce diversity, cultural competency and linguistic capacity to reflect Alameda County's unserved, underserved and

inappropriately served communities including consumer, family member, African American, Asian Pacific Islander (API), Latino, Native American, South and Southeast Asian, Emerging Immigrant, and Lesbian Gay Bisexual Transgender Queer Questioning Intersex 2-Spirit (LGBTQQI2-S) communities. Additionally, the County's workforce goals are to increase the number of consumer and family members in the workforce and to increase service provider capacity and expertise to meet the needs of clients/consumers and their families.

Despite efforts being made by WET and its partners to develop a cohesive academic and career pipeline to public behavioral/mental health professions serving Alameda County, gaps still exist in both working with student groups as outlined above, sustainability funding strategies, employer engagement for internships and so forth. This MHSA INN WET project is meant to think creatively about solutions, tools, materials, partnerships, that may have been overlooked in previous efforts and could be leveraged to better ensure workforce development for the region moving forward.

D. **BIDDER QUALIFICATIONS**

To be eligible to participate in this RFP, the Bidder must either be a high school, community college, four-year college, community based organization, public mental and/or behavioral health care provider organization or agency that successfully demonstrates in their proposal how they meet the following Bidder Minimum Qualifications, in not more than **two pages:**

If a high school, the minimum qualifications are:

1. Bidder must be a school district or high school in Alameda County recognized by the State of California; and
2. Bidder must demonstrate experience working on similar projects within the last five years.

If a community college, four-year college or institution of higher learning, the minimum qualifications are:

1. Bidder must be a community college, four year college or institute of higher learning that is recognized by the State of California serving students in Alameda County; and
2. Bidder must not be a not-for-profit institution of higher learning; and
3. Bidder must demonstrate experience working on similar project within the last five years.

If a CBO, the minimum qualifications are:

1. Bidder must be a non-profit organization with an office in Alameda County; and
2. Bidder must be serving students at the high school, community college and/or four year college level; and
3. Bidder must demonstrate experience working on a similar project within the last five years and the ability to provide the services described in the Scope of Work; and
4. Bidder has developed Memorandum of Understanding with educational institutions if supporting students with direct service programming.

If a behavioral/mental health service provider, minimum qualifications are:

1. Bidder must be a behavioral/mental health agency operating with an office in Alameda County; and
2. Bidder must demonstrate experience working on similar projects within the last five years; and
3. Bidder must demonstrate the ability to provide services as outlined in the Scope of Work.

Proposals that exceed the contract maximum amounts or are unreasonable and/or unrealistic in terms of budget, as solely determined by BHCS, shall be disqualified from moving forward in the evaluation process.

Bidders are eligible to participate in the RFP process if they meet the Bidder Minimum Qualifications. BHCS will disqualify proposals that do not demonstrate that Bidder meets the specified Bidder Minimum Qualifications, and these disqualified proposals will not be evaluated by the County Selection Committee (CSC)/ Evaluation Panel and will not be eligible for contract award under this RFP.

E. SPECIFIC REQUIREMENTS and SERVICE DESCRIPTION

Bidder must provide information as outlined below in concrete, relevant and clear responses. Bidder must respond to this section in **NO MORE THAN TWELVE PAGES** (does not include attachments). Proposal narratives that are over TWELVE PAGES will not be considered.

1. Problem Statement

Bidder should identify the LEARNING QUESTION being addressed in the proposal and articulate the challenges that create potential barriers to underrepresented students at the high school, community college and/or undergraduate level entering the public behavioral/mental health. Section should be data driven, stakeholder informed, and relevant to the proposed INN project.

2. Target Population

Bidder must demonstrate experience working with diverse student populations, the issues that arise in working with linguistically, culturally and economically diverse student populations and experience working with students in a culturally responsive manner. Bidder must also demonstrate recruitment and retention strategies in working with a targeted student population and have experience working at the high school, community college and/or undergraduate level. The proposed project must describe how it contributes to strategies that attract, recruit, train and retain diverse students. Potential populations may include but are not limited to: African American, Asian American, Asian Pacific Islander (API), Hispanic, Native American, South and Southeast Asian, Re-entry, Emerging Immigrant, and Lesbian Gay Bisexual Transgender Queer Questioning Intersex 2-Spirit (LGBTQQI2-S) populations. Bidder must identify the number of students/stakeholders served by this project, location of services provided, and other potential organizations involved in working directly with students and the organization's capacity to do so if that applies to the project.

3. Program Design/Innovation Strategy

Provide a program description and/or outline of Bidder's innovation strategy and how the proposed activities will meet both the Scope of Work specified in this RFP as well as addressing the LEARNING QUESTION chosen as the focus of the Bidder's proposal. Include in this section, objectives, specific program design elements, recruitment strategies, curriculum development or materials outlines, existing or required Memorandums of Understanding and/or affiliation agreements necessary to conduct program implementation, scope of proposed research and assessments, and mechanisms to capture data relevant to the evaluation of the project.

4. Organizational Background, Capacity and Staffing

Bidder shall demonstrate the capability and experience required to implement the Scope of Work outlined in this proposal and should include previous experience doing similar work. Moreover, Bidder shall provide in this section **two letters of support** from other organizations attesting to the Bidder's capacity to engage in this INN project. Bidder must be able to identify potential

implementation challenges and articulate strategies to address them during the course of the project period.

Bidder must describe proposed staff and their duties, including disciplines and degrees as appropriate. Describe training and experience of staff in working with the intended student populations and intended stakeholder groups. Provide professional resumes for the Project Director and other significant project staff.

Sub-contracting is allowed. If sub-contractors are being utilized to implement the project, Bidder will provide the sub-contractor's role and relevant experience, the need for the sub-contractor, and any type of contract or agreement that will be used to engage a specific sub-contractor to meet specific program requirements. A sub-contractor must provide 20% or less of the overall budget and effort for this INN project.

Attachments for this Section do NOT count toward the twelve page narrative maximum.

5. Budget

Bidder must submit a budget for the 18 month grant cycle that outlines anticipated costs associated with meeting the Objectives (Section 3) of the Bidder's chosen Learning Question. Bidders are only to respond to ONE LEARNING QUESTION and develop a budget within the range given for that LEARNING QUESTION that will reasonably accomplish the set of OBJECTIVES assigned to that LEARNING QUESTION. The County reserves the right to determine the number of award given under each LEARNING QUESTION. Budgets must include all dedicated FTE, sub-contracts, operational and materials expenses, and any indirect costs associated with the project (including fiscal sponsorship fees if the program operates under a fiscal sponsor). Each budget category must include a budget narrative that outlines the purpose and necessity of the expenditure, and how it furthers the goal of meeting the Objectives for the chosen Learning Question.

6. Collaboration

This project is made possible by the MHSA Innovation funding and it is important for the Bidder to be able to demonstrate capacity and experience in forming and in working collaboratively with varied stakeholder groups and partners. Bidder should use this section to describe key partner agencies including educational institutions, behavioral/mental health agencies/departments, community based organizations and/or student/family groups. Bidder should describe coordination

strategies for partnerships including communication, roles and responsibilities and value added to the project by working collaboratively.

7. Evaluation

Bidder must identify at least **five** outcomes that will be used to measure the impact and effectiveness of the project. The outcomes must be measurable, directly linked to the objectives, strategies and project design, and be directly responsive to the chosen LEARNING QUESTION. Outcomes must be attainable, relevant, and serving BHCS's end goal of attracting, recruiting, training and retaining a linguistically, culturally and economically diverse public behavioral/mental health workforce.

Examples of outcomes may include but are not limited to: outreach and recruitment status including demographic information; measured impact of curriculum on students; map of promising/successful programs with reporting highlighting recommendations for BHCS; measured impact of training behavioral/mental health providers engaged in pathway work, and so on.

8. Project Schedule and Timeline

Bidder must include a project schedule and timeline that articulates capacity to complete the INN project within the 18 month contract cycle. This timeline of activities must begin on the project start date of **August 1, 2017** and continue to the contract end date of **January 31, 2019**. Describe the activities necessary during the start-up, implementation and on-going phases. Bidder must define partnerships and timelines for establishing affiliation agreements for those partnerships. Identify and describe strategies for mitigating risks, barriers and delays which may adversely impact any of the proposed project deliverables.

F. DELIVERABLES / REPORTS

Contract deliverables will include, but are not limited to, the following:

- Recruiting and enrolling students/adults into the project within the first three months of the contract as evidenced by registration, attendance sheets and student demographic data.
- Develop curriculum and training materials within the first six months of the contract if being developed for students served during an academic year. If being developed for adult internship supervisors and/or mentors, or students participating in a summer program or throughout an academic year and summer program, curriculum and training materials will be developed within the first eight months of the contract.

- Develop and execute a range of work-based learning experiences for students during the first academic year of the contract. If providing services during summer break, activities should be throughout the calendar year.
- Provide trainings and workshops for behavioral/mental health providers working in pathways within the first six months of the contract as evidenced by registration, attendance sheets and pre/post surveys.
- Develop all necessary pre/post assessments, promising/successful program model assessments, and other materials within the first 3 months of the contract.
- Participate in quarterly INN WET Learning Community meetings and prepare updates to demonstrate alignment with proposed timeline, deliverables and to contribute to dialogue about troubleshooting and problem solving challenges being experienced by other grantee organizations.
- Host BHCS representatives twice during the duration of the contract. Site visits will be scheduled ahead of time and should include walk-through of facilities, introductions to key stakeholder groups including students, viewing of any relevant program elements “in action” and review of materials being utilized for the project.
- Provide quarterly reports describing milestones, quantitative outcomes, student and stakeholder updates, developed materials including curriculum, and partner collaborations. Reports will track timelines for deliverables as outlined above (Section F).

II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION*	
Request Issued	April 25, 2017	
Written Questions Due	May 5, 2017 by 5:00 p.m.	
Networking/Bidders Conference #1	May 5, 2017 10:00 am – 12:00 pm	ACBHCS 2000 Embarcadero, STE 400 (Gail Steele Room) Oakland, CA 94606
Networking/Bidders Conference #2	May 5, 2017 1:00 pm – 3:00 pm	HCSA-HR 500 Davis St, STE 120 San Leandro, CA 94577
Response to Bidder Questions issued as Addendum	May 12, 2017	
Response Due	May 25, 2017 by 2:00 p.m.	
Evaluation Period	June 1 – 15, 2017	
Vendor Interviews (if needed)	June 14, 2017	
Board Letter Recommending Award Issued	Week of June 26, 2017	
Board Consideration Award Date	Week of July 17, 2017	
Contract Start Date	August 1, 2017	

***Note:** Award and start dates are approximate.

G. NETWORKING / BIDDERS CONFERENCES

1. Networking/bidders conferences will be held to:
 - a. Provide an opportunity for large organizations to network and develop subcontracting relationships in order to participate in the contract(s) that may result from this RFP.

- b. Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarification.
 - c. Provide Bidders an opportunity to view a site, receive documents, etc. necessary to respond to this RFP.
 - d. Provide the County with an opportunity to receive feedback regarding the project and RFP.
- 2. All questions will be addressed, and the list of attendees will be included, in an RFP Addendum following the Bidders conference(s).
 - 3. Potential bidders are strongly encouraged to attend networking/bidders conference(s) in order to further facilitate subcontracting relationships. Vendors who attend a networking/bidders conference will be added to the Vendor Bid List. Failure to participate in a networking/bidders conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions. Attendance at a networking/bidders conference is highly recommended but is not mandatory.

III. COUNTY PROCEDURES, TERMS, AND CONDITIONS

H. EVALUATION CRITERIA / SELECTION COMMITTEE

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis (Completeness of Response, Financial Stability, and Debarment and Suspension) will be evaluated by a County Selection Committee (CSC). The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in workforce development for mental/behavioral health careers, education pipeline programming, education services or youth development services working with underrepresented youth from high school to undergraduate. The CSC will score and recommend a Bidder in accordance with the evaluation criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

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

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

to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

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

The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the goods and/or services being solicited.

Each of the Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is 525 points, including the possible 25 points for local preference (maximum 5% of final score).

The evaluation process *may* include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of bidders that will continue to the final stage of oral interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, oral interview.

If the two-stage approach is used, the two (2) bidders receiving the highest preliminary scores and with at least 200 points will be invited to an oral interview. Only the bidders meeting the short list criteria will proceed to the next stage. All other bidders will be deemed eliminated from the process. All bidders will be notified of the short list participants; however, the preliminary scores at that time will not be communicated to bidders.

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

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

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	<p>Completeness of Response:</p> <p>Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p> <p>Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p>	Pass/Fail
	<p>Debarment and Suspension:</p> <p>Bidders, its principal and named subcontractors are not</p>	Pass/Fail

	identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov .	
B.	<p>Technical Criteria:</p> <p>In each area described below, an evaluation will be made of the probability of success of and risks associated with, the proposal response:</p> <ol style="list-style-type: none"> 1. System Design - A comparison will be made of the proposed pathway systems and innovation strategies. Additional credit will be given for features of the proposed design that offer enhanced innovative thinking, efficiency, ease of use or sustainability strategies. 2. Life-Cycle Support - An assessment will be made of the scope and extent of resources required to operate and maintain the proposed pathway program. 3. Ancillary Services - A comparison will be made of the proposed services with the requirements of this RFP. Credit will be given for technical expertise, culturally responsive program design and trauma-informed practices. 	15 Points
C.	<p>Cost:</p> <p>The points for Cost will be computed by dividing the amount of the lowest responsive bid received by each bidder's total proposed cost.</p> <p>While not reflected in the Cost evaluation points, an evaluation may also be made of:</p> <ol style="list-style-type: none"> 1. Reasonableness (i.e., does the proposed pricing accurately reflect the bidder's effort to meet requirements and objectives?); 2. Realism (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?). <p>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.</p>	15 Points
D.	<p>Implementation Plan and Schedule:</p> <p>An evaluation will be made of the likelihood that Bidder's implementation plan and schedule will meet the County's schedule. Additional credit will be given for the</p>	10 Points

	identification and planning for mitigation of schedule risks which Bidder believes may adversely affect any portion of the County's schedule.	
E.	<p>Relevant Experience: Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Do the individuals assigned to the project have experience on similar projects? 2. How extensive is the applicable education and experience of the personnel designated to work on the project? 3. Does the Bidder's organization demonstrate experience and capacity as a whole in meeting the INN project goals, deliverables, timelines and limitations 	10 Points
F.	<p>References</p> <ol style="list-style-type: none"> 1. How well does the Bidder's references demonstrate the following: <ul style="list-style-type: none"> • Perform the services as stated • Highlight areas in which the Bidder excels • Highlight challenges the Bidder has faced in pathway efforts • Rate project management, technical ability, training and reliability on a scale of 1-5 • Usefulness of the Bidder's work with underrepresented student groups • Reference's overall perception and satisfaction of the Bidder • Any other information that would assist BHCS in working with the Bidder 	10 Points
G.	<p>Oral Interview: The oral interview on the proposal shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder's proposal. The scoring may be revised based on the oral interview.</p>	5 Points
H.	<p>Understanding of the Project: Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Has Bidder demonstrated a thorough understanding of the purpose and scope of the INN project? 	15 Points

	2. How well has the Bidder identified pertinent issues and potential problems related to the project? 3. Has the Bidder demonstrated that it understands the deliverables the County expects it to provide? 4. Has the Bidder demonstrated that it understands the County's time lines and has the ability to meet them?	
I.	Methodology: Proposals will be evaluated against the RFP specifications and the questions below: 1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP? 2. Does the methodology match and contribute to achieving the objectives set out in the RFP? 3. Does the methodology demonstrate creative thinking and innovative strategies that will result in NEW programs, materials and approaches to WET in Alameda County	20 Points
	<p align="center">LOCAL BUSINESS PREFERENCE</p> Local Preference: Points equaling five percent of bidder's total score, for the above Evaluation Criteria, will be added. This will be the <u>bidder's final</u> score for purposes of award evaluation.	Five percent (5%)

I. CONTRACT EVALUATION AND ASSESSMENT

During the initial 60-day period of any contract, which may be awarded to Contractor, the County may review the proposal, contract and meet with the Contractor to evaluate goods and services performance and to identify any issues or potential problems.

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.

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 of contract termination. Contractor shall be responsible for returning County facilities to their original state at no charge to the County. The County will have the right to invite the

next highest ranked bidder to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

J. NOTICE OF INTENT TO AWARD

1. At the conclusion of the RFP response evaluation process ("Evaluation Process"), all bidders will be notified in writing by e-mail, fax, or US Postal Service mail, of the contract award recommendation, if any, by Behavioral Health Care Services. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award will provide the following information:

- a. The name of the bidder being recommended for contract award; and
 - b. The names of all other parties that submitted proposals.
2. At the conclusion of the RFP response evaluation process ("Evaluation Process") and negotiations, debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror's bid. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder.
 3. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

K. BID PROTESTS / APPEALS PROCESS

Alameda County Behavioral Health Care Services (BHCS) prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of 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 Bid protest by any Bidder regarding any other Bid must be submitted in writing to Alameda County Behavioral Health Care Services, ATTN: Tracy Hazelton, Division Director, Mental Health Services Act, 2000 Embarcadero, Suite 302, Oakland, CA 94606; Email: Tracy.Hazelton@acgov.org; before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.
 - a. The Bid protest must contain a complete statement of the reasons and facts for the protest.

- b. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - d. The County Agency/Department will notify all bidders of the protest as soon as possible.
2. Upon receipt of written protest, BHCS, or designee, will review and evaluate the protest and issue a written decision. BHCS, 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 Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing or BHCS award date.

The decision will be communicated by e-mail, fax, or US Postal Service mail, and will inform the bidder whether or not the recommendation to the Board of Supervisors or GSA in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the Bid.

3. The decision of BHCS on the bid 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 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 Bidder whose Bid is the subject of the protest, all Bidders affected by the GSA-Office of Acquisition Policy's decision on the protest, and the protestor have the right to appeal if not satisfied with the GSA-Office of Acquisition Policy'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 decision by the GSA-Office of Acquisition Policy, not the date received by the Bidder. 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 BHCS shall not be considered under any circumstances by the GSA or the Auditor-Controller OCCR.
 - a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the 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 in following the Bid or, where appropriate, County contracting policies or other laws and regulations.
 - c. The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by the BHCS. As such, a Bidder is prohibited from stating

- new grounds for a Bid protest in its appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by BHCS or department designee, and will determine whether to uphold or overturn the protest decision.
- d. The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
 - e. 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 Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.
4. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisor or BHCS.

The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

L. TERM / TERMINATION / RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be up to 18 months.
2. The County has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor's work, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. The County may terminate the contract at any time without written notice upon a material breach of contract and substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor. In the event of such termination with or without cause, the County reserves the right to invite the next highest ranked bidder to enter into a contract or re-bid the project if it is determined to be in its best interest to do so.

3. The County may, at its sole option, terminate any contract that may be awarded as a result of this RFP at the end of any County Fiscal Year, for reason of non-appropriation of funds. In such event, the County will give Contractor at least 30 days written notice that such function will not be funded for the next fiscal period. In such event, the County will return any associated equipment to the Contractor in good working order, reasonable wear and tear excepted.
4. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for an additional two-year term at agreed prices with all other terms and conditions remaining the same.

M. BRAND NAMES AND APPROVED EQUIVALENTS

1. Any references to manufacturers, trade names, brand names and/or catalog numbers are intended to be descriptive, but not restrictive, unless otherwise stated, and are intended to indicate the quality level desired. Bidders may offer any equivalent product that meets or exceeds the specifications. Bids based on equivalent products must:
 - a. Clearly describe the alternate offered and indicate how it differs from the product specified; and
 - b. Include complete descriptive literature and/or specifications as proof that the proposed alternate will be equal to or better than the product named in this bid.
2. The County reserves the right to be the sole judge of what is equal and acceptable and may require Bidder to provide additional information and/or samples.
3. If Bidder does not specify otherwise, it is understood that the referenced brand will be supplied.

N. QUANTITIES

NOT APPLICABLE.

O. PRICING

1. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the County.

3. All prices are to be F.O.B. destination. Any freight/delivery charges are to be included.
4. Taxes and freight charges:
 - a. The County is soliciting a total price for this project. The price(s) quoted shall be the total cost the County will pay for this project including Sales, Use, or other taxes, and all other charges.
 - b. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid.
 - c. Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County; as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
 - d. Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
5. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
6. A total price is required for this contract and will be the maximum price the County will pay.
7. Price quotes shall include any and all payment incentives available to the County.
8. Bidders are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.
9. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.
10. Prevailing Wages: Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in

said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

P. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled "Evaluation Criteria/Selection Committee."
2. The committee will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. Any proposal/bids that contain false or misleading information may be disqualified by the County.
5. The County reserves the right to award to a single or multiple Contractors.
6. The County has the right to decline to award this contract or any part thereof for any reason.
7. Board approval to award a contract is required.
8. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
9. Final Standard Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:

<http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>

The template contains minimal Agreement boilerplate language only.

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

Q. METHOD OF ORDERING

1. A written PO and signed Standard Agreement contract will be issued upon Board approval.
2. POs and Standard Agreements will be faxed, transmitted electronically or mailed and shall be the only authorization for the Contractor to provide services and/or place an order.
3. POs and payments for services and/or products will be issued only in the name of Contractor.
4. Contractor shall adapt to changes to the method of ordering procedures as required by the County during the term of the contract.

R. WARRANTY

1. Bidder expressly warrants that all goods and services to be furnished pursuant to any contract awarded it arising from the Bid will conform to the descriptions and specifications contained herein and in supplier catalogs, product brochures and other representations, depictions or models, and will be free from defects, of merchantable quality, good material and workmanship. Bidder expressly warrants that all goods and services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended. This warranty shall survive any inspections, delivery, acceptance or payment by the County. Bidder warrants that all work and services furnished hereunder shall be guaranteed for a period of three (3) years from the date of acceptance by the County.

S. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. County will use best efforts to make payment within 30 days following receipt and review of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.

4. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
8. The County will pay Contractor monthly or as agreed upon, not to exceed the total RFP quoted in the bid response.

T. LIQUIDATED DAMAGES

1. In the event the Contractor's performance and/or deliverable projects have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and or deliverable projects are deemed satisfactory.

U. ACCOUNT MANAGER / SUPPORT STAFF

1. Contractor shall provide a dedicated competent account manager who shall be responsible for the County account/contract. The account manager shall receive all orders from the County and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products offered and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.
3. Contractor account manager shall be familiar with County requirements and standards and work with the staff of Behavioral Health Care Services of to ensure that established standards are adhered to.

IV. INSTRUCTIONS TO BIDDERS

V. COUNTY CONTACTS

Behavioral Health Care Services is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through Behavioral Health Care Services only.

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

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. on May 5, 2017 to:

Alameda County Behavioral Health Care Services
ATTN: Sanjida Mazid
2000 Embarcadero, Suite 302
Oakland, CA 94606
Email: sanjida.mazid@acgov.org

The GSA Contracting Opportunities website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp to view current contracting opportunities.

W. SUBMITTAL OF BIDS

1. **All bids must be SEALED and must be received** at Alameda County Behavioral Health Care Services at **Suite 302 at 2000 Embarcadero, Ste 302 (third floor), Oakland, CA 94606 BY 2:00 p.m. on the due date specified** in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

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

2. Bids are to be addressed and delivered as follows:
Behavioral/Mental Health Career Pathways
RFP No. 17-07 MHSA WET INN4
Alameda County Behavioral Health Care Services
ATTN: Sanjida Mazid
2000 Embarcadero, Suite 302
Oakland, CA 94606

Bidder's name, return address, and the RFP number and title must also appear on the mailing package.

***PLEASE NOTE** that on the bid due date, a bid reception desk will be open until 2:00 p.m. and will be located at Behavioral Health Care Services on the third floor at 2000 Embarcadero, Ste 302, Oakland, CA 94606.

3. Bidders are to submit one original hardcopy bid with original ink signatures, and three photocopies, (Exhibit A – Bid Response Packet, including additional required documentation). Original proposal is to be clearly marked "ORIGINAL" with copies to be marked "COPY". All submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (**NOT** bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.

Bidders **must** also submit an electronic copy of their proposal on a USB flash drive and enclosed with the sealed original hardcopy of the bid. The electronic copy must be in a single file (PDF), and shall be an **exact** scanned image of the original hard copy, Exhibit A – Bid Response Packet, including additional required documentation.

4. BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
5. **No email (electronic) or facsimile bids will be considered.**

6. All costs required for the preparation and submission of a bid shall be borne by Bidder.
7. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. 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.
8. All other information regarding the bid responses will be held as confidential until such time as County Selection Committee has completed its evaluation, an recommended award has been made by the County Selection Committee, and the contract has been fully negotiated with the recommended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will be sent recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project. In addition, award information will be posted on the County's "Contracting Opportunities" website, mentioned above.
9. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.

12. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
13. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
14. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

X. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Exhibit A – Bid Response Packet.
3. 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.



EXHIBIT A

BID RESPONSE PACKET

RFP No. 17-07 MHSA WET INN4 – Behavioral/Mental Health Career Pathways

To: The County of Alameda

From: _____
(Official Name of Bidder)

- AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS THREE COPIES, AND ONE ELECTRONIC COPY ON A USB FLASH DRIVE OF THE BID IN PDF.
- ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED "N/A"
- BIDDERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF EXHIBIT A – BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT
- ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID
- BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFP.
- BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL
- IF BIDDERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE

BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the RFP, 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 Bid Documents of RFP No. 17-07 MHSA WET INN4 – Behavioral/Mental Health Career Pathways.
3. 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 Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.

The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:

- **Debarment / Suspension Policy**

[\[http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm)

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

[\[http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm)

- **General Environmental Requirements**

[\[http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm)

First Source

[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)

General Requirements

[\[http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm)

- **Proprietary and Confidential Information**

[\[http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm)

1. The undersigned acknowledges that Bidder 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.
2. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

3. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
4. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bid Response Packet, 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, as stated in the RFP.
5. The undersigned acknowledges **ONE** of the following (please check only one box):

- ☐ Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
- ☐ Bidder is LOCAL to Alameda County and is requesting 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 months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Official Name of Bidder: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

☐ Corporation

☐ Joint Venture

☐ Limited Liability Partnership

☐ Partnership

☐ Limited Liability Corporation

☐ Non-Profit / Church

☐ 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_____

BID FORM(S)

COST SHALL BE SUBMITTED ON EXHIBIT A AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED. Bid responses that do not comply will be subject to rejection in total. The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the maximum of 18 month term of any contract that is a result of this bid.

Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

Bidder hereby certifies to County that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Description	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
			\$	\$
			\$	\$
			TAX (9%)	\$
			TOTAL COST	\$

REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

- ☐ 1. **Table of Contents:** Bid responses shall include a table of contents listing the individual sections of the PROPOSAL and their corresponding page numbers. Tabs should separate each of the individual sections.
- ☐ 2. **Letter of Transmittal:** Bid responses shall include a description of Bidder's capabilities and approach in providing its services to the County, and provide a brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the County. This synopsis should not exceed three pages in length and should be easily understood.
- ☐ 3. **Exhibit A – Bid Response Packet:** Every bidder must fill out and submit the complete Exhibit A – Bid Response Packet.
 - ☐ (a) **Bidder Information and Acceptance:**
 - (1) Every Bidder must select one choice under Item 5 of page 3 of Exhibit A and must fill out, submit a signed page 4 of Exhibit A.
 - ☐ (b) **SLEB Partnering Information Sheet:**
INTENTIONALLY DELETED
 - ☐ (c) **References:**
 - (1) Bidders must use the templates on pages 9-10 of this Exhibit A – Bid Response Packet to provide references.
 - (2) Bidders are to provide a list of three (3) current and (3) former clients. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.
 - Bidders must verify the contact information for all references provided is current and valid.
 - Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.
 - (3) 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.



(d) Exceptions, Clarifications, Amendments:

- (1) This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on page 11 of this Exhibit A – Bid Response Packet.
- (2) **THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.**



4. **Key Personnel:** Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to County staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:

- (a) The person's relationship with Bidder, including job title and years of employment with Bidder;
- (b) The role that the person will play in connection with the RFP;
- (c) Address, telephone, fax numbers, and e-mail address;
- (d) Person's educational background; and
- (e) Person's relevant experience, certifications, and/or merits.



5. **Description of the Proposed Equipment/System:** Bid response shall include a description of the proposed equipment/system, as it will be finally configured during the term of the contract. The description shall specify how the proposed equipment/system will meet or exceed the requirements of the County and shall explain any advantages that this proposed equipment/system would have over other possible equipment/systems. The description shall include any disadvantages or limitations that the County should be aware of in evaluating the RFP. Finally, the description shall describe all product warranties provided by Bidder.



6. **Description of the Proposed Services:** Bid response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder's and County personnel involved, and the number of hours scheduled for such personnel. The description shall identify spare or replacement parts that will be required in performing maintenance services, the anticipated location(s) of such spare parts, and how quickly such parts shall be available for repairs. Finally, the description must: (1) specify how the services in the bid response will meet or exceed the requirements of the County; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County; and (3) identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this RFP.

**SMALL LOCAL EMERGING BUSINESS (SLEB)
PARTNERING INFORMATION SHEET**

RFP No. 17-07 MHSA WET INN4 – Behavioral/Mental Health Career Pathways

INTENTIONALLY DELETED





CURRENT REFERENCES

RFP No. 17-07 MHSA WET INN4 – Behavioral/Mental Health Career Pathways

Bidder 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:	



FORMER REFERENCES

RFP No. 17-07 MHSA WET INN4 – Behavioral/Mental Health Career Pathways

Bidder 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:	



EXHIBIT B

INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing Exhibit A – Bid Packet, the bidder agrees to meet the minimum insurance requirements stated in the RFP, 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 RFP:

***** SEE NEXT PAGE FOR COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS *****

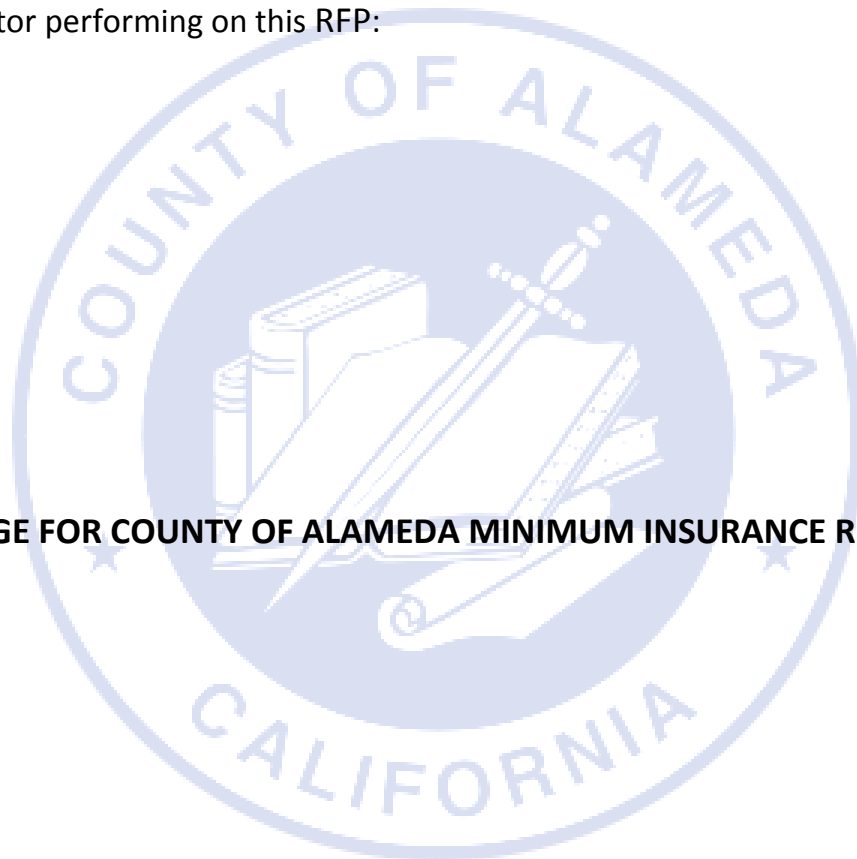


EXHIBIT C

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
A	Commercial General Liability 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	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
D	<u>Endorsements and Conditions:</u> <ol style="list-style-type: none"> ADDITIONAL INSURED: 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. DURATION OF COVERAGE: 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. REDUCTION OR LIMIT OF OBLIGATION: 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. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall 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. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ol style="list-style-type: none"> Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. 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". CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision. 	