

COUNTY OF ALAMEDA

ADDENDUM No. 1

to

RFP No. 2017-SSA-IRSS

for

IMMIGRANT AND REFUGEE SUPPORT SERVICES

**Specification Clarification/Modification and Recap of the Networking/Bidders
Conferences Held on Thursday, May 18, 2017**

This County of Alameda RFP Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP Addendum will also be posted on the GSA Contracting Opportunities website located at:

http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractingdetail.jsp?BID_ID=1818
and on the Alameda County Social Services Agency website located [here](#).

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The following Sections have been modified to read as shown below. Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~. All other content will remain unchanged in the RFP documents.

I. RFP SPECIFICATIONS, TERMS, AND CONDITIONS

Has been amended as follows:

Section B. SCOPE, Pages 4-5

- No. 1: ~~Develop a Rapid Response team to assist undocumented residents who are threatened with detention or deportation or who are impacted by immigration enforcement activity.~~
- No. 2: Coordinate ~~weekly or more frequent~~ presentations and/or forums for approximately 1,500 Alameda County residents at schools, places of worship, health clinics and other trusted community locations and create relevant informational and referral materials in multiple languages.
- No. 3: ~~Assign a staff member as project lead to~~ Collaborate with ACILEP's Know-Your-Rights Coordinator and partner providers. ~~The project lead will~~ Coordinate with legal services providers to develop and conduct informational presentations, as well as disseminate information about hotline usage and guidance on individual family emergency planning.
- No. 4: Refer clients to ACILEP **or other providers that offer free legal consultation and representation or other similar services to immigrants, refugees and asylum seekers.**
- No. 7: ~~Engage volunteer community members as rapid responders.~~
- No. 8: ~~Meet with partners on a monthly basis to review services provided and ensure coordination of services and geographical coverage.~~

Section F. DELIVERABLES/REPORTS, Pages 6-7

- Performance Measure 1. Perform ~~weekly~~ Know Your Rights forums and presentations to Alameda County residents.
- Performance Measure 2. 80% of ~~weekly~~ meetings/presentations/forums will have 10 or more participants at each meeting.
- Performance Measure 3. 80% of individuals served ~~per week~~ report they are more informed of their rights after the forum or presentation was provided.

II. ATTACHMENT NO. 1 – BID RESPONSE PACKET

Has been amended as follows:

- **Small Local Emerging Business (SLEB) Partnering Information Sheet, Page 10**

Note: This RFP is open to Community Based Organizations (CBO). CBO's are exempt from Alameda County SLEB requirements, so if not a SLEB, bidders do not need to subcontract to a SLEB, which is normally required. Therefore the 2nd part/box of this SLEB Sheet is not applicable. However, if a CBO is a SLEB or non-certified LOCAL, they will receive added evaluation points to their bid total point score.

- **Current and Former References Sheets, Pages 12-13**

Bidders are to provide a minimum of 3 verifiable current ~~and/or former clients~~ **references**.

Note: Delete the Former References Form. Use only the Current References Form.

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- **Note:** Bidders are to include a completed Exhibit E – Annual Quality Assurance Report with their submitted bid packet. Exhibit E is on page 10 of the Exhibits section of the RFP Specifications, Terms and Conditions.

III. RESPONSES TO WRITTEN QUESTIONS:

Q1) What is the funding limit of the project?

A1) **A total of \$75,000 over a two year period.**

Q2) How many awards are you expecting to hand out?

A2) **There is no predetermined number of awards or award levels.**

Q3) Is this an electronic submittal?

A3) **No, this is a formal sealed bid process as detailed in Section V. B. Submittal of Bids in the RFP Specifications, Terms and Conditions. Six hard copy bid packets are due 6/6/17.**

Q4) What kind of reference are you looking for? Foundation, County, etc.?

A4) **Any reference related to bidders past experience providing this service.**

Q5) How many references are you required to have, 3 or 5?

A5) **You are required to have a minimum of 3 current or former references; however, more than 3 is recommended in case we cannot contact them all in the time allotted.**

Q6) Is it okay to list admin staff on the bid budget?

A6) **Yes**

Q7) Can ACILEP providers bid?

A7) **If you meet the minimum bidder qualifications, you can bid; however, this RFP procurement is intended to support providers not already funded by the County to provide this service.**

Q8) Are you intending for awards to be about \$5,000?

A8) **There is no predetermined award limit or number.**

Q9) Any special attention for areas outside of Oakland?

A9) **Yes, this is an Alameda County procurement with the hope of providing this service countywide.**

Q10) How many people are we expected to reach?

A10) **The total number is approximately 1,500, inclusive of all awards.**

Q11) For mental health, case management, paths to citizenship—is the County intending to provide new funding opportunities?

A11) **Please register as a County vendor to receive County procurement notices and check the Alameda County General Services Agency and Social Service Agency websites for new RFPs.**

Q12) How many workshops/presentations/forums would we be expected to do?

A12) **There is no set number or frequency. Your bid should propose the number you feel is appropriate for your target population and community.**

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Q13) Are there requirements related to what languages they need to be provided in?

A13) The County has five threshold languages: Spanish, Chinese, Vietnamese, Cambodian and Farsi. Bidders can target any language group, including but not limited to the threshold languages, and offer services in a culturally appropriate language that meets the needs of the specific community or cultural group being served (i.e. not just English only).

Q14) Is the County currently contracting with an agency to do this?

A14) Yes with Centro Legal de la Raza.

Q15) Where is Exhibit E – Quality Assurance Report in the RFP packet? Is this something we need to complete for our application, or something that is provided as part of contract requirement?

A15) Exhibit E is on page 10 of the Exhibits Section of the RFP Specifications, Terms and Conditions. Please complete this Form and include with your bid packets.

Q16) What is the highest possible award amount?

A16) The highest possible award amount would be \$75,000, if one provider is awarded. .

Q17) Does the \$75,000 come out of the \$1.5 million pot.

A17) Yes

Q18) Is there an official distinction between the use in terms of immigrant, undocumented, refugee, asylum seeker?

A18) Yes, below are definitions for these terms in reference to the U.S.:

- **Immigrant: A person who leaves one country to settle in the U.S.**
- **Undocumented: A person without current legal authorization to reside in the U.S.**
- **Refugee: A person who flees a country for refuge, especially from war, oppression or other identified circumstance, and settles in the U.S. primarily through a resettlement agency.**
- **Asylum seeker: A person in the U.S. seeking governmental protection and legal residence who has fled another country for fear of violence, oppression, or other identified circumstance.**

Q19) Would you include a Word version of the response-packet and forms online to make it easier to fill in?

A19) Yes

Q20) Is the total \$75,000 for the total pot for all awards?

A20) Yes

Q21) Is the primary focus on undocumented residents? If so, what safety concerns are being considered? In terms of meeting locations there are possible concerns with Immigration & Customs Enforcement (ICE)?

A21) Yes, the primary focus is on undocumented residents in danger of being deported. Please address the safety considerations in your bid. This RFP also targets refugees and asylum seekers.

Q22) Are there any restrictions or requirements for the organizations we can subcontract to?

A22) No, except that services are to be provided in Alameda County.

Q23) Can/should we collaborate with additional legal service providers, for example Centro Legal de la Raza?

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- A23) **Yes, collaboration is highly anticipated whether with ACILEP partners or other legal service providers.**
- Q24) A subcontractor is not required to submit its own proposal in total but rather partner with a prime that submits one proposal that includes the role and information about the subcontractor?
- A24) **Yes the subcontractor does not submit a bid, the prime contractor does and details the role and function of the subcontractor(s).**
- Q25) How many languages and or populations should the proposal propose to serve? For instance, if it was proposed to serve primarily Spanish-speakers, would there be a need to utilize an interpretation service for other languages; if not, would the proposal still be competitive?
- A25) **We are not requiring a set number of languages or particular languages, however the intent is to reach immigrants in their language in order to be culturally and linguistically responsive to the needs of the community. Spanish is encouraged given the need within the Spanish speaking community. There should be bilingual staff or support in order to reach the community/ies you are proposing to serve. Bidders should demonstrate the language capabilities of their staffing in relation to the primary target populations they plan to serve.**
- Q26) If we are interested in being a subcontractor, is it acceptable if our organization currently does only a portion of the required scope, e.g. refer clients to ACILEP or other providers for assistance?
- A26) **Yes, it is acceptable. We evaluate the bid as a whole, inclusive of the services the lead contractor and subcontractors will provide.**
- Q27) Are childcare and refreshments for presentation participants considered eligible funding expenditures?
- A27) **Yes, you can include refreshments costs in your program supplies line item and childcare costs in your training line item on the bid budget form.**
- Q28) Funding is for linkages to free legal services, but not for direct legal services, correct?
- A28) **Yes, for referrals.**
- Q29) Can bidders add additional outcomes/deliverables relating to client success and/or satisfaction?
- A29) **Yes, you can add previous and proposed outcomes/deliverables in your bid, but you will also need to address the stated performance measures detailed in the RFP (Exhibit E).**
- Q30) Will a pdf of Attachment 1 that is editable or fillable be available?
- A30) **We will put an editable word version online. An editable or fillable pdf will not be available.**
- Q31) Are the references individual clients or funding agencies or both?
- A31) **References are contractual or other references which will confirm your past and/or current experience providing this service.**
- Q32) Can you elaborate on small and emerging locally owned businesses?
- A32) **The Alameda County Board of Supervisors has adopted a Small, Local and Emerging Business (SLEB) program to assist all local businesses by giving them an opportunity to contract with Alameda County and promote the economic growth of the community. Certified businesses are identified in the database as either a Certified SMALL Business or a Certified EMERGING Business and include a SLEB Certification Number. All other businesses in the database are Local and not certified; they are identified as a Non-Certified LOCAL Business. In addition to**

other SLEB program benefits, certified SLEB businesses receive preference points in the evaluation of their submitted RFP bids.

Q33) Is there a target number of presentations and/or forums required?

A33) No, we are asking bidders to propose what they think is best for the population and community they are targeting.

Q34) Is there available training to know what to include in curriculum?

A34) No, we do not have curriculum training.

Q35) Can subcontractors who provide services within Alameda County be based outside of Alameda County?

A35) Yes, as long as the services are provided in Alameda County.

Q36) Is the focus on immigration rights education or can part of the service be civil rights/employment rights?

A36) The focus is on immigrant rights, but your bid can detail, for example, how deportation is increasingly connected to the criminalization of communities and expedited deportations.

Q37) Would you qualify as undocumented those immigrants who may have had documents; however, through domestic violence/abuse/trafficking or other situations, the documents are being withheld from them and they are therefore at risk for deportation?

A37) If an immigrant and/or resident is in danger of deportation, they are a target population for this RFP.

Q38) How can an organization be assured of hearing about future RFPs and opportunities?

**A38) Get on the mailing list by signing up for an eSubscription to Alameda County General Services Agency's (GSA) purchasing subscription list:
<https://www.acgov.org/gsa/departments/purchasing/esubscribe.htm>. Also by registering as a local vendor you will be listed as a vendor for procurement opportunities:
<https://www.acgov.org/auditor/sleb/>.**

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The following participants attended the Bidders Conferences:

	Company Name / Address	Representative	Contact Information
1.	Debby Buchan	DCARA	Phone: 707-888-4398 E-Mail: debby.buchan@dcara.org Prime Contractor: Subcontractor: Certified SLEB:
2.	Alison DeJung	Eden I&R/211 Alameda County	Phone: 510-537-2710 E-Mail: adejung@edenir.org Prime Contractor: Subcontractor: Certified SLEB:
3.	Claudia Briones	La Clinica de la Raza	Phone: 510-535-6419 E-Mail: cbriones@laclinica.org Prime Contractor: Subcontractor: Certified SLEB:
4.	Laura Zepeda Torres	La Clinica de la Raza	Phone: 510-535-2903 E-Mail: lztorres@laclinica.org Prime Contractor: Subcontractor: Certified SLEB:
5.	Emma Jones	Catholic Charities of the East Bay	Phone: 510-768-3121 E-Mail: ejones@cceb.org Prime Contractor: Subcontractor: Certified SLEB:
6.	Maciel Jacques	Catholic Charities of the East Bay	Phone: 510-768-3137 E-Mail: mjacques@cceb.org Prime Contractor: Subcontractor: Certified SLEB:
7.	Emily Jackson	International Rescue Committee	Phone: 510-852-8932 E-Mail: Emily.jackson@rescue.org Prime Contractor: Subcontractor: Certified SLEB:
8.	Hisham Zamil	International Rescue Committee	Phone: 510-852-2221 E-Mail: hisham.zamil@rescue.org

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	Company Name / Address	Representative	Contact Information
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
9.	Juliana Batista	Hayward Unified School District	Phone: 510-723-3857 x34220
			E-Mail: jbatista@husd.us
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
10.	Michelle Lin	Asian Pacific Islander Legal Outreach	Phone: 310-926-6440
			E-Mail: mlin@apilegaloutrach.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
11.	Allie Kautz	Afghan Coalition	Phone: 925-640-9591
			E-Mail: allie@afghancoalition.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
12.	Sally Waltz	East Bay Agency for Children	Phone: 510-844-6711
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			Prime Contractor:
			Subcontractor:
			Certified SLEB:
13.	Adriane Stoia	Vietnamese American Community Center	Phone: 925-817-0225
			E-Mail: astoia@vacceb.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
14.	Lillian Galedo	Filipino Advocates for Justice	Phone: 510-465-9876
			E-Mail: lgaledo@filipinos4justice.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:

**EXHIBIT C
VENDOR LIST**

INTENTIONALLY OMITTED

