**COUNTY OF ALAMEDA**

**HEALTH CARE SERVICES AGENCY (HCSA)**

**ADDENDUM No. 1 for
RFP HCSA-900917**

Proposition 47 Housing Assistance Fund Services

**Specification Clarification/Modification and Recap of the Networking/Bidders Conferences**

**October 5, 2017 and October 6, 2017**

**Notice to Bidders**

This County of Alameda, HCSA Addendum has been electronically issued to potential bidders via e-mail based on the attached bidder sign-in sheets. This Addendum will also be posted on the General Services Agency (GSA) Contracting Opportunities website located at <http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp>

**Modifications and Clarifications**

**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~~.

**Section I.A (Page 4)**

The Prop 47 Program is a component of the County’s growing system of community-based services designed to meet the needs of, and reduce recidivism for justice-involved adults with serious mental illness and/or substance use (~~co-OCCRurring~~ **co-occurring**) disorders.

**Section IV.S.3. (Page 28)**

Bidders are to submit one (1) original hardcopy bid ([Exhibit A – Bid Response Packet, including additional required documentation](#_EXHIBIT_A)), with original ink signatures, plus ~~seven~~ (~~7~~) **three (3)** copies of their proposal.

**Exhibit A (Page 1)**

**AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE (1) ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS ~~seven (7)~~ THREE (3) Copies AND ONE (1) ELECTRONIC COPY OF THE BID IN PDF (with OCR preferred)**

**Exhibit A (Page 5)**

#### DISTRICT(S) PROPOSED TO PROVIDE SERVICES IN: ~~(CHECK ALL THAT APPLY)~~

**Bid/Contract Questions**

**Q1: What is the font/margin/point specification?**

*A1: 11 point Arial font, single space, 1 inch margin.*

**Q2: How do you break down the districts? Is there a map in the RFP?**

*A2***:** *Please see the Alameda County Supervisorial District Map located at the following URL:* [*https://www.acgov.org/board/documents/districtmap.pdf*](https://www.acgov.org/board/documents/districtmap.pdf)

**Q3: On page 5 of the Exhibit A, responders are asked to check all boxes that apply in terms of the districts we propose to provide services in. If we want to apply to provide services in more than one district, do we check all boxes that apply and include a bid for each district proposal?**

*A3: Each district requires a separate, complete bid proposal. Bidders failing to submit a separate and complete bid response for each district proposed shall be disqualified. For each proposal, bidders should select only the box for the district in which the bid is intended to provide services. Please disregard the instructions to “check all that apply.”*

**Q4: Is there an already determined number of awards per district?**

*A4: Only one bidder per district will be awarded a contract.*

**Q5: Please clarify the language capacity requirement on Page 9. What services do we need to provide in which languages? Intake? Assessment? Case management?***A5: There is no specific requirement to provide services in any language. However, responses should indicate how bidders intend to provide Culturally and Linguistically Appropriate Services (CLAS) as defined in the following standards (*<https://www.thinkculturalhealth.hhs.gov/pdfs/EnhancedNationalCLASStandards.pdf>*), as this is one of the factors considered in the Evaluation Criteria.*

**Q6: Regarding the physical location requirement: does this imply services MUST be “over the counter” or face to face verses phone intake? Is provider service and intake via phone a possibility?**

*A6: Successful bidders must conduct intake and assessment in person with each client; these services cannot be conducted by phone. However, once the intake and assessment are complete, following up with a client by phone or other methods is acceptable.*

**Q7: Regarding the minimum qualification requirement: two years provision of services in total or in part; is it Housing, Mental Health and AOD (Alcohol and Other Drugs) services or one or the other?**

*A7: Bidders should review Section I.E. Bidder Qualifications 1 and 2 in the RFP. As it states, services to justice-involved adults (Bidder Qualification 1) AND to persons experiencing homeless or vulnerable, high-need populations (Bidder Qualification 2) should be regular and continuous, for at least two years. These two years provision of services for each population identified are not specific to a type of service. However, bidders should describe what types of services they have provided in their response, as this is one of the factors considered in the Evaluation Criteria.*

**Q8: For the “10% for admin fund” - is this an indirect rate in effect or should the budget be more specific?**

*A8: The 10% for administration is not an indirect rate because it should also include staff costs to administer the fund. The proposed budget should specify any staffing and other direct costs for the program.*

**Q9: How did you come up with the $2,500 amount of total assistance?**

*A9: The Local Advisory Committee recommended this amount to balance the number of individuals served with the extent of resources provided.*

**Q10: Is there an ongoing rental assistance for the participants – are they expected to pay rent on their own?**

*A10: The total amount each individual may receive from this fund through August 15, 2020 may not exceed $2,500. These monies may be used to cover rent, but are not intended to provide long-term rental assistance.*

**Q11: Will you consider giving providers flexibility in determining max money per client? For example, some providers may choose to provide more resources to fewer clients OR dedicate resources based on need, which might fall above or below the $2,500, but averages that amount.**

*A11: The maximum amount for each client is $2,500. This amount may increase after this initial funding period (estimated March 1, 2018 through June 30, 2019), depending on approval from the Board of State and Community Corrections.*

**Q12: How much documentation do you foresee providers needing to do, given that they will not be receiving more than 10% staff costs, which will also cover intake, assessment, case management/funds disbursement?**

*A12: The amount of documentation required is described in the RFP. Responses should describe what staff time and resources bidders intend to use to meet the requirement.*

**Q13: Are non-profits SLEB exempt?**

*A13: The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements and are not required to subcontract with a SLEB: non-profit community based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents; non-profit churches or non-profit religious organizations (NPO); public schools; universities; and government agencies. For more information, please visit* [*http://www.acgov.org/auditor/sleb/*](http://www.acgov.org/auditor/sleb/)

**Q14: If you are SLEB exempt, are you still eligible for local 5 point preference?**

*A14: Yes, bidders that are local to Alameda County may request 5% bid preference by attaching the following documentation to their bid packet: (1) a copy of a verifiable business license, issued by the County of Alameda or a City within the County; and (2) proof of six (6) 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.*

**Q15: Are 290’s or sex offenders disqualified?**

*A15: No.*

**Q16: Will a ROI (release of information) be required?**

*A16: Yes. BHCS will draft a standard consent form for providers.*

**Q17: Do you actually have to provide Letters of Support – even though a number of letters is not specified?**

*A17: No.*

**Q18: Can we attach appendices to the Exhibit A?**

*A18: Yes, bidders can attach up to two (2) 8.5” x 11” pages of appendices. However, please note that the County Selection Committee is not obligated to review or evaluate the appendices as part of the proposal.*

**Scope of Work Questions**

**Q19: Regarding the database: how involved would the awarded bidder be in the design? How integrated can this be with an existing databases (import and transfer)?**

*A19: Behavioral Health Care Services (BHCS) will design the database independently. The database will not be integrated with provider databases. BHCS will explore ways to import and export data with the awarded bidders and will strive to create a system that minimizes the burden of reporting on the provider.*

**Q20: Will the County designated database be salesforce based? Will it be possible to export data to or from our internal database to avoid double data entry?**

*A20: The database will not be Salesforce based. BHCS will explore ways to import and export data from the awarded bidders’ database systems.*

**Q21: What specific data management system will be used?**

*A21: The data management system that will be used is currently being developed. See
A19.*

**Q22: If the bidder provides housing as well as services, can it pay itself rent, security, deposit, utilities, etc.?**

*A22: If the bidder is a housing provider, it can use the Housing Assistance Fund to pay itself for rental assistance only with BHCS written approval for each client. The bidder must demonstrate that the rental cost is at or below market rate for comparable units. The bidder cannot pay itself for non-rental expenses such as utilities, furniture, and move-in costs. The bidder must also demonstrate that it is not using the funds to supplant other funding sources for the specific client or unit.*

**Q23: Although we are connecting clients to housing resources is it allowable to connect clients with housing directly?**

*A23: Yes, successful bidders can connect clients with housing directly. If the housing units belong to the bidder, rental assistance may be paid for by the Housing Assistance Fund with written approval from BHCS. Please see A22.*

**Q24: We currently have a housing specialist who does this and are wondering if we should include it in our Description of Proposed Services?**

*A24: Yes. Bidders should describe proposed staffing in the response, including any staff who have experience providing this service.*

The following participants attended the Bidders Conferences:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Company Name / Address** | **Representative** | **Contact Information** |
|  | **Alameda County Network of Mental Health Clients****3238 Adeline Street****Berkeley, CA 94703** | **Shawna Sanchagrin** | Phone: **510-652-7451** |
| E-Mail: **ssanchagrin@acnetmhc.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **APEB: AIDS Project of the East Bay****1320 Webster Street****Oakland, CA 94612** | **Andrew Wilson** | Phone: **510-663-7979** |
| E-Mail: **awilson@apeb.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **APEB: AIDS Project of the East Bay****1320 Webster Street****Oakland, CA 94612** | **Ericka Kimble** | Phone: **510-663-7979 x187** |
| E-Mail: **ekimble@apeb.org** |
| Prime Contractor:  |
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| Certified SLEB:  |
|  | **APEB: AIDS Project of the East Bay****1320 Webster Street****Oakland, CA 94612** | **David Hillary** | Phone: **510-663-7979** |
| E-Mail: **dhillary@apeb.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **APEB: AIDS Project of the East Bay****1320 Webster Street****Oakland, CA 94612** | **Edwin Jones** | Phone: **510-663-7979** |
| E-Mail: **ejones@apeb.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **Bay Area Community Services (BACS)****629 Oakland Avenue****Oakland, CA 94611** | **Daniel Cooperman** | Phone: **510-499-3975** |
| E-Mail: **dcooperman@bayareacs.org** |
| Prime Contractor:  |
| Subcontractor:  |
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| --- | --- | --- | --- |
|  | **Behavioral Health Care Services (BHCS)****2000 Embarcadero Cove, Suite 400****Oakland, CA 94606** | **Lea Cruz** | Phone:  |
| E-Mail: **lea.cruz@acgov.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **Behavioral Health Care Services (BHCS)****2000 Embarcadero Cove, Suite 400****Oakland, CA 94606** | **Carlos Pasos** | Phone:  |
| E-Mail: **carlos.pasos@acgov.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **Bonita House, Inc.****1422 Harrison Street****Oakland, CA 94612** | **Diana Gomez** | Phone: **510-542-4242** |
| E-Mail: **diana@bonitahouse.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **Centerforce****1904 Franklin Street, Suite 418****Oakland, CA 94612** | **Mary Sylla** | Phone: **510-290-7781** |
| E-Mail: **msylla@centerforce1.org** |
| Prime Contractor: **Yes** |
| Subcontractor:  |
| Certified SLEB: **Yes** |
|  | **East Bay Community Recovery Project****2579 San Pablo Avenue****Oakland, CA 94612** | **Genny Price** | Phone: **510-446-7116** |
| E-Mail: **gprice@ebcrp.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **East Oakland Community Project (EOCP)****7515 International Blvd.****Oakland, CA 94621** | **Wendy Jackson** | Phone: **510-368-1926** |
| E-Mail: **wendyujackson@gmail.com** |
| Prime Contractor: **Yes** |
| Subcontractor:  |
| Certified SLEB: **No** |

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|  | **Eden I & R****570 B Street****Hayward, CA 94541** | **Lars Eric Holm** | Phone: **510-727-9516** |
| E-Mail: **leholm@edenir.org** |
| Prime Contractor:  |
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| Certified SLEB:  |
|  | **La Familia** **24301 Southland Drive, Suite 300****Hayward, CA 94545** | **Patrick Leonard** | Phone: **734-904-2848** |
| E-Mail: **pleonard@lafamiliacounseling.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB: **Yes** |
|  | **Men of Valor Academy****6118 International Boulevard****Oakland, CA 94621** | **Pastor Jerald Simpkins** | Phone: **510-567-1308** |
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| Prime Contractor: **Yes** |
| Subcontractor:  |
| Certified SLEB: **Yes** |
|  | **Options Recovery Services****1835 Allston Way****Berkeley, CA 94704** | **Porter Sexton** | Phone: **408-393-0089** |
| E-Mail: **psexton@optionsrecovery.org** |
| Prime Contractor:  |
| Subcontractor:  |
| Certified SLEB:  |
|  | **Second Chance, Inc.****P.O. Box 643****Newark, CA 94560** | **Mark McConville** | Phone: **510-792-4357** |
| E-Mail: **scbox643@aol.com** |
| Prime Contractor: **Yes** |
| Subcontractor:  |
| Certified SLEB: **Yes** |
|  | **Volunteers of America****3434 Marconi Avenue****Sacramento, CA 95835****w/ local office in Oakland** | **Marsha Lucien** | Phone: **916-265-3975** |
| E-Mail: **mlucien@voa-ncnn.org** |
| Prime Contractor: **Yes** |
| Subcontractor: **N/A** |
| Certified SLEB: **Non-Certified Local** |