## BID RESPONSE TEMPLATE INSTRUCTIONS TO BIDDERS

* *Bidders may use the Bid Response Template to submit proposal narrative or submit their own template.*
* *Bidders shall ensure that proposals are*
  + *Single spaced*
  + *11-point Arial Font*
  + *No more than* ***25 pages excluding Exhibits and Attachments***
  + *Maximum 1 inch margins*
* *Bidders are encouraged to use the ‘Bid Submission Checklist’ in order to check for completeness of submitted documents.*
* *All pages of the proposal response packet must be submitted in total with all required ATTACHMENTS hereto; all information requested must be supplied; any pages of EXHIBITS (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 must submit one original hardcopy proposal in a binder, including additional required documentation, with original ink signatures, plus seven copies bound with a clip (not in a binder) and one (1) electronic copy of the proposal in PDF.*
* *Proposal must be submitted in total with ALL required documents attached thereto; all information requested must be supplied.*
* *Bidders that do not comply with the requirements, and/or submit incomplete proposals, may be subject to disqualification and their proposals rejected in total.*
* *If Bidders are making any clarifications and/or amendments, or taking exception to policies or specifications of this RFP, including those to the county SLEB policy, these must be submitted in the exceptions, clarifications, amendments section of this Exhibit A in order for the proposal to be considered complete.*

**BID SUBMISSION CHECKLIST**

**All of the specific documentation listed below is required to be submitted with the 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. Proposal Narrative**

**a. Exhibit A: Bidder Information and Acceptance:**

Every Bidder must select one box under Item 10 of Exhibit A Bidder Information and Acceptance Form and must fill out and submit a **signed** page of Exhibit A.

**b. Bidder Minimum Qualifications:**

Every Bidder must demonstrate how they meet all of the criteria.

**c. References:**

Bidders are to provide a list of **three current** and **three former** references. If unable to provide the stated number of references, include justification in your bid submission as a separate attachment. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in the specifications, terms and conditions of the RFP.

**d. Attachments:**

Bidders must submit all Attachments as part of their bid packet.

Exhibit A: Bidder Information and Acceptance Form

Attachment 1: Example TAY Group Activities

Attachment 2: Job Descriptions

Attachment 3A: Organizational Chart

Attachment 3B: Program Chart

Attachment 4: Program Outcomes

**2. Exhibit B-1: Budget:**

Bidders must complete all tabs in the budget workbook.

**3. Exhibit D: Exceptions, Clarifications, Amendments:**

Indicate all of bidder exceptions to the County’s requirements, conditions and specifications as stated within this RFP. 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 in Exhibit A – Bid Response Packet.

THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.

**4. SLEB Partnering Information Sheet:**

Every bidder must fill out and submit a signed SLEB Partnering Information Sheet in the Fillable Forms Template, indicating their SLEB certification status. If bidder is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the bidder will subcontract to meet the County SLEB participation requirement must be stated.  Any CERTIFIED SLEB subcontractor(s) named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subcontractor(s) must be certified by the time of bid submittal.

**5. Original Proposal:**

One original hard copy of the proposal in a three-ring binder with original signatures. Original proposal is to be clearly marked on the cover.

**6. Copies of Proposal:**

Seven copies of the proposal. Copies must be unbound without a three-ring binder.

**7. Electronic copy of Proposal:**

Enclosed with the hardcopy of the proposal, include a USB flash drive clearly marked with the Bidder and RFP name and with the following saved on it:

An electronic copy of the proposal, saved with the Bidder’s name;

An electronic copy of the completed Exhibit B-1 Program Budget, saved in MS Excel with the Bidder’s name.

1. **TITLE PAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Complete this form for each proposal.*** | | | | |
| **Bidder Organization Name** |  | | | |
| **Bidder Organization’s Headquarter Address** |  | | | |
| **City/State/Zip** |  | | | |
| **Name of Executive Director or Equivalent** |  | | **Title** |  |
| **Phone** |  | | **Email** |  |
| **Name of Contact Person** |  | | **Title** |  |
| **Phone** | |  | **Email** |  |
| **Proposal Date** | |  | | |

1. **EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE**

**Bidder Information and Acceptance**

1. The undersigned declares that the proposal documents, including, without limitation, the RFP, Addenda and Exhibits have been read and accepted.
2. The undersigned declares that he/she is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the RFP’s specifications, terms & conditions.
3. The undersigned has reviewed the proposal documents and fully understands the requirements in this proposal 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 the County, and agrees that its proposal, 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 proposal.
4. The undersigned also agrees to the follow the [Bid Protests / Appeals Process](http://www.acgov.org/gsa/departments/purchasing/policy/bidappeal.htm).

Alameda County prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidders wish to protest the proposal process or the recommendation to award a contract for these programs once the Notices of Intent to Award/Non-Award have been issued.

The following describes two separate processes: Bid Protests and Appeals. Bid Protests submitted prior to issuance of the Notices of Intent to Award/Non-Award shall not be accepted by the County.

Bid Protests from any Bidder related to this RFP must be submitted in writing to the BHCS Director located at 2000 Embarcadero Cove, Suite 400, Oakland, CA 94606 Fax: 510.567.8180, before 5:00 p.m. of the **fifth (5th)** business day **following the date of issuance of the** **Notice of Intent to Award/Non-Award, not the date it is received by the Bidder**.  Any Bid Protest received after 5:00 p.m. shall be considered received as of the next business day.

* The Bid Protest must contain a complete statement of the reasons and facts for the protest.
* The Bid Protest shall refer to the specific portions of documents that form the basis for the protest.
* The Bid Protest shall include the name, address, email address, fax number and telephone number of the person representing the protesting party.
* BHCS shall transmit a copy of the Bid Protest to all Bidders as soon as possible after receipt of the protest.

Upon receipt of written Bid Protest, the BHCS Director, or designee shall review and evaluate the protest and issue a written decision.  The BHCS Director, may, at his or her 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 determined appropriate by the BHCS Director) to discuss the Bid Protest.  The decision on the proposal protest shall be issued at least ten (10) business days prior to the date the Board is considering the recommendation and award of contract.

The decision on the Bid Protest shall be communicated by e-mail, fax, or US Postal Service mail, and shall inform the Bidder whether or not the recommendation to the Board of Supervisors as stated in the Notice of Intent to Award is going to change.  A copy of the decision shall 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 Bid Protest could have resulted in the Bidder not being the recommended successful Bidder on the RFP.

The decision of the BHCS Director on the Bid Protest may be appealed to the Auditor-Controller’s Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Rm. 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 proposal is the subject of the Bid Protest, all Bidders affected by the BHCS Director’s decision on the Bid Protest, and the protesting Bidder have the right to appeal if not satisfied with the BHCS Director’s Bid Protest 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 BHCS Director, not the date received by the Bidder.**  Appeals received after 5:00 p.m. is considered received as of the next business day.

* The Appeal shall specify the Bid Protest decision being appealed and all the facts and circumstances relied upon in support of the Appeal.
* In reviewing Appeals, the OCCR shall not re-judge the proposals.  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 RFP or, where appropriate, County contracting policies or other laws and regulations.
* The Appeal to the OCCR also shall be limited to the grounds raised in the original Bid Protest and the decision by the BHCS Director.  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 the GSA-Office of Acquisition Policy or department designee, and will determine whether to uphold or overturn the protest decision.
* 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.
* 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 shall be furnished to the protestor, the Bidder whose proposal is the subject of the Bid protest, and all Bidders affected by the decision.

The County shall complete the Bid Protest/Appeal procedures set forth in this before a recommendation to award the contract is considered by the Board of Supervisors.

The procedures and time limits set forth in this section 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.

1. 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>
* **Small Local Emerging Business Program:** <http://acgov.org/auditor/sleb/overview.htm>
* [**First Source**](http://www.acgov.org/gsa/departments/purchasing/policy/first.htm)**:** <http://www.acgov.org/auditor/sleb/sourceprogram.htm>
* [**Online Contract Compliance System**](http://www.acgov.org/gsa/departments/purchasing/policy/compliance.htm): <http://acgov.org/auditor/sleb/elation.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 also 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 proposal 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 proposal, 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: Bidders 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 – Bidder Information and Acceptance, 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 also 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 a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the SLEB PARTNERING INFORMATION SHEET); **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 (6) months business residency, identifying the name of the bidder and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

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| ***EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE*** | | | | | | | | | | | | | | | | | |
| Official Name of Bidder | | | |  | | | | | | | | | | | | | |
| Street Address Line 1 | | | |  | | | | | | | | | | | | | |
| Street Address Line 2 | | | |  | | | | | | | | | | | | | |
| City |  | | | | | | | State |  | | | | Zip | | |  | |
| Webpage | |  | | | | | | | | | | | | | | | |
| Type of Entity/Organizational Structure | | | | Corporation | | | | | | | Joint Venture | | | | | | |
| Limited Liability Partnership | | | | | | | Partnership | | | | | | |
| Limited Liability Corporation | | | | | | | Non-Profit / Church | | | | | | |
| Other | |  | | | | |  | | | | | | |
| Jurisdiction of Organizational Structure | | | |  | | | | | | | | | | | | | |
| Date of Organizational Structure | | | |  | | | | | | Federal Tax ID Number | | | |  | | | |
| Name | | |  | | | | | | | Title | | | |  | | | |
| Phone Number | | |  | | | | | | | Fax Number | | | |  | | | |
| Email | | |  | | | | | | | | | | | | | | |
| Signature | | |  | | | | | | | Title | |  | | | | | |
| Dated this | | |  | | day of | |  | | | | | | | | 20 | |  |

1. **Letter of Transmittal/ Executive Summary**

*Complete and submit a synopsis of the highlights and benefits of the proposal. Including program name, total funding request, and staffing overview.*

1. **Bidder Minimum Qualifications**

*Describe and demonstrate how Bidder meets all of the following criteria:*

* *Have at least three years of experience working with TAY who identify as African American and/or of African descent;*
* *Have at least two years of experience organizing, facilitating, and managing groups with individuals who have experienced trauma and/or mental illness; and*
* *Have at least one year of experience providing services or linking clients with appropriate services. This may include the provision of direct care or support services; or assessing and/or referring individuals for services as needed.*

1. **Bidder References**

*Provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contract information for all references provided in current and valid. Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.*

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

***Current References***

|  |  |
| --- | --- |
| **Bidder Name** |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1.**   |  |  | | --- | --- | | Company Name: | Contact Person: | | Address: | Telephone Number: | | City, State, Zip: | E-mail Address: | | Services Provided / Date(s) of Service: | |   **2.**   |  |  | | --- | --- | | Company Name: | Contact Person: | | Address: | Telephone Number: | | City, State, Zip: | E-mail Address: | | Services Provided / Date(s) of Service: | |   **3.**   |  |  | | --- | --- | | Company Name: | Contact Person: | | Address: | Telephone Number: | | City, State, Zip: | E-mail Address: | | Services Provided / Date(s) of Service: | | | | |

***Former References***

|  |  |
| --- | --- |
| **Bidder Name** |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1.**   |  |  | | --- | --- | | Company Name: | Contact Person: | | Address: | Telephone Number: | | City, State, Zip: | E-mail Address: | | Services Provided / Date(s) of Service: | |   **2.**   |  |  | | --- | --- | | Company Name: | Contact Person: | | Address: | Telephone Number: | | City, State, Zip: | E-mail Address: | | Services Provided / Date(s) of Service: | |   **3.**   |  |  | | --- | --- | | Company Name: | Contact Person: | | Address: | Telephone Number: | | City, State, Zip: | E-mail Address: | | Services Provided / Date(s) of Service: | | | | |

1. **a. i. Understanding of the Priority Population**
2. *Demonstrate Bidder’s clinical understanding of the priority population, including:*
   1. *Strengths and protective factors;*
   2. *Risk factors and barriers;*
   3. *Identification of services that are age appropriate and culturally congruent; and*
   4. *Challenges with engaging in services and maintaining engagement.*

## a. ii. Experience With the Priority Population

1. *Describe Bidder’s experience working with the priority population addressed in this RFP, including:*
   1. *Experience working with African American TAY and TAY of African descent in similar services;*
   2. *Experience implementing successful strategies to address barriers faced by the priority population;*
   3. *Experience engaging TAY in services; and*
   4. *Experience identifying and building on existing protective factors.*

## b. i. EEC Plan

* + 1. *Describe Bidder’s plan to outreach and recruit clients, including:*

1. *Proposed plan to provide at least six EEC series during the program period including incorporating celebrations into the series, proposed number of participants per session, and tentative timeline for delivering each series;*
2. *Proposed locations and times to provide EEC sessions throughout Alameda County including rationale; and*
3. *Previous experience providing, facilitating, and managing groups including experience in creating group culture and overcoming challenges in groups. Include examples of TAY group activities previously provided or currently providing as Attachment 1.*

## b. ii. Outreach and Recruitment

1. *Describe Bidder’s plan for outreach and recruitment, including:*
2. *Proposed strategies to engage clients and maintain client engagement in services. Including proposed strategies to address barriers faced by clients and build on client protective factors;*
3. *In addition to BHCS mandated assessment tools, what, if any additional tools will be used for assessments and treatment planning;*
4. *Plan for providing crisis intervention, mental health rehabilitation, and other mental health services as needed to clients;*
5. *Proposed EBPs, best practices, and/or community-defined approaches to be used and rationale for use; and*
6. *Proposed services location/s with hours and/or settings and plan to support clients with accessing program services as needed.*

## b. iii. Tailoring of EEC Activities

1. *Describe Bidder’s plan to tailor EEC activities, including:*
   * + 1. *Proposed plan for tailoring session activities to target the needs and interests of TAY to increase EEC series completion;*
       2. *Plan for ensuring fidelity to the EEC model; and*
       3. *Experience implementing promising practices and/or community defined practices.*

## b. iv. Services that are Culturally Congruent

1. *Describe how services will be culturally congruent and welcoming, including:*

*Determining practices that are culturally congruent;*

*The design of welcoming and healing environments in which to deliver services; and*

*Previous successes in providing services that are culturally congruent to the priority population or similar population/s.*

## c. i. Project Staffing

*Roles and responsibilities of program staff, including:*

1. *Plan for project staffing including staff positions, staff education and/or experience, roles, responsibilities, and supervision structure. As well as tasks necessary to provide project services and how they will be assigned to staff. Include proposed job descriptions as Attachment 2;*
2. *Plan for hiring, training, supervising, coaching, and retaining staff. Including how staff will reflect the priority population;*
3. *Plan for identifying, recruiting, and retaining at least four TAY EEC Facilitators, as well as supporting Facilitators in completing EEC Facilitator training and obtaining certification. Include recruitment strategies, and plan and rationale for providing Facilitator reimbursement; and*
4. *Plan for supervision and oversight of proposed project components, including supporting TAY ECC Facilitators.*

## c. ii. Organizational Infrastructure

* + 1. *Bidder’s planned organizational infrastructure, including:*

*Description of how project services will be integrated into Bidder’s existing organizational structure and services. Include organizational chart (include as Attachment 3A) and proposed project chart that illustrates where the project will sit within the organization (include as Attachment 3B); and*

*Experience with and/or capacity to provide project services to African American TAY and TAY of African descent Countywide, including experience working with ACBH, consultants, and an external evaluator; and*

*Experience with and/or capacity to tailor activities or services and ensure continuous quality improvement.*

## d. Track Data and Deliverables

*Experience with data collection, tracking, and reporting including examples of how data and outcomes information has been used for quality improvement;*

*Plan for monitoring project measures and outcomes;*

*Plan for tracking and reporting on number of participants per session and number of participants that complete at least half of the sessions; and*

*Provide examples of previous or current project deliverables and outcomes in project delivery as Attachment 4. This may include qualitative and/or quantitative data on project outcomes, participant feedback, etc.*

## Budget Narrative

1. *Bidder’s narrative on how the proposed program budget is aligned with the requirements of this RFP taking into account how calculations were made on the following and explanation on any variances in costs:*
2. *Required Staffing*
3. *Salaries and Benefits*
4. *Operating Expenses*
5. *Administrative and/or Indirect Costs*

**a. IMPLEMENTATION SCHEDULE AND PLAN**

* + - 1. *Bidder’s Implementation Schedule and Plan with responsible persons, milestones and due dates around the following activities:*
* *Staff hiring, training, coaching, and supervision;*
* *Staff completion of EEC Facilitator training;*
* *Recruitment of TAY EEC Facilitators;*
* *Participant outreach and recruitment;*
* *EEC services delivery;*
* *Tailoring of EEC activities; and*
* *Evaluation*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Responsible Persons** | **Milestone/ Management** | **Due Date** |
|  |  |  |  |

## 8**. b. Mitigation of Risks and Barriers**

*b. Bidder’s identification and strategies for mitigation of risks and barriers, which may adversely affect the program’s implementation.*

|  |  |
| --- | --- |
| **Barriers** | **Mitigation Strategies** |
|  |  |

## EXHIBIT D: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

|  |
| --- |
| ***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 this page of the Exhibit A – Bid Response Packet. THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.*** |

**Bidder Name:**

List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated proposal, and submit with your bid response.

The County is under no obligation to accept any exceptions and such exceptions may be a basis for proposal disqualification.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference to** | | | **Description** |
| Page No. | Section | Item No. |  |
| **p. 23** | **D** | **1.c.** | ***Bidder takes exception to…*** |
|  |  |  |  |
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\*Print additional pages as necessary

## SLEB PARTNERING INFORMATION SHEET

**SMALL LOCAL EMERGING BUSINESS (SLEB)**

**PARTNERING INFORMATION SHEET**

**In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP**, **all bidders must complete this form as required below.**

**Bidders not meeting the** [**definition of a SLEB**](http://acgov.org/auditor/sleb/overview.htm) **(**[**http://acgov.org/auditor/sleb/overview.htm**](http://acgov.org/auditor/sleb/overview.htm)**) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)**

**Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.**

**Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).**

**County departments and the OCCR will use the web-based Elation Systems to monitor contract compliance with the SLEB program** **(Elation Systems:** [**http://www.elationsys.com/elationsys/**](http://www.elationsys.com/elationsys/)**).**

|  |
| --- |
| **BIDDER IS A CERTIFIED SLEB (sign at bottom of page)**  **SLEB BIDDER Business Name:**  **SLEB Certification #:       SLEB Certification Expiration Date:**  **NAICS Codes Included in Certification:** |

|  |
| --- |
| **BIDDER IS NOT A CERTIFIED SLEB and will subcontract      % with the SLEB named below for the following goods/services:**  **SLEB Subcontractor Business Name:**  **SLEB Certification #:       SLEB Certification Expiration Date:**  **SLEB Certification Status:  Small /  Emerging**  **NAICS Codes Included in Certification:**  **SLEB Subcontractor Principal Name:**  **SLEB Subcontractor Principal** **Signature: Date:** |

**Upon award, prime Contractor and** **all SLEB subcontractors** that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed Name/ Title:

Street Address: City:  State:  Zip Code: