COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. 901829

### for

**Probation Youth Employment Program**

**Networking/Bidders Conferences Held on October 7, 2019**

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| **This County of Alameda, General Services Agency (GSA), RFP Questions & Answers (Q&A) 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 Q&A will also be posted on the GSA Contracting Opportunities website located at** [**http://acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)**.** |

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**Responses to Bidders Conference Questions**

1. Are there any requirements pertaining to cost per client? Do Bidders need to propose a cost per client?
   1. **No. The County is not requesting Bidders to provide a cost per client.**

**However, the County will calculate—based Bidder’s Budget Form(s)—a “County Cost Per Participant” when evaluating “Cost.” As stated on page 26 of the RFP, Section I (EVALUATION CRITERIA/SELECTION COMMITTEE), Row C (Cost):**

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| **Cost:**  The points for Cost will be computed by dividing the amount of the lowest responsive *County Cost Per Participant* by each bidder’s *County Cost Per Participant*. **County Cost Per Participant** will be determined by dividing the *County Request (Grand Total Costs)* by the *Total Client Service Capacity*.  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. |

1. Is November the timeframe for when references will need to make themselves available?
   1. **For Bidders that make it to the interview stage, the County currently anticipates calling references in the month of November; however, it is tentative and subject to change.**

**Bidders will be notified if they make it to the interview stage. If so, the County strongly encourages Bidders to call each reference to ensure reference are available and accessible. It the responsibility of the Bidder to ensure references are available and the correct contact information is provided.**

1. Can the County please confirm the hours of operation at the café at the Juvenile Justice Center?
   1. **The County intends to operate the JJC café anytime between 8:00 a.m. – 5:00 p.m. However, those hours may change at the County’s discretion.**
2. If a Bidder has an “in-house” program where youth are paid via internship, but are not W-2 employees, does that count as job placement/employment?
   1. **At this time, the County will consider paid internships as job placement/employment as long as youth are earning at least minimum wage. The County, however, reserves its right to review, define, and approve what constitutes a “paid internship.”**
3. If a Bidder bids on two regions, should the Bidder submit one bid response with two Budget Forms? Or should the Bidder submit two separate bid response, one for each region? For example, what if the Program Design is different for each region?
   1. **The Count expects a single bid response that complies with the instructions found in the Exhibit A – Bid Response Packet. Both the “BUDGET FORM(S)” section and the “BUDGET JUSTIFICATION” section instruct Bidders to provide a separate Budget Form and Budget Justification for each Region proposed.**

**For all other required submittals/sections (e.g., *Table of Contents*, *Program Design*, *Outcomes and Impact*, etc.), the County expects Bidders to provide only one narrative per required submittal/section that is comprehensive and encompassing of its services, including multiple regions.**

**For example, if a Bidder proposed to serve Region 1 and Region 2, the Bidder will submit only one bid response. That one bid response will have two *Budget Forms* and two Budget Justifications (one for each Region). However, the bid response will only have one *Program Design* narrative—but the Program Design should encompass both Regions. If the program design is identical, the Bidder should state as much; likewise, any differences between regional program designs should be identified and explained.**

1. If a Bidder anticipates that youth could be eligible for its programs from two regions, then would it be accurate to indicate the number to be served in the box in the Budget Form Template designated for *Total Client Service Capacity for Region “X”*?
   1. **Each Budget Form Template has the following:**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region [X]** |  |

**Bidders should provide the number of youth it anticipates to service in that proposed Region over a 12-month period. Youth will not be eligible for two regions—referred youth will be assigned by its DPO and/or the County, primarily based on residence.**

1. Page 5 of the RFP, Section A, third paragraph states:

*The County intends to award a two-year contract (with options to renew for up to five total years) … to serve … designated regions of Alameda County:* ***Region 1*** *(Oakland);* ***Region 2*** *(Hayward);* ***Region 3*** *(Castro Valley, Fremont, Newark, San Leandro, San Lorenzo Union City);* ***Region 4*** *(Alameda, Albany, Berkeley, Emeryville, Piedmont); and* ***Region 5*** *(Dublin, Livermore). In their proposal, Bidders should specify the region(s) for which its organization has capacity and intention to provide services.*

In the past, the County has separated Region 3 into two sub-regions: one region for the Tri-Cities (Fremont, Newark, and Union City) and a separate region for Castro Valley, San Leandro and San Lorenzo? Would the County consider doing that for this RFP?

Also, should Region 5 also include Pleasanton?

* 1. **The County has made revisions that can be found in Addendum No. 1, which are also summarized in the table below for ease of convenience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | | **Percentage of Youth** | **Funding Amount**  **(per year)** |
| **Region 1** | **Oakland** | **46%** | **$460,000** |
| **Region 2** | **Hayward** | **21%** | **$210,000** |
| **Region 3a** | **Castro Valley, San Leandro, and San Lorenzo,** | **10%** | **$100,000** |
| **Region 3b** | **Fremont, Newark, and Union City** | **9%** | **$90,000** |
| **Region 4** | **Alameda, Albany, Berkeley, Emeryville, and Piedmont** | **9%** | **$90,000** |
| **Region 5** | **Dublin, Livermore, Pleasanton, Sunol** | **5%** | **$50,000** |

1. Page 31 of the RFP, Section O (PRICING), Item 1, states:

*Prices quoted shall be firm for the first 24 months of any contract that may be awarded pursuant to this RFP.*

Can the County clarify expectations around invoicing and payment structure? Will pricing and/or payments be connected to achieving specific milestones or deliverables?

* 1. **Payment structure will be finalized during contract negotiations with successful Bidders. However, the County intends to for wages, benefits, and indirect costs to be reimbursed monthly without any ties to milestones and/or deliverables.**

**Participant wages, participant stipends, and flexible funds/incentives will be reimbursed on an “as-used” basis up to the maximum amounts provided in the Budget Form(s).**

**Program costs, however, may be tied to achieving specific milestones and/or deliverables as determined during contract negotiations.**

1. Page 11 of the RFP, Section D (PROGRAM REQUIREMENTS), Item 3, states:

*Contractor(s) shall provide necessary services to* ***ensure that all Participants serviced under this RFP will be ready for employment in no more than 60 days from the referral date****. An additional 15-day extension might be granted in cases where extra time is necessary.*

In addition, on page 23 of the Exhibit A – Bid Response Packet (OUTCOMES and IMPACT), Item 2, states:

*Bidder must describe how it believes it program will ensure that all program participants will be ready for employment within 60 days from the referral date, as well as describe how it will address and/or mitigate challenges in meeting the 60-day goal*

How does the County define “ready for employment”?

* 1. **Ready for employment does not mean that youth have a job; rather, it means youth are ready for job placement. Within 60 days from date of referral assessments, workshops, trainings, and all other necessary coursework have been completed so they are ready to be placed in employment.**

1. Page 6, Section B (SCOPE and BACKGROUND), Item 1.c. states the target population will be *between the ages of 14-21 years old*. Does that mean to include persons who are age 21? Or does a person become ineligible on their 21st birthday?
   1. **It means to include person who are 21 years of age; persons become ineligible on their 22nd birthday.**
2. The current PYEP contract serves youth ages 14-19. The target population for his RFP is listed as 14-21. Is this accurate? If so, does the County wish to see how Bidders segment services for youth ages 14-18 and young adults ages 19-21?
   1. **For this RFP, the target population includes youth between the ages of 14-21.**

**While Bidders can include information on how they will segment services for youth ages 14-18 and young adults ages 19-21, it is not a requirement to do so.**

1. Page 11 of the RFP, Section D (PROGRAM REQUIREMENTS), Item 4.a.(2), states:

*(2) Referrals may be identified and referred to the Contractor by the client’s DPO.*

*Referrals from the DPOs will be comprised of clients who have been assessed as meeting programmatic prerequisites.*

*Referrals to the program may also be identified by the Contractor or other contracted organizations of ACPD. In this event, Contractor must verify the eligibility of those referrals with ACPD through a standardized referral verification process.*

Are any clients who are on probation between the ages of 14 – 21 eligible to receive services? Or do they have to be approved by a Deputy Probation Officer (DPO)?

* 1. **All clients to be serviced under this contract must be approved by a DPO (or other County designee).**

**If a Contractor identifies a client that is not a referral directly from a DPO, then the Contractor must fill out a Client Verification Form identifying the client. This form will be sent to the email address that will be provided by ACPD after contract award. Once a client is verified, the DPO will send an official referral form to the Contractor.**

1. If a client is taken off of probation mid-service (e.g., judge’s order), will the client still be eligible to receive services and complete the program?
   1. **This will be addressed during contract negotiations; however, the County intends to designate a timeframe to close out a case under these, or like, circumstances.**
2. If a client ends up reoffending, becomes incarcerated, and can no longer participate in the program…can that client be re-engaged once they come out of incarceration? If so, what is the re-engagement process?
   1. **If a client comes back out into the community, the client can be re-engaged only after the client has gone through the referral process again.**
3. Regarding Camp Sweeney, how will referrals be determined? Camp Sweeney is in the Hayward Region (which is where and when services may begin); but when they are released and go back home, it may be in a different region.
   1. **A client’s regional assignment is determined primarily by residential address. However, there are other factors (location of school, dual-custody, Camp Sweeney, etc.) that can affect regional assignment. Ultimately, the DPO will have final determination of regional assignment, including changing regional assignment based on need and appropriateness.**

1. There are a lot of types of training referenced in the RFP, but it does not specify how many hours per training. Is that something the Bidder defines in its program?
   1. **Yes. Bidders should include the trainings offered, including frequency and duration, as part of its *Program Design* submittal.**
2. Page 9 of the Exhibit A – Bid Response Packet, Budget Form(s), Item 10, states:

***Participant Stipends*** *represents funds used to remove barriers and support participants enrolled in the Bidder’s program.*

Can the County confirm that is the correct definition?

* 1. **Yes, that is the correct definition.**

1. Page 16 of the RFP, Section E (PROGRAM FRAMEWORK REQUIREMENTS), Item 4.d., states:

***Training and Workforce Development****: Training on trauma and how to respond is available for all staff. A human resource system incorporates trauma-informed principles in hiring, supervision, and staff evaluation. Procedures are in place to support staff with trauma histories.*

With regard to the human resources system, what evidence or documentation is the County seeking to demonstrate satisfaction with this requirement?

* 1. **The County will verify if trauma informed training was made available to staff during our site visits and ongoing communication with contractors.**

1. If a Contractor has an Emergency Preparedness Plan, should the provider include it as an attachment for a response?
   1. **No. Bidders do not need to include their Emergency Preparedness Plan with their bid response. The plan will be verified during the County’s site visits.**
2. Are Alameda County Office of Education-Alt Ed students and 601’s eligible participants for this grant?
   1. **601 youth are eligible to be participants.**
3. Are nonprofits eligible to bid on this RFP? If so, can questions on the registration form be skipped.
   1. **Yes. Non-profit organizations are eligible to bid on this RFP and are eligible for award.**

**However, all applicable questions on any County registration forms and/or County websites should be completed.**