COUNTY OF ALAMEDA

ADDENDUM No. 1

to

RFP No. 901829

### for

**Probation Youth Employment Program**

**Specification Clarification/Modification**

|  |
| --- |
| **This County of Alameda, General Services Agency (GSA), 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/purchasing/bid\_content/ContractOpportunities.jsp**](http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp)**.** |

**\*\*NOTICES\*\***

* **THE BID RESPONSE DUE DATE HAS BEEN CHANGED. *THE REVISED BID RESPONSE DUE DATE IS NOVEMBER 5, 2019.***
* ***Exhibit A – Bid Response Packet* has been revised and is attached to this addendum. BIDDERS MUST USE THE *REVISED EXHIBIT A – BID RESPONSE PACKET* when responding to this RFP and submitting online through the Alameda County EZSourcing Portal.**

Description: Description: branding.jpgAlameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

**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~~.

**The CALENDAR OF EVENTS has been modified as follows:**

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Requested Issued** | **September 19, 2019** |
| **Written Questions Due** | **October 8 by 5:00 p.m.** |
| **Networking/Bidders Conference** | **October 7, 2019 @ 10:00 a.m.**  **GSA-Procurement**  **Room 1107, 11th Floor**  **1401 Lakeside Drive**  **Oakland, CA 94612**  ***TO ATTEND ONLINE*:** [**http://gsaalamedacounty.adobeconnect.com/admin/show-event-catalog**](http://gsaalamedacounty.adobeconnect.com/admin/show-event-catalog) |
| **List of Attendees** | **October 10, 2019** |
| **Q&A Issued** | **~~October 17, 2019~~ October 22, 2019** |
| **Addendum Issued** [only if necessary to amend RFP] | **~~October 17, 2019~~ October 22, 2019** |
| **Response Due** [**https://ezsourcing.acgov.org/**](https://ezsourcing.acgov.org/) | **~~October 31, 2019~~ November 5, 2019 by 2:00 p.m.** |
| **Evaluation Period** | **~~October 31, 2019~~ November 5, 2019 – December 2, 2019** |
| **Date Vendor Interviews Announced** | **November ~~6~~ 13, 2019** |
| **Board Letter Recommending Award Issued** | **December 3, 2019** |
| **Board Consideration Award Date** | **December 17, 2019** |
| **Contract Start Date** | **January 1, 2020** |

**The TABLE OF CONTENTS has been modified as follows:**

ATTACHMENTS

**REVISED** EXHIBIT A - BID RESPONSE PACKET

**Page 5 of the RFP, Section A (INTENT), the third paragraph has been modified as follows:**

The County intends to award a two-year contract (with options to renew for up to five total years) to no more than ~~ten~~ **12** successful Bidders (up to two per region) to serve ~~five~~ **six** designated regions of Alameda County: **Region 1** (Oakland); **Region 2** (Hayward); **Region 3a (Castro Valley, San Leandro, and San Lorenzo); Region 3b (Fremont, Newark, and Union City);** **~~Region 3~~** ~~(Castro Valley, Fremont, Newark, San Leandro, San Lorenzo Union City);~~ **Region 4** (Alameda, Albany, Berkeley, Emeryville, Piedmont); and **Region 5** (Dublin, Livermore**, Pleasanton, and Sunol**). In their proposal, Bidders should specify the region(s) for which its organization has capacity and intention to provide services.

**Page 6 of the RFP, Section A (SCOPE and BACKGROUND), Item 2 has been modified as follows:**

* + 1. **Geographic Breakdown**

Due to the geographic distribution of the target population, ACPD must ensure that employment services procured through this RFP adequately cover all areas of the County.

In Juvenile Field Services, there are approximately 447 youth with open cases in the North and South County regions. Percentage of youth actively supervised on probation broken down by region is as follows:

* + - 1. **Region 1** (**Oakland**): Approximately 46% of youth on probation reside in this area;
      2. **Region 2** (**Hayward**): Approximately 21% of youth on probation reside in this area;
      3. **Region 3a (Castro Valley, San Leandro, and San Lorenzo): Approximately 10% of youth on probation reside in this area;**
      4. **Region 3b (Fremont, Newark and, Union City): Approximately 9% of youth on probation reside in this area;**
      5. **~~Region 3~~****~~(Castro Valley, Fremont, Newark, San Leandro, San Lorenzo, and Union City)~~**~~: Approximately 19% youth on probation live in this area;~~
      6. **Region 4** (**Alameda, Albany, Berkeley, Emeryville, and Piedmont**): Approximately 9% of youth on probation live in this area;
      7. **Region 5 (Dublin, Livermore, Pleasanton, and Sunol): Approximately 5% of youth on probation reside in this area**

**Page 6 of the RFP, Section A (SCOPE and BACKGROUND), Item 3, Table 1 has been modified as follows:**

**Table 1**

|  |  |
| --- | --- |
| **FUNDING INFORMATION TABLE** | |
| **Estimated Total Funding – Region 1** | **$460,000/year** |
| **Estimated Total Funding – Region 2** | **$210,000/year** |
| **Estimated Total Funding – Region 3a** | **~~$190,000~~ $100,000/year** |
| **Estimated Total Funding – Region 3b** | **$90,000/year** |
| **Estimated Total Funding – Region 4** | **$90,000/year** |
| **Estimated Total Funding – Region 5** | **$50,000/year** |
| **Anticipated Start Date** | **January 1, 2020** |
| **Length of Initial Contract Period** | **Two Years** |

**REVISED EXHIBIT A**

**BID RESPONSE PACKET**

**INSTRUCTIONS**

* **As described in the submittal of bids section of this RFP, bidders must submit an electronic copy of the bid in PDF (with OCR preferred). The electronic copy must have all appropriate pages signed (**✍**).**
* **Each page of the Bid Response Packet must be submitted through the** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) **as PDF attachment(s) with all required information included and documents attached; any pages of the Bid Response Packet not applicable to the bidder must be submitted with such pages or items clearly marked “N/A” or the bid may be disqualified as incomplete.**
* **Bidders shall not modify the Bid Response Packet or any other County-provided document unless instructed to do so. Modifications bidders are instructed to make include:**
  + **On the cover page of the Bid Response Packet, Bidders must replace the information in BLUE font (name of bidder organization, primary contact name, etc.).**
* **Bidder must quote price(s) as specified in the RFP, including any addendums, and as specified in the** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) **event.**
* **Bidders that do not comply with the requirements, and/or submit incomplete bid packages, are subject to disqualification and their bids being rejected.**
* **If a bidder is making any clarifications, or taking exception to policies or specifications of this RFP, these must be submitted in the *Exceptions and Clarifications* form of the Bid Response Packet in order for the bid response to be considered complete.**

**Date of Submission**

**Name of Bidding Organization**

**Address 1**

**Address 2**

**City, State Zip Code**

**Proposal Contact Name**

**Proposal Contact Title**

**Proposal Contact Phone Number**

**Proposal Contact Email Address**

### BID RESPONSE PACKET

**RFP No. 901829**

**Probation Youth Employment Program**

#### **BIDDER INFORMATION**

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 Organizational Structure:

Date of Organizational Structure:

Federal Tax Identification Number:

Primary Contact Information:

Name / Title:

Telephone Number:  Alternate Number:

E-mail Address:

#### **BIDDER ACCEPTANCE**

1. The undersigned declares and agrees that the Bid Documents, including, without limitation, the RFP, Q&A, Addenda, and Exhibits have been read and accepted.
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. 901829 – Probation Youth Employment Program.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, general County requirements, 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 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://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>]

1. The undersigned acknowledges that Bidder is and will remain 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.
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. The undersigned acknowledges ***ONE*** of the following (please check only one box):

Bidder is LOCAL to Alameda County 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.

**\*OR\***

Bidder is a certified SLEB at the time of bid submittal and is requesting 5% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB INFORMATION SHEET](#SLEBCerta)).

**SIGNATURE:** ✍

Name/Title of Authorized Signer:

Dated this  day of  20

#### **TABLE OF CONTENTS**

**Instructions**: Bidder shall remove this page and replace it with a **Table of Contents** listing the individual sections of the proposal and their corresponding page numbers. The page(s) inserted shall be clearly marked *Table of Contents*.

#### **ORGANIZATIONAL HISTORY and CAPACITY**

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidder shall provide the following information:

1. If this is a collaborative proposal, please identify the single/lead prime bidder as well as any subcontractors and/or partnering organizations, including each’s roles and how all organizations will work together.
2. Bidders must identify the location(s) where services will be provided (i.e., facility name, street address, city, and zip code).
3. Bidder must describe its experience providing its proposed services, as well as those of any collaborating partners. Please include information on years of service in the Region(s) proposed, and how the program aligns with the bidding organization’s mission.
4. Bidder must briefly describe any strengths that make your program uniquely qualified to provide the proposed services. Include information on organizational language capacity, specific subpopulations served (e.g., gang-involved, LGBTQ, etc.) and/or specific services your program is qualified to offer related to proposed services.
5. Bidder must describe the staffing plan for its proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and briefly discuss their roles. If this is a collaborative proposal, please describe the key staff for each subcontractor and/or partnering organization, including each individual’s role.
6. In addition to the above, please provide a **Table of Key Personnel**. This table must include all persons who will provide direct services to youth (including those from collaborating partners), as well as any individuals who supervise or manage such persons. The table must include the following information for each person (if this is a collaborative proposal, please clearly identify from which organization the person is employed):
   1. Job title and years of employment;
   2. The role that the person will play in connection with the RFP;
   3. Identify staff, volunteers, or leadership that have a history with the criminal justice system or lived experiences;
7. Bidders must submit a complete résumé or curriculum vitae for each person listed in the Table of Key Personnel that includes educational background, relevant experience on similar projects, certifications, and merits. Bidders must provide a brief job description for any unfilled positions that are to be hired.

**Maximum** **Length**: 2 pages (not including the Table of Key Personnel and résumés).

#### **FISCAL PRACTICES**

**Instructions (please keep and include this page as part of the bid response)**:

Following this page:

1. Bidder must provide an overview of its budget, including an outline of revenue sources (e.g., donations, government contracts, foundation grants, etc.) Please also indicate the following:
   1. Does the Single/Lead Prime Bidder currently receive funds from the County of Alameda?
   2. If yes, how much and from what program(s), agencies, and/or departments?
2. Bidder must describe its experience managing performance-based contracts that include service benchmarks and reporting of related budget expenditures. Bidder must also briefly outline its practices around fiscal oversight and management.
3. Provide information on the source(s) of any matching funds, and any other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, and whether the funds have been received, committed, are pending, or will be planned to be requested.

**Maximum Length**: 2 pages

#### **BUDGET FORM(S)**

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, **Bidder must provide a Budget Form for each Region proposed to be served**. Bidders shall use the provided Budget Form Templates to **project program expenses for one program year (12 months)**.

**Budget Criteria and Definitions:**

* 1. **Total Client Service Capacity** is the estimated number of unduplicated participants the Bidder expects to service over a 12-month period, including referrals from DPO’s, other contracted agencies, and those obtained through the Bidder’s own outreach efforts.
  2. **County Request** is the portion of the total project cost for which you are requesting County of Alameda funding to support.
     1. **NOTE: County Request** totals per Budget Form/Region cannot exceed the appropriate ceilings listed in Table 1 (Funding Information Table).
  3. **Matching Funds** is the portion of total project cost the Bidder will secure from other funding sources.
  4. **Total Project Cost** is the total amount of monies allocated to run the program requested in this RFP.
  5. **Personnel** is all staff that will work directly on the proposed program. This may include direct service staff and staff who supervise direct service staff.
     1. Bidders must provide the name (first and last) of the person and position (program role) in the first column. If the individual has not yet been hired, Bidder may use “TBD” in lieu of the name.
     2. Please list all direct program staff responsible for the success of the program, even if their salaries and wages are being covered by other matching funds, to determine the total cost of operating the program.
     3. Do not include administrative staff who do not provide direct supervision of line staff.
     4. If necessary, Bidders may additional lines.
  6. **Sub-Contractors** are organizations and their staff that provide services to help enhance your program(s) and will carry out a significant portion of the Bidder’s proposed program.
     1. Bidders should use the same instructions as Personnel above, but must also include the name of sub-contractor in addition to name and position.
     2. If necessary, Bidders may additional lines.
  7. **Fringe and Benefits** represents benefits (medical, dental, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, unemployment taxes, etc. Fringe and Benefits is only for those personnel receiving benefits from the Bidder or its sub-contractor(s).
  8. **Program Costs** are other costs that directly benefit and support the operation of the Bidder’s proposed program.
     1. **Equipment/Furniture**: Durable goods such as computers and furniture.
     2. **Facility Rental**: Pro-rated costs of space rental, utilities, building maintenance, and other occupancy cost directly needed to support the program.
     3. **General Office Supplies**: Paper, pens, toner, or other reasonable program-related office supply expenses.
     4. **Professional Development**: Costs associated with professional development and training of direct staff, including seminars and training materials.
     5. **Program Supplies**: Curriculum workbooks, food, event materials (e.g., signage), and other program supply expenses that are required to support the program.
     6. **Telephone/Internet/Communications**: May include mobile phones, telephone, internet, and postage related to the proposed program.
     7. **Travel/Transportation**: Any local and non-local travel necessary to support the program.
     8. If necessary, Bidders may additional lines.
  9. **Participant Wages** represents programs that offer participants an hourly wage for experiential learning/internships for employment. All Bidders are required to comply with any local/applicable minimum wage laws.
  10. **Participant Stipends** represents funds used to remove barriers and support participants enrolled in the Bidder’s program.
  11. **Flexible Funds/Incentives** represents programs that offer incentives to participants for attendance or for completing milestones.
  12. **Indirect Costs** may be included that equal up to 10% of the Bidder’s total *County Request*. Examples of allowable expenses under Indirect Costs include, but are not limited to, the following: audit, bookkeeping, payroll/finance, facilities, maintenance, insurance, rent, storage, utilities, and allocated personnel costs (e.g., Executive’s time or any other staff who works minimally on the program).
      1. Funds already requested in other line items of the Budget Form cannot be included under Indirect Costs.
      2. This line item does not need to be further itemized, although a brief explanation must be included in the Bidder’s Budget Justification submittal.

**[NOTE: Staffing and services related to the operation of the JJC café should not be included in the Bidder’s Budget Form or any other portion of the Exhibit A – Bid Response Packet.]**

**Budget Form Template: REGION 1 (Oakland)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 1** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 1** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTAL COSTS**  ~~(4-Grand Sub-Total Costs + 5-Indirect Costs)~~  **(Grand Sub-Total Costs + Indirect Costs)** | **$** | **$** | **$** |

**Budget Form Template: REGION 2 (Hayward)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 2** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 2** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

**Budget Form Template: REGION 3a (Castro Valley, San Leandro, and San Lorenzo)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 3a** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 3a** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

**Budget Form Template: REGION 3b (Fremont, Newark, and Union City)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 3b** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 3b** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

**Budget Form Template: REGION 4 (Alameda, Albany, Berkeley, Emeryville, and Piedmont)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 4** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 4** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

**Budget Form Template: REGION 5 (Dublin, Livermore, Pleasanton, and Sunol)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 5** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PREOJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 5** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

#### **BUDGET JUSTIFICATION**

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidder must provide a narrative justification for each line item in Bidder’s Budget Form. If bidding on more than one Service Region, a Budget Justification must be submitted for each Budget Form as appropriate. Each Budget Justification must be clearly labeled as to which Budget Form/Service Region it corresponds to. Each Budget Justification must, at minimum, include the following:

* 1. For each line item, Bidder must provide a description, in as much detail as required for clarity, what each line item is, its importance to the program, and how the amount shown in the Budget Form was calculated. In addition, Bidders must provide the following specific information for the line items specified below:
     1. **Professional Development**: Bidder must describe the types of professional development and training of direct staff, as well as associated costs (e.g., seminar fees, training materials, etc.)
     2. **Travel/Transportation**: Bidders must describe the purpose and calculation for this line item. Local travel estimates should be based on Bidder’s current policies. Any out-of-state travel needs to be carefully itemized and justified.
     3. **Participant Wages**: Bidders must indicate the anticipated amount paid to each participant and the number of participants expected to receive wages. All Bidders are required to comply with any local/applicable minimum wage laws.
     4. **Participant Stipends**: Bidders must describe what each stipend is for, the amount of the stipend, and the number of participants expected to receive stipends.
     5. **Flexible Funds/Incentives**: Bidders must describe each type of anticipated incentive (cash, gift card, etc.) and the number of participants expected to receive each incentive.
     6. **Fringe and Benefits**: Bidders must detail how it calculates Fringe and Benefits.
  2. **Matching Funds**: For each line item, if matching funds are used, please detail the source of the matching funds.
  3. **Funds may not be used for**:
     1. Maintenance, utilities, or similar operating costs of a facility not used primarily and directly to support the program.
     2. Supplanting (displacing or replacing) services provided by other funds.

**Maximum** **Length**: There is no limit to each Budget Justification. However, the County requests Bidders be as succinct as possible while providing as much detail as necessary for clarity and understanding.

#### **PROGRAM DESIGN**

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidder shall provide the following information:

1. Bidder must describe how it will engage participants in services, as well any outreach efforts to be conducted. If applicable, please identify and specific subpopulations or specific neighborhoods that will be made a priority.
2. Bidder must also briefly describe the underlying values and theories that inform its program design, including how its program is rooted in evidence-based practices (including, if applicable, which EBP model it uses).
3. Bidder must describe its proposed program and scope of work, with as much detail as needed to provide clarity, including how it will meet or exceed each of the five core program requirements:
   1. Assessment of Participant (including identifying any assessment tools and how they are used)
   2. Employment Skills
   3. Job Readiness Workshops
   4. Job Recruitment and Job Placement
   5. Case Management Services & Follow-up
4. Bidder must describe a challenge(s) currently or previously faced when implementing or providing similar services, and how the challenge(s) was overcome or handled. Please also address any challenges related to collaborative partnerships, if applicable.
5. Bidder must describe how it will partner with and/or involve parents, caregivers, and/or other community support systems to ensure participants are successful. What specific activities and events will the Bidder conduct to intentionally engage families and other systems of support throughout the program?
6. Bidder must briefly describe any formal or informal partnerships it has, if any, with organizations that will employ participating youth. Bidder must provide information on its history with these organizations and how employment coordination takes place.

**Maximum** **Length**: 5 pages

#### **OUTCOMES and IMPACT**

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidder shall provide the following information:

1. Bidder must describe how it believes its program will meet or exceed the ***Performance Measures*** outlined in this RFP (see SECTION G, DELIVERABLES/REPORTS).
2. 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.
3. Bidder must describe its data collection system(s), as well as its practices around tracking and sharing data. If the Bidder does not currently use a database system, please explain how you will ensure that staff are able to operate a database if necessary.
4. Bidder must describe how it uses data and evaluation to inform program design and implementation. Bidder must provide an example of how data and feedback resulted in a significant change and improvement to its program design.

**Maximum** **Length**: 2 pages

#### **REFERENCES**

**Instructions (please keep and include this page as part of the bid response)**:

On the following pages are the templates that Bidders must use to provide references. Bidders are to provide a list of three references: one current reference, one former reference, and one more of the Bidder’s choice. References must be satisfactory as deemed solely by County. Services or goods provided by Bidder to the references should have similar scope, volume and requirements to those outlined in this RFP.

A current reference is an entity that the Bidder currently has contractual obligations with, while a former reference is an entity with which the Bidder has no current contractual obligations. The County is not looking for references from program participants.

Bidders must verify that the contact information for all references provided is current and valid. If a reference cannot be contacted it may affect the qualification and scoring of Bidders submission.

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 Response and to use the information gained from them in the evaluation process.

**REFERENCES**

RFP No. 901829 - Probation Youth Employment Program

Bidder Name:

|  |  |
| --- | --- |
| **CURRENT REFERENCE** |  |
| Company Name: | Contact Person: |
| Address: | Telephone Number: |
| City, State, Zip: | E-mail Address: |
| Services Provided / Date(s) of Service: | |

|  |  |
| --- | --- |
| **FORMER REFERENCE** |  |
| Company Name: | Contact Person: |
| Address: | Telephone Number: |
| City, State, Zip: | E-mail Address: |
| Services Provided / Date(s) of Service: | |

|  |  |
| --- | --- |
| **BIDDER’S CHOICE REFERENCE** |  |
| Company Name: | Contact Person: |
| Address: | Telephone Number: |
| City, State, Zip: | E-mail Address: |
| Services Provided / Date(s) of Service: | |

#### **EXCEPTIONS AND CLARIFICATIONS**

**Instructions (please keep and include this page as part of the bid response)**:

On the following page is the **Exceptions and Clarifications** form. Bidders must use this form to identify any and all exceptions and/or clarifications to the RFP and associated Bid Documents.

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

**EXCEPTIONS AND CLARIFICATIONS**

RFP No. 901829 - Probation Youth Employment Program

Bidder Name:

List below requests for exceptions and clarification, if any, to the RFP and associated Bid Documents, and submit with your bid response.

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

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

#### **CREDENTIALS and ADDITIONAL REQUIRED SUBMITTALS**

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidders are to provide proof of any permits, licenses, and/or professional credentials necessary to supply product and perform services as specified in this RFP, including but not limited to the following:

1. If the Bidder is not a certified SLEB, the Bidder must submit the following meet the requirement of being a local vendor based in Alameda County:
   1. Copy of a verifiable business license, issued by the County of Alameda or a City within the County; **and**
   2. 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.
2. If this is a collaborative proposal, the lead/prime Bidder should provide any existing Letters of Agreement (LOA) or Memoranda of Understanding (MOU) for all subcontractors and/or collaborating partners that provide core program services. All LOA’s/MOU’s should include a description of the nature, history, and extend of the partnership; responsibilities of each party; any funds being exchanged; and the signature of someone who has the organizational authority to enter the agreement.
3. Because funds awarded through this RFP may not represent more than 50% of an organization’s Annual Operating Budget, Bidders must provide:
   1. Its current annual operating budget, and
   2. Either its more recent audited financial statements or most recent CPA-reviewed financial statements.

#### **SLEB INFORMATION SHEET**

**Instructions**: On the following page is the *SLEB Information Sheet*. Every Bidder must fill out and submit a signed SLEB Information Sheet, indicating their SLEB certification status. If Bidder is not certified, the information sheet must be completed to with the name, identification information, and goods/services to be provided by the CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement.  The Exhibit must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

SLEB certification must be complete at the time for bid submittal for SLEB primes and SLEB subcontractor(s)..

* For SLEB Subcontracting Questions: Please contact the General Services Agency-Office of Acquisition Policy - Ratha Chuon, [ratha.chuon@acgov.org](mailto:ratha.chuon@acgov.org), (510) 208-9617.
* For questions/information on SLEB certification including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit at (510) 891-5500.

SMALL LOCAL EMERGING BUSINESS (SLEB)

INFORMATION SHEET

**RFP No. 901829 - Probation Youth Employment Program**

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

**Bidders that are not certified SLEBS (for** [**definition of a SLEB**](http://acgov.org/auditor/sleb/overview.htm) **see** [**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 eligible 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. A copy of form must be submitted for each SLEB business that the bid will subcontract with, as evidence of a firm contractual commitment to meeting the SLEB participation goal.**

**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, substitutions of the named subcontractor(s) cannot be done 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:** |

**OR**

|  |
| --- |
| **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, bidder (the prime Contractor) and** **all SLEB subcontractors** 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\_\_\_\_\_\_

Bidder Signature: ✍ Date:

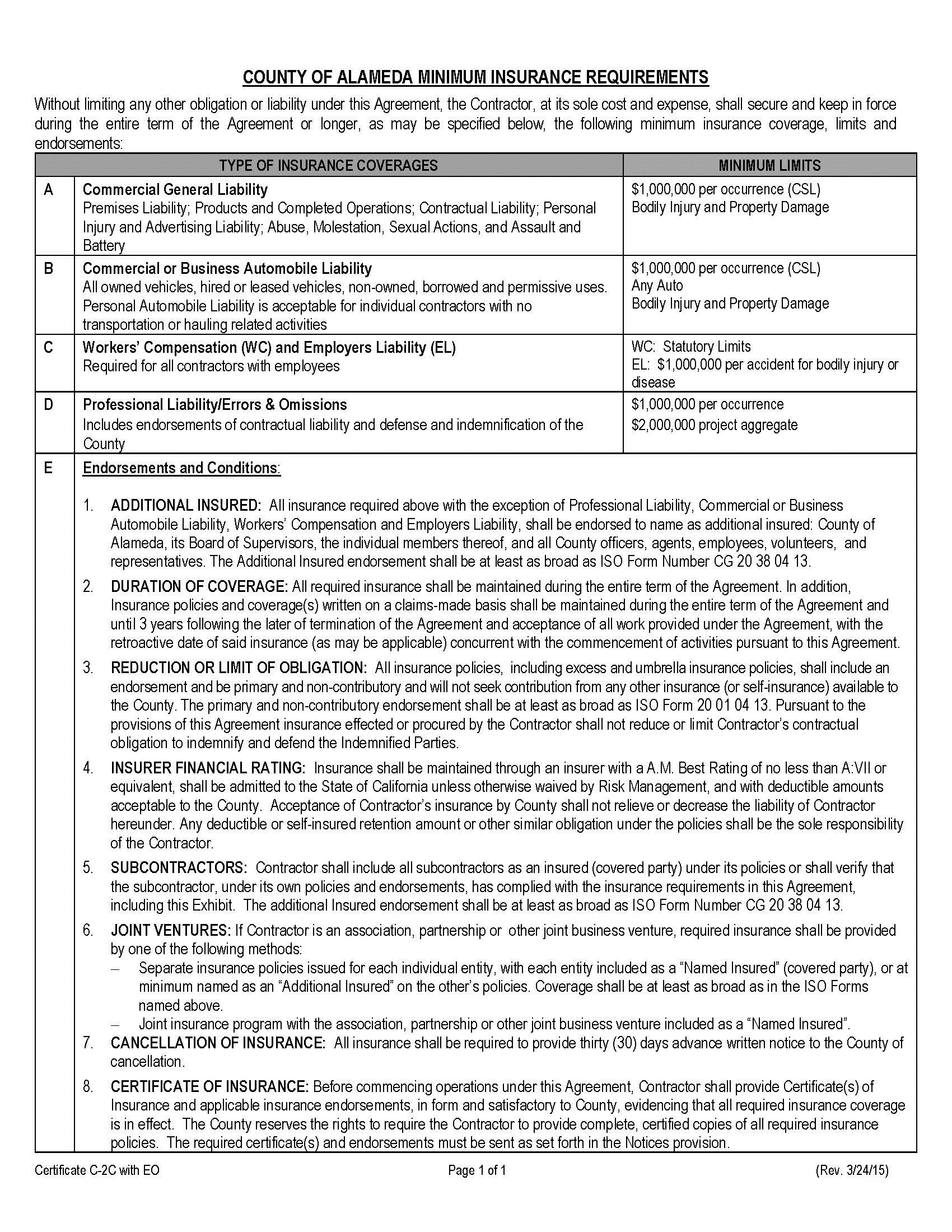
#### **INSURANCE REQUIREMENTS**

Insurance certificates are not required at the time of submission; however, by signing the Bid Response Packet, the Bidder agrees to meet the minimum insurance requirements prior to award. Insurance documentation must be provided to the County, prior to award, and include an insurance certificate and additional insured certificate, naming the County of Alameda which meets the minimum insurance requirements, as stated in the RFP.

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

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