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**ATTACHMENT NO. 1**

**Bid Response PackET**

Revised 01/17/20

**REQUEST FOR PROPOSAL (RFP)**

**RFP NO. 2020-SSA-WBA-CPET**

Career Pathways Employment and Training

**THE DEADLINE FOR SUBMITTAL**

**IS:**

**January 31, 2020**

**2:00 P.M.**

AT

Alameda County Social Services Agency

Finance Department/Contracts Office

1111 Jackson St., 1st Floor, Suite#103

Oakland, CA 94607

**Attention: Najia Osmani**

Important: Bidders must submit separate proposals for provision of services in either Region 1, Region 2 or Region 3. Bidders who submit one proposal for provision of services in more than one service region will be rejected as not meeting the specifications of this RFP

 **ATTACHMENT No.1**

**BID RESPONSE PACKET**

RFP No. 2020-SSA-WBA-CPET

Career Pathways Employment and Training

To: The County of Alameda, Social Services Agency

From:

(Official Name of Bidder)

* **AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE (1) ORIGINAL HARDCOPY BID (ATTACHMENT NO.1– BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL BLUE INK SIGNATURES, PLUS five (5) Copies AND ONE (1) ELECTRONIC COPY OF THE BID IN PDF (OCR is preferred).**
* **ALL PAGES OF THE BID RESPONSE PACKET (ATTACHMENT NO.1) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF ATTACHMENT NO.1 (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 SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF ATTACHMENT NO.1– BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT.**
* **ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID.**
* **BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFP.**
* **BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL.**

**BIDDER INFORMATION AND ACCEPTANCE**

1. The undersigned declares that the Bid Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.
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. 2020-SSA-WBA-CPET – Career Pathways Employment and Training.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid 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 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 acknowledges receipt and acceptance of all addenda.
5. 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>]

* [**First Source**](http://www.acgov.org/gsa/departments/purchasing/policy/first.htm)

[<http://acgov.org/auditor/sleb/sourceprogram.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>]

6. The undersigned 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 Bid Documents.

1. 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.
2. 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.
3. Insurance certificates are not required at the time of submission. However, by signing ATTACHMENT NO.1– Bid Response Packet, 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.

**RFP No. 2020-SSA-WBA-CPET**

**Career Pathways Employment and Training**

 **BIDDER INFORMATION AND ACCEPTANCE**

This proposal is submitted for consideration of award under the RFP for the period of July 1, 2020 through June 30, 2023.

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| **Name of Project:**  |

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 Corporation/Church

 [ ]  Sole Proprietorship [ ]  Other:

Jurisdiction of Organization Structure (e.g. Nonprofit 501c-3, Corporation, etc):

Date of Organization Structure:  Federal Tax Identification Number:

Primary Contact Information: Name / Title:

Telephone Number:  Fax Number:  E-mail Address:

|  |
| --- |
| **Please check ONLY ONE specific Geographic Region for which this RFP Bid Response Packet is being submitted. Bidders must submit separate proposals for provision of services in either Region 1, Region 2 or Region 3.** |
| 1**. REGION 1- NORTH COUNTY**- Albany, Berkeley, Emeryville, North Oakland (north of 30th Avenue)Alameda and Piedmont. [ ]  |
| 2. **REGION 2- CENTRAL COUNTY**-South Oakland (south of 30th Avenue, San Leandro, San Lorenzo, Castro Valley, Unincorporated cites of Ashland, Cherryland and Fairview. [ ]  |
| 3. **REGION 3 – SOUTHERN AND EASTERN COUNTY**- Hayward, Union City, Fremont, Newark, Sunol, Livermore, Dublin and Pleasanton. [ ]  |

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| **FISCAL AGENT/BIDDER: Signature of official authorized to sign for your agency. This Fiscal Agent will be named to receive payments. The Fiscal Agent will retain primary financial and legal responsibility for contract.** |
| **SIGNATURE of Official:** |  | Title: |  |
| Print Name of Official: |  | Date: |  |
| E-Mail Address: |  | Phone & Fax No.  |  |

**REQUIRED DOCUMENTATION AND SUBMITTALS**

All of the specific documentation listed below is required to be submitted with the Attachment No.1– 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.).

Any material deviation from these requirements may be cause for rejection of the proposal, as determined at the County’s sole discretion. **Please verify each item below that it is correctly submitted as per the RFP specifications and check (✓) its corresponding Check Box.**

**Response Format: Check Boxes**

|  |  |  |
| --- | --- | --- |
| Item |  | **✓** |
| 1. | One (1) original proposal marked “Original” plus five (5) copies of the proposal. |  |
| 2. | The “original” bid response must be signed in **BLUE ink** with an authorized signature. |  |
| 3. | The “original” bid response is to be either loose-leaf or in a three (3)-ring binder, **not** bound. |  |
| 4. | Proposals must be printed, on white 8 ½” by 11” paper. The font must be at least 12-point type in “Times New Roman” or equivalent font. Lines shall be single-spaced. Margins must be 1-inch from the top, bottom, left and right. |  |
| 5. | Table of Contents: Bid responses shall include a table of contents listing the individual sections of the quotation/proposal and their corresponding page numbers. Tabs should separate each of the individual sections. |  |
| 6. | Bidders must also submit an electronic copy of their signed proposal. The electronic copy must be a single file, scanned image of the original hard copy with appropriate signature and must be on disk or USB flash drive and enclosed with the sealed hardcopy of the bid. |  |

**Response Packet: Check Boxes**

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| Item |  | **✓** |
| **A** | Completeness of Response: Responses to this RFP must be complete |  |
| **B** | Debarment and Suspension Certification |  |
| **C** | Agency Description/ Relevant Experience – **four pages are allowed.**  |  |
| **D** | Administrative/Organizational Capacity – **four pages are allowed.**  |  |
| **E** | Implementation Plan and Schedule– **five pages are allowed.** |  |
| **F** | Knowledge of Target Population’s Needs – **three pages are allowed.** |  |
| **G** | Program Design – **five pages are allowed.** *Additional pages for Attachment MOU/letters of intent allowed in this section* |  |
| **H** | Cost Efficiency/Fiscal Management – **three pages are allowed.** |  |
| **I** | Understanding of the Project - **three pages are allowed.** |  |
| **J** | Current References **- two pages are allowed.** |  |
| **K** | Budget Form - **three pages are allowed.** |  |

**PROPOSAL NARRATIVE**

 **RFP No. 2020-SSA-WBA-CPET**

1. **COMPLETENESS OF RESPONSE -** *Responses to this RFP must be complete.*
2. **DEBARMENT AND SUSPENSION** – *Bidder, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at* [www.sam.gov](http://www.sam.gov)*.*

***Note: The County will check #A & #B.***

1. **AGENCY DESCRIPTION/ RELEVANT EXPERIENCE** – **four pages are allowed**

 Briefly describe your agency mission. Include the amount of your total agency budget and description of the breadth of your funding sources.

Discuss your agency’s understanding of the Career and Life Counseling services based on the CalWORKs 2.0 principles.

Please describe your agency’s experience of conducting formalized appraisals, self-sufficiency planning and assessments using electronic and paper tools?

Please describe your agency’s relevant experience and capacity to set-up and effectively manage supportive case management services and employment and training programs as described in this RFP.

1. **ADMINISTRATIVE/ORGANIZATIONAL CAPACITY – four pages are allowed**

Please describe your agency’s ability to provide sufficiently qualified and culturally competent staff who possess the knowledge and understanding of providing intensive supportive case management services based on the CalWORKs 2.0 principles as outlined in this RFP.

Please discuss your agency’s capacity and experience to provide the adequate projected staff who can effectively manage all the program components as outlined in this RFP.

Please describe your agency’s ability to provide project staff and managers that have the qualifications and experience necessary to successfully and seamlessly manage the number of county recipients who will be scheduled to participate in all the various components as mentioned in this RFP.

Bidder Organization Chart: Bidder included an agency organizational chart.

1. **IMPLEMENTATION PLAN AND SCHEDULE - five pages are allowed**
2. Please describe in detail your agency’s implementation plan and schedule and how it will meet the County’s schedule.

1. Project Staff: Please discuss your agency’s knowledge and ability to manage a Career Pathways Employment and Training program. Complete the boxes below for up to **10** staff/positions assigned to this project, their experience, professional qualifications, education and a description of the tasks to be performed by each staff person. Include who will be responsible for project oversight and supervision, and program evaluation.

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| --- | --- | --- | --- |
| Job Title: |  | Number of employees: |  |
| Minimum Qualifications & Licenses: |  |
| Functions on the Project: |  |

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| --- | --- | --- | --- |
| Job Title |  | Number of employees: |  |
| Minimum Qualifications & Licenses: |  |
| Functions on the Project: |  |

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| Job Title: |  | Number of employees: |  |
| Minimum Qualifications & Licenses: |  |
| Functions on the Project: |  |

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| Job Title: |  | Number of employees: |  |
| Minimum Qualifications & Licenses: |  |
| Functions on the Project: |  |

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| --- | --- | --- | --- |
| Job Title: |  | Number of employees: |  |
| Minimum Qualifications & Licenses: |  |
| Functions on the Project: |  |

**F. KNOWLEDGE OF TARGET POPULATION’S NEEDS - three pages are allowed**

1. Please discuss your agency’s understanding of the targeted populations' employment and training needs in relation to the employment growth sectors that have the potential to provide CalWORKs and CalFresh E&T participants with full-time, sustainable employment that leads to career advancement opportunities.
2. Please describe your agency’s expertise in understanding the career planning process and how it can support program participants as described in this RFP with identifying their educational and work experience goals and objectives.
3. Please discus how your agency will provide supportive case management services that will effectively encourage and motivate “hard-to-serve” program participants to show up and partake in their employment and training program.
4. **PROGRAM DESIGN- five pages are allowed**

1. Please describe the scope and details of the proposed program flow of services and demonstrate that they will be able to successfully design and provide all the service components as outlined in this RFP, to successfully serve program participants.

1. Please describe your programs collaborative program design to meet the specific training, educational and employment needs of the populations to be served and successfully identify the specific linkages and partnerships with the business and educational/training institutions they will associate with to provide WEN/CS and basic GED services for program participants. Please attach/submit letters of intent/MOU/commitment that describe the roles, responsibilities and resources committed by each partner (Additional pages for this attachment letters of intent/MOU/commitment allowed).
2. Please describe how the program will monitor the participant’s progress and how the performance outcome goals will be achieved.
3. **COST EFFICIENCY/FISCAL MANAGEMENT - three pages are allowed**
4. Demonstrate your programs project operational budget is sufficient to support the proposed activities.
5. Please describe the fiscal management experience and the fiscal controls that will be used.
6. Please discuss your agency’s proposed pricing and how it accurately reflects your effort to meet requirements and objectives.

***Note: The fiscal agent must have knowledge of acceptable accounting practices and the ability to maintain accountability for contract funds.***

1. **UNDERSTANDING OF THE PROJECT - three pages are allowed**
2. Please discuss your agency’s understanding of the purpose and scope of the project.
3. Please describe your agency’s ability to meet the County’s time schedule.

## Please describe your organizational ability to collect the required data and submit accurate and timely reports.

1. **CURRENT REFERENCES – two pages are allowed**

Complete the attached Current References – with a minimum of three and up to five contracts you have held, for provision of services similar to those proposed that started within the last five years. Contracts cited will serve as references for this RFP. Please contact all references to verify their current telephone number and email address and their willingness to answer questions about your performance.

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

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| --- | --- |
| Company Name:       | Contact Person:       |
| Address:       | Telephone Number:       |
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| Services Provided / Date(s) of Service:       |

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| Services Provided / Date(s) of Service:       |

1. **BUDGET FORM - three pages are allowed**

**RFP No. 2020-SSA-WBA-CPET for Career Pathways Employment and Training**

Cost shall be submitted on BUDGET FORM. Use the existing main headings (Direct Expenses, Personnel Expense, etc.) on your submitted budget form. The Line Item categories under each expense section are examples and can be modified as needed. Bid responses that do not comply may be subject to rejection in total. The cost quoted below shall include all taxes and all other charges and is the cost the County will pay.

