COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. 901882

### for

Trafficking and Crime Victims Assistance Program

**Networking/Bidders Conference Held on June 3, 2020**

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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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1. Page 12 of the RFP, Section F (DELIVERABLES / REPORTS), item Objective 3. states:

*Objective 3. Selected bidder will conduct, participate and take part in a number of community outreach efforts in order to identify and recruit for potential program eligible participants.*

*Deliverable: Selected bidder will keep records of the number of community outreach events they attended.*

Is there any guidance on the expected scope or scale of what the county would consider an acceptable number?

* 1. **The County expects that the bidder will be familiar with the community orgranizations, agencies, community centers, etc. that provide services to the population this contract is aiming to serve. The County also is familiar with a number of community entities that serve the target population and would be willing to pool it’s information with the bidder’s to determine the scope and scale of the number of community outreach efforts that would be appropriate for recruitment purposes.**
1. Page 12 of the RFP, Section F (DELIVERABLES / REPORTS), item Objective 3. states:

*Objective 4. Selected bidder will conduct, participate and take part in a number of community outreach projects efforts in order to better inform, educate and raise awareness of human trafficking within the County of Alameda.*

Is there any guidance on the expected scope or scale of what the county would consider an acceptable number?

* 1. **The County expects the bidder to collaborate with the County to determine the scope and scale of how many community outreach projects the Bidder will be expected to do under this contract.**
1. Page 27 of the RFP, Section R (SUBMITTAL OF BIDS), item 2. states:

*Bidders* ***must*** *also submit an attached electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an* ***exact*** *scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation.*

Does the County want a literal hardcopy to be printed and scanned for the final submission? Or would a single pdf of final documents that has the signature pages inserted be acceptable? Asking because scans are generally of lesser quality and harder to read than original pdfs.

* 1. **A single PDF with signature pages scanned is acceptable.**
1. Page 1 of the Bid Response Packet, Exhibit A (INSTRUCTIONS) first bullet point states:

*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*

What is OCR and are there instructions on how to use it?

* 1. **Please follow instructions for submission through EZ sourcing.**
1. Page 2 of the Bid Response Packet, Exhibit A (BIDDER INFORMATION) states:

*Date of Organizational Structure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Does the County mean the date incorporated?

* 1. **Yes.**
1. Page 8 of the Bid Response Packet, Exhibit A (TABLE OF KEY PERSONNEL) states:

*This table must include all key personnel who will provide services to the County, including collaborating partners. The table must include the following information for each key person:*

Is there a preferred or suggested format for this table?

* 1. **No. There is no preferred format.**
1. Page 1 of the Bid Form, Please add clarity on this excel document. It lists 1,405 hours – does that indicate a total # of hours for 40 clients? Are the Bidders supposed to add any lines with details/categories, or just the grand total cost broken down per hour?
	1. **The Bid Form is an estimate of cost of services. Bidders may not add additional lines. Only the grand total cost is required.**

1. Page 10 of the Bid Response Packet, Exhibit A (BUDGET DETAIL AND/OR COST NARRATIVE) Last Line states:

***Maximum******Length****: TBD*

Is there a forthcoming length restriction?

* 1. **No.**
1. Page 11 of the Bid Response Packet, Exhibit A (IMPLEMENTATION PLAN AND SCHEDULE) Last Line states:

***Maximum******Length****: TBD*

Is there a forthcoming length restriction?

* 1. **No.**
1. Page 13 of the Bid Response Packet, Exhibit A (SLEB INFORMATION SHEET).

Please confirm that 501c3 non-profit orgs operating within Alameda County are exempt from SLEB requirements?

* 1. **501c3 non-profit organizations are exempt from the SLEB requirement.**
1. Page 13 of the Bid Response Packet, Exhibit A (SLEB INFORMATION SHEET)

What impact on preferential scoring does this exemption have on our application?

* 1. **The preferential scoring will have no negative impact.**
1. Page 13 of the Bid Response Packet, Exhibit A (SLEB INFORMATION SHEET)

How should we complete the SLEB information sheet if we are exempt?

* 1. **Please state that your organization is 501c3 organization and include documentation.**
1. Page 14 of the Bid Response Packet, Exhibit A (REFERENCES)

Do all references have to be an organization with which we have a contractual relationship with, or can they also be informal collaborative partners?

* 1. **References should be from organizations that you have a contractual relationship to provide services.**
1. Page 14 of the Bid Response Packet, Exhibit A (REFERENCES)

Are letters of support allowed, both from references and from other stakeholders?

* 1. **No. Only references are allowed**.
1. Page 23 of the Bid Response Packet, Exhibit B (SUPPLEMENTAL QUESTIONS)

Are these meant to be submitted as additional narrative responses, or are they just guiding questions to help clarify our responses in Exhibit A?

* 1. **The supplemental questions are just guiding questions to help clarify the responses.**

Q16) Should the Bid Form be submitted as part of the pdf package, or in excel format as a separate file?

**A16) The Bid form should be submitted in Excel format, as a separate file.**

Q17) Can the County provide contact information for Help Desk and GSA Procurement Mainline?

**A17) Strategic Sourcing Account has been locked and/or Bid Submittal Help**

 **Help Desk 510-383-5000**

 **Resgistration and/or Bid Submittal Help**

 **GSA Procurement Mainline 510-208-9600**

Q18) Derivatives are eligible for TCVAP benefits. Can the County confirm that they are eligible for enrollment?

**A18) Noncitizens with children who are determined eligible under the TCVAP will, if otherwise eligible, receive state-funded CalWORKs benefits and services and be subject to all other CalWORKs program requirements and exemptions.  Certified trafficking victims and their eligible family members may receive benefits and services as provided under the TVPA and Trafficking Victims Protection Reauthorization Act of 2003 (TVPRA) to the same extent as refugees.**

The following participants attended the Bidders Conferences:

|  | **Company Name / Address** | **Representative** | **Contact Information** |
| --- | --- | --- | --- |
|  | **Lao Family Community Development, Inc.****2325 East 12th St, Ste 226****Oakland, CA 94601** | **Brad Meyer** | Phone: **510-261-1360** |
| E-Mail: **bmeyer@lfcd.org** |
| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **Yes** |
|  | **Lao Family Community Development, Inc.****2325 East 12th St, Ste 226****Oakland, CA 94601** | **Kazoua Heu** | Phone: **510-261-1360** |
| E-Mail: **kheu@lfcd.org** |
| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **Yes** |
|  | **Lao Family Community Development, Inc.****2325 East 12th St, Ste 226****Oakland, CA 94601** | **Mai Quach** | Phone: **510-261-1360** |
| E-Mail: **mquach@lfcd.org** |
| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **Yes** |
|  | **International Rescue Committee****440 Grand Ave, Suite 500****Oakland, CA 94610** | **Jordane Tofighi** | Phone: **510-452-8222** |
| E-Mail:  |
| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **Exempt** |
|  | **International Rescue Committee****440 Grand Ave, Suite 500****Oakland, CA 94610** | **Victoria Richey** | Phone: **510-910-9180** |
| E-Mail:  |
| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **Exempt** |
|  | **International Rescue Committee****440 Grand Ave, Suite 500****Oakland, CA 94610** | **Kate Landberg** | Phone: **925-487-1724** |
| E-Mail: **kate.landberg@rescue.org** |
| Prime Contractor: **Yes** |
| Subcontractor: **No** |
| Certified SLEB: **Exempt** |