**COUNTY OF ALAMEDA**

**HEALTH CARE SERVICES AGENCY (HCSA)**

**ADDENDUM No. 1**

**to  
RFP No. HCSA-900621**

**for**

**COALITIONS TO EXPAND COVID-19 VACCINE ACCESS**

**AND SUPPORT COMMUNITY RESILIENCE**

**Specification Clarification/Modification**

**Notice to Bidders**

This County of Alameda, HCSA Addendum has been electronically issued to potential bidders via e-mail based on the bidders conference sign-in sheets or from other sources. This Addendum will also be posted on the General Services Agency (GSA) Contracting Opportunities website located at <https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp>

**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~~.

Section 1: INTRODUCTION, INTENT, is hereby modified as follows:

Bidders can submit a bid response (application) in one of three ways:

1. **Coalition (Joint Venture)**: A coalition of at least 2 organizations and up to 6 organizations submit one bid response as a Joint Venture. A Joint Venture is when two **to six** ~~or more~~ organizations agree to lend their efforts, and expertise in order to carry out a common purpose to support the delivery of comprehensive outreach and engagement, and Vaccination Point of Dispensing (POD) customer/client support services to support COVID-19 vaccination delivery. Each organization must be a **business entity** ~~corporation, limited liability company, or limited partnership~~ registered with the California Secretary of State**, such as a corporation, limited liability company, limited partnership, or nonprofit corporation, including without limitation a 501(c)(3)**. One organization will serve as the Coalition Lead, responsible for coalition governance, oversight, and administration. Awarded Joint Venture Bidder(s) will receive a single contract award with a scope of work and budget for each member of the joint venture.
   1. Coalition (Joint Venture) will carry out each of the following functions:
      1. Coalition Lead Organization Only – Coalition governance, oversight, and administration.
      2. Community Engagement Services.
      3. Vaccination POD Customer/Client Support Services.
2. **Coalition (Prime Bidder/Coalition Lead with proposed subcontractors):** Coalition lead (responsible for coalition governance, oversight, and administration**, and** subcontracting to coalition partners), submits one bid response on behalf of the coalition, with at least one other and up to 5 coalition members as proposed subcontractors. The Coalition lead must be a **business entity** ~~corporation, limited liability company, or limited partnership~~ registered with the California Secretary of State**, such as a corporation, limited liability company, limited partnership, or nonprofit corporation, including without limitation a 501(c)(3)**. The non-lead coalition members designated as subcontractors to the Coalition Lead must have assigned deliverables in the scope of work. In this agreement, the prime bidder/coalition lead will be awarded the County contract, and will be responsible for managing the scope of work, budget, and payment of all coalition subcontractors.
   1. Coalition will carry out each of the following functions:
      1. Coalition Lead Organization Only – Coalition governance, oversight, administration, and subcontracting to coalition partners.
      2. Community Engagement Services.
      3. Vaccination POD Customer/Client Support Services.
3. **Single Organization (Prime Bidder):** One organization (a **business entity** ~~corporation, limited liability company, or limited partnership~~ registered with the California Secretary of State**, such as a corporation, limited liability company, limited partnership, or nonprofit corporation, including without limitation a 501(c)(3)**) submits a bid response for **ONLY** Community Engagement Services.

Bidders that submit a bid response as a Coalition (either as a Joint Venture, or a Prime Bidder with proposed subcontractors) must propose a Coalition Lead and provide both community engagement AND vaccination POD customer/client support services. Bidders that submit a bid response as a Single Organization ~~may~~ **shall** only propose to provide community engagement services. Communications, design, and social marketing companies are welcome to apply or to become a member of a coalition. The County reserves the right to curate coalitions depending on bid responses received and based on the expressed needs of residents in prioritized communities. Bidders are welcome to include the use of stipends in their strategies for engaging with smaller grassroots organizations and individual community outreach and education workers.

**Organizations that submit a bid response as a Coalition lead or who are included in a bid as a Coalition member (either through the Joint Venture or Prime Bidder with proposed subcontractors mechanism), shall NOT also submit a bid response as a Single Organization (only for Community Engagement Services). If a Bidder were to submit a bid response as a Coalition lead or is included in a bid as a Coalition member (either through the Joint Venture or Prime Bidder with proposed subcontractors mechanism) *and* also submit a bid as a Single Organization, such a Bidder’s response as a Single Organization shall be rejected in total.**

**Organizations may be a part of more than one Coalition bid response (either through the Joint Venture or Prime Bidder with proposed subcontractors mechanism) as a Coalition member or subcontractor, not as a Coalition Lead. Organizations shall only serve as a Coalition Lead in one Coalition bid response. If more than one Coalition bid response is submitted with the same organization designated as the Coalition lead, all bids received from the Coalition Lead shall be rejected in total. However, a Coalition Lead can serve as a coalition member or subcontractor in another Coalition bid response.**

**Bid responses from Coalitions are only to include at least two and no more than six organizations as coalition members: one organization serves as the Coalition Lead (responsible for coalition governance, oversight, and administration, and subcontracting to coalition partners (if applicable)) and the other one to five organizations serve as coalition members. Other organizations may be included in the bid response as proposed subcontractors, but not as coalition members, in order to augment the work of the coalition. Bid responses from Coalitions (either as a Joint Venture, or as Prime Bidder with proposed subcontractors) that include more than six organizations as coalition members shall be rejected in total.**

Section 3: REQUIREMENTS, BIDDER MINIMUM QUALIFICATIONS, is hereby modified as follows:

To be eligible to participate in this RFP, Bidder must meet the following Bidder Minimum Qualifications:

1. Bidder must demonstrate participation in **ANY** partnership, network, or coalition for **any duration within the last three (3) years** as evidenced by at least one of the following: a grant agreement, memorandum of understanding with another organization, a video or written report summarizing a body of work, meeting notes, etc.
   1. Bidder **MUST** provide copies of materials to verify stated experience for Bidder Minimum Qualifications **Item A**~~;~~**. Incomplete bid submissions may be rejected prior to evaluation.**  Documents must be clearly identified within bid response packet.

EXHIBIT A-1: REQUIRED DOCUMENTATION AND SUBMITTALS CHECKLIST, Item 2(e) is hereby modified as follows:

**(e)** **Narrative Application: (Complete Exhibit A-4)**

Bidder must use the attached template (Exhibit A-4) to provide the narrative application.

In addition to the narrative application, **Supplemental Documents are also REQUIRED for the following questions:**

**Coalition Applicants Section: Question 6 (a) – Signed Memorandum of Understanding (MOU) for Coalition; MOU must be signed by all Coalition members.**

**All Bidders Section: Question 3 (a) - Copies of materials to verify stated experience for Bidder Minimum Qualification A**

**All Bidders Section: Question 4 (a) – Historical documents that demonstrate connection to the proposed service population to be served.**

Supplemental Documents must be clearly identified within bid response packet; these documents do not count towards page or word limits. Bidders must provide the required documentation in order for their bid response to be deemed complete. Incomplete bid submissions may be rejected prior to evaluation.

EXHIBIT A-4: NARRATIVE APPLICATION, Coalition Applicants Only Section, Question 6(a) is hereby modified as follows:

1. Coalitions have governance, executive leadership, and program staff that reflect the race and ethnicity of the communities they serve. They are community-led and non-governmental, consisting of various groups, agencies, or organizations with specific expertise and reach. Effective Coalitions have identifiable characteristics, including mutually agreed to memoranda of understanding that specifies how work gets done, decision-making and conflict resolution agreements, regular meeting times and other communication practices. Describe your Coalition’s structure, management, and decision-making processes. What roles does each Coalition member play? How are important decisions made, and by whom? [Max 250 words]

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* 1. Bidder **MUST** also provide a **copy of the signed Coalition’s Memorandum of Understanding** **(MOU)** as evidence of the coalition’s existence, including list of coalition member organizations, how work gets done, decision-making and conflict resolution agreements, regular meeting times and other communication practices, etc. **The Coalition’s MOU must be signed by all coalition members.**

Documents must be clearly identified within bid response packet; these documents do not count towards page or word limits. Bidders must provide the required documentation in order for their bid response to be deemed complete. Incomplete bid submissions may be rejected prior to evaluation.