**COUNTY OF ALAMEDA**

**INFORMAL REQUEST FOR QUOTE No. BHSVC-0000101321**

**for**

**CONSULTING SERVICES:**

## E-MAIL RESPONSE DUE

By

2:00 p.m.

on

Monday, October 25, 2021

**Through**

**Alameda County, GSA–Procurement**

 **Strategic Sourcing Supplier Portal**

<https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=DEFAULT>

Contact: Fonda Houston

E-mail: Fonda.Houston@acgov.org

**\*\*IMPORTANT NOTICE\*\***

 **ONLINE BIDDING PROCESS**

# VENDOR INSTRUCTIONS:

#

# REVIEW ALL SPECIFICATIONS BEFORE QUOTING;

# COMPLETE EXHIBIT A, BIDDER INFORMATION SHEET

* **BID PRICING MUST BE SUBMITTED ONLINE THROUGH ALAMEDA COUNTY** [**STRATEGIC SOURCING SUPPLIER PORTAL**](https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=DEFAULT);

# ~~COMPLETE EXHIBIT C, SLEB SUBCONTRACTING INFORMATION SHEET FOR PURCHASES $25,000 and OVER;~~

# EXHIBIT C, PROVIDE PROOF OF INSURANCE AS SPECIFIED ON EXHIBIT D, COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS;

* ~~COMPLETE EXHIBIT E, DEBARMENT & SUSPENSION CERTIFICATION FORM FOR PURCHASES $25,000 and OVER;~~ and
* ~~COMPLETE EXHIBIT F, Request for Bid Preference, for contracts over $25,000.~~

# FOR PURCHASES $25,000 OR LESS: VENDORS MUST MEET THE ATTACHED DEFINITION OF A SMALL LOCAL EMERGING BUSINESS (SLEB).

# FOR PURCHASES OVER $25,000 UP TO $100,000:

# VENDORS MUST MEET THE DEFINITION OF A SMALL LOCAL EMERGING BUSINESS (SLEB), OR SUBCONTRACT WITH A SLEB TO PARTICIPATE IN THIS INFORMAL REQUEST FOR QUOTE (IRFQ). SLEB PRIME VENDORS WILL BE ELIGIBLE FOR A 5% BID PREFERENCE. SEE “COUNTY PROVISIONS” SECTION.

IN ADDITION, ANY PRIME THAT UTILIZES A SLEB SUBCONTRACT AGREES TO THE FOLLOWING CONTRACT COMPLIANCE REPORTING REQUIREMENTS:

* [**ONLINE CONTRACT COMPLIANCE SYSTEM**](http://www.acgov.org/gsa/departments/purchasing/policy/compliance.htm)[<http://acgov.org/auditor/sleb/elation.htm>]
1. INTENT

Alameda County Behavioral Health Care Services (BHCS) intends to award a one-year contract

to the lowest responsible bidder whose response meets the County’s requirements. The budget

provided for this contract is $10,000. Bid amount should contain professional services, taxes

and all other costs inclusive and be measured using per hour rate.

The County is seeking a vendor that can provide:

1. Specialized training, technical assistance and case consultation on the application of

American Society of Addiction Medicine (ASAM) Criteria: Treatment for Addictive,

Substance-related, and Co-occurring Conditions for screening, triage/referrals of, and

utilization review for, criminal offenders with Substance Use Disorders (SUD). The

services will be provided to contracted staff responsible for these services, BHCS staff

responsible for overseeing the services, and other County departments responsible for

initiating referrals for screening.

1. Technical assistance to BHCS management for the redesign of the County’s system of

care for criminal offenders with SUDs.

**B. BIDDER MINIMUM QUALIFICATIONS**

In order to apply for the Specialized Consultation and Training on the American Society of

Addiction Medicine Criteria: Treatment for Addictive, Substance-related, and Co-occurring

Conditions:

1. Bidder shall be regularly and continuously engaged in the business of providing systems level consultation in use of the American Society of Addictive Medicine Criteria for at least five of the last ten years.

1. Bidder shall possess all permits, licenses and professional credentials necessary to

supply product and perform services as specified under this IRFQ.

1. Bidder shall be a member in good standing of the American Society of Addiction

Medicine, and be a licensed MD specializing in addiction treatment.

**C. SPECIFIC REQUIREMENTS**

Contractor shall:

1. Provide technical assistance to Alameda County BHCS in defining levels of care and

treatment modalities consistent with the American Society of Addictive Medicine

Criteria: Treatment for Addictive, Substance-related, and Co-occurring Conditions.

Develop training curricula and provide training to the following:

a. Criminal Justice Case Management;

b. Acute Crisis Care and Evaluation for System wide Services (ACCESS) Unit staff;

c. BHCS staff responsible for overseeing the services of both Criminal Justice Case

 Management and ACCESS Unit staff; and

d. Other County departments responsible for initiating client referrals for

 screening.

3. Facilitate Case Consultation to designated clinicians responsible for screening and

referrals of, and utilization management for, SUD Clients, specifically through role-play

scenario training.

4. Provide technical assistance to BHCS Adult System of Care with the development of

Request for Quotes (RFQ) and Request for Proposals (RFP) for treatment services to the

parolee and County Probation (AB109) population.

5. Provide consultation to BHCS in development of funding mechanisms, such as case

rates, that are conducive to a comprehensive, continuum of care approach to the

provision of SUD treatment.

6. Provide consultation to management in the redesign of suitable screening,

triage/referral, and utilization review mechanisms to implement appropriate client treatment matching.

7. Provide consultation to management regarding performance measures and related

funding mechanisms that incentivize a person-centered, continuum of care approach to

the provision of SUD treatment.

8. Deliver services via conference call, and in-person training using multiple media

including power point, video, case consultation and other interactive and video aids.

**D. REPORTS**

Vendor shall provide reports upon County request. The reports may include, but are not limited to:

1. Training reports with dates, course titles, syllabus/summaries and attendees;

2. Student surveys for courses regarding course content, presentation and materials; and

3. Summaries and notes of meetings.

**QUOTE SUBMISSION**

Bidder shall submit quote with clear presentation of costs as an hourly rate for

components or services in the SCOPE:

a. Case Consultation;

b. Training Curricula;

c. Technical assistance for American Society of Addictive Medicine Criteria:

Treatment for Addictive, Substance-related, and Co-occurring Conditions; and

d. Technical assistance for AB109.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **UNIT** | **ESTIMATED QTY** | **UNIT COST** | **EXTENDED COST** |
|  |  |  |  |  |
|  |  |  | **GRAND TOTAL**  |  |

1. COUNTY PROVISIONS
2. Small and Emerging Locally Owned Business:

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): **611430 Professional and Management Development Training**.

A small business is defined by the [United States Small Business Administration](http://www.sba.gov/) (SBA; <http://www.sba.gov/>) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. To access the online (pdf) version of this application please go to: <http://www.acgov.org/auditor/sleb/forms/commonapp.pdf>

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this IRFQ; and which holds a valid business license issued by the County or a city within the County.

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County’s purchase of goods and services. As a result of the County’s commitment to advance the economic opportunities of these businesses the following provisions shall apply to this IRFQ:

1. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference. However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference **and** must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder’s total bid amount in order to be considered for the contract award. SLEB subcontractors must be independently owned and operated from the prime contractor with no employees of either entity working for the other.
2. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this IRFQ. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

The County reserves the right to waive these small/emerging local business participation requirements in this IRFQ, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars ($10,000), whichever is less.

The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB. If you apply and are certified as a SLEB, you will receive a 5% SLEB bid preference:

* non-profit community based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents
* non-profit churches or non-profit religious organizations (NPO);
* public schools; and universities; and
* government agencies

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Service as 501(c)3.

If additional information is needed regarding this requirement, please contact the Auditor-Controller’s Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA  94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via e-mail at ACSLEBcompliance@acgov.org

1. DEBARMENT/SUSPENSION POLICY

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of IRFQ response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

* The County will verify bidder, its principal and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at the System for Award Management website (SAM): [www.SAM.gov](http://www.sam.gov/):
* Bidders are to complete a Debarment and Suspension Certification form, Exhibit D attached, certifying bidder, its principal and their named and unnamed subcontractors are not debarred, suspended or otherwise excluded by the United States Government
1. COMPLIANCE INFORMATION AND RECORDS

As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor.

1. SUBMITTAL OF BIDS
	* 1. All bids must be completed and successfully uploaded through Alameda County **Strategic Sourcing Supplier Portal** BY 2:00 p.m. on the due date specified in this IRFQ. Technical difficulties in downloading/submitting documents through the Alameda County Strategic Sourcing Supplier Portal shall not extend the due date and time.
		2. Successful uploading of a document does not equal acceptance of the document by Alameda County.
		3. All Exhibits **must** also be submitted through the Strategic Sourcing Supplier Portal as a single file PDF. All information requested on the Exhibits must be supplied; and each Exhibit must have a signature. Any Exhibits (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.”
		4. Bid responses will **NOT** be accepted via e-mail or facsimile.

**EXHIBIT A – BIDDER INFORMATION SHEET**

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 Organization Structure: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Organization Structure:

Federal Tax Identification Number:

Primary Contact Information:

Name / Title:

Telephone Number:  Fax Number:

E-mail Address:

**SIGNATURE:**

Name and Title of Signer:

Dated this  day of  20

**EXHIBIT A (Cont’d)**

**COUNTY OF ALAMEDA**

**INFORMAL REQUEST FOR QUOTE No.** 0000101321

**For**

**Training and Consulting Services:**

**Behavioral Health Interpretation and Linguistic Skills**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BID FORM**

Quote the cost below, including all delivery charges to the destination location. Delivery must be received on the date specified. All deliveries shall be shipped FOB Destination to various County locations as requested. The cost quoted below is the total cost the County will pay. Quantities listed herein are annual estimates based on annual past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied. This quote is valid for a minimum of 90 days.

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION**  | **Unit of Measure** | **Cost per hour** |
| Training | Per hour | $       |
| Consultation and Technical Assistance | Per hour | $       |
|  |  | $       |
|  |  | $       |
| **TOTAL** | $       |
| **VENDOR NAME:** | **PHONE NUMBER:** |
| **ADDRESS:** |
| **VENDOR SIGNATURE:** | **DATE:** |

**EXHIBIT B**

**BID FORM**

**INFORMAL REQUEST FOR QUOTE No.** xxxxxxxxxx

**For**

**Training and Consulting Services:**

**Behavioral Health Interpretation and Linguistic Skills**

[**Online**](https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=DEFAULT) **Bid Process**

<https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=DEFAULT>

**COST SHALL BE SUBMITTED ON EXHIBIT A AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.** Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the three-year term of any contract that is a result of this bid.

Quantities listed on Alameda County Strategic **Sourcing Supplier Portal** are estimates and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

By submission through the Alameda County **Strategic Sourcing Supplier Portal** Bidder certifies to County that all representations, certifications, and statements made by Bidder, as set forth in each entry in the Alameda County **Strategic Sourcing Supplier Portal** and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

# EXHIBIT C

Insurance

**Training and Consulting Services:**

**Behavioral Health Interpretation and Linguistic Skills**

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**EXHIBIT D**

**DEBARMENT AND SUSPENSION CERTIFICATION**

**PROCUREMENTS $25,000 and OVER**

**COUNTY OF ALAMEDA**

**INFORMAL REQUEST FOR QUOTE No. xxxxxxxxx**

**for**

**Training and Consulting Services:**

**Behavioral Health Interpretation and Linguistic Skills**

**The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its principal, and any named and unnamed subcontractor:**

* **Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;**
* **Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;**
* **Does not have a proposed debarment pending; and**
* **Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.**

**If there are any exceptions to this certification, insert the exceptions in the following space.**

**Exceptions will not necessary result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.**

**Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Quote. Signing this Quote on the signature portion thereof shall also constitute signature of this Certification.**

BIDDER:

PRINCIPAL: TITLE:

SIGNATURE: DATE: