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

**ONLINE BIDDING PROCESS**

1. Please read **EXHIBIT A – Bid Response Packet** carefully; **INCOMPLETE BID PROPOSALS MAY BE REJECTED.** Alameda County will not accept submissions or documentation after the bid response due date. Successful uploading of a document does not equal acceptance of the document by Alameda County.
2. Excel Bid Form must be submitted online through Alameda County [EZSourcing Supplier Portal](https://ezsourcing.acgov.org/).
3. The following pages require confirmation and/or a declaration. These pages must then be uploaded to Alameda County [EZSourcing Supplier Portal](https://ezsourcing.acgov.org/), including:
4. Exhibit A – Bid Response Packet, [Bidder Information and Acceptance](#_BIDDER_INFORMATION) page. The signature for this page may be done be either printed, scanned, and uploaded by who is confirming and/or declaring the information or by a digital signature of that person. The person signing must have the authority to agree to each of the statements.
5. Exhibit A – Bid Response Packet, [Small Local Emerging Business (SLEB) Information Sheet](#SLEB_Info_Sheet)
   1. [Must be signed by Bidder](#Prime_Bidder_Signature)
   2. [Must be signed by SLEB Partner](#SLEB_Sub_Signature) if subcontracting to a SLEB

This must be **printed and have the original signature of both the Bidder and the SLEB Partner(s),** which must then be scanned and uploaded. Alternatively, the document may be digitally signed by both the Bidder and the SLEB Partner by a DocuSign, CongaSign, or other verifiable independent electronic signature service and uploaded.

**COUNTY OF ALAMEDA**

REQUEST FOR PROPOSAL No. 902155

**for**

DOULA SERVICES

|  |
| --- |
| **For complete information regarding this project, see** **Request for Proposal (RFP) posted at** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) **[**[**https://gsa.acgov.org/do-business-with-us/contracting-opportunities/**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)**] or contact the County representative listed below.**  **Thank you for your interest!**  **Contact Person: Azizullah Ramesh**  **Phone Number: (510) 208-3905**  **Email Address:** [**azizullah.ramesh@acgov.org**](mailto:azizullah.ramesh@acgov.org)  **General Services Agency (GSA) – Procurement** |

**RESPONSE DUE**

by

**2:00 p.m.**

on

**September 15, 2022**

through

**Alameda County, GSA-Procurement**

[**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/)

<https://ezsourcing.acgov.org/>

Description: Description: Description: branding.jpgAlameda County is committed to reducing environmental impacts across our entire supply chain. Please print only what you need, print double-sided, and use recycled-content paper if printing this document.

**CALENDAR OF EVENTS**

REQUEST FOR PROPOSAL No. 902155

DOULA SERVICES

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **August 15, 2022** |
| **Networking/Bidders Conference** | **August 22, 2022 at 2:00 p.m. (PST)**  **TO ATTEND ONLINE:**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGY3NGI2NWEtMmUwZC00MTJmLWEyOGItMDkxMjMzMTEyYzM1%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22aaba5ec9-44ce-4b8b-926a-b87e72b0a387%22%7d)  **Or join by entering a meeting ID** Meeting ID: 288 623 882 52  Passcode: q8wMHX  **Or call in (audio only)**  [+1 415-915-3950,,978833756#](tel:+14159153950,,978833756# )  United States, San Francisco  [(888) 715-8170,,978833756#](tel:8887158170,,978833756# )  United States (Toll-free)  Phone Conference ID: 978 833 756# |
| **Written Questions Due via Email:**  [**azizullah.ramesh@acgov.org**](mailto:azizullah.ramesh@acgov.org) | **August 23, 2022 by 5:00 p.m.** |
| **List of Attendees** | **August 24, 2022** |
| **Questions & Answers Issued** | **August 31, 2022** |
| **Addendum Issued** [only if necessary to amend RFP] | **August 31, 2022** |
| **Response Due and Submitted through** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/) | **September 15, 2022 by 2:00 p.m.** |
| **Evaluation Period** | **September 15, 2022– September 22, 2022** |
| **Vendor Interviews** | **Week of September 26, 2022** |
| **Notice of Intent to Award Issued** | **October 5, 2022** |
| **Board Consideration Award Date** | **December 5, 2022** |
| **Contract Start Date** | **January 1, 2023** |

***NOTE: All dates are tentative and subject to change.***

|  |  |
| --- | --- |
| ***Alameda County Vendor Outreach*** | |
| Wednesday, August 17, 2022  10:30 a.m. – 11:30 a.m.  ***TO ATTEND ONLINE:***  [**Vendor Outreach**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTcwODZiMDctYzdmNi00ZTgxLWJhOTUtMjAyZTRkMWQxMTg4%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22338906a1-74a0-4066-b6d5-051f1847307a%22%7d)  Call-in: +1 415-915-3950  Conference ID: 504 517 635# | ***COME MEET ALAMEDA COUNTY’S***  ***PROCUREMENT TEAM!***  This public event is not specific to any RFP, where vendors can speak with GSA professionals, get to know them, and learn more about contracting opportunities with the County.  These are usually conducted on Wednesdays. Dates and locations can be confirmed by checking at  [**Upcoming Events**](https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/)  [<https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/>] |

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 902155

SPECIFICATIONS, TERMS & CONDITIONS

for

DOULA SERVICES

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ATTACHMENTS

EXHIBIT A **BID RESPONSE PACKET**

# STATEMENT OF WORK

## INTENT

It is the intent of these specifications, terms and conditions to describe the doula services requested by the Alameda County Health Care Services Agency, Public Health Department, Maternal, Paternal, Child and Adolescent Health Unit (hereafter, ACPHD or the County). ACPHD is seeking experienced organizational and individual contractors to provide doula support services for Black (Members of the African Diaspora)-Identifying parents and families in Alameda County’s Black Infant Health Program.

The County intends to award a two-year contract (with the option to renew for three years) to a pool/multi-award of up to three Bidders selected as the most responsible Bidders whose response conforms to the Request for Proposal (RFP) and meets the County’s requirements.  This RFP seeks contractors to specifically service Alameda County’s Black Infant Health Program.

## BACKGROUND

1. Perinatal Equity Initiative (PEI) Funding

The Perinatal Equity Initiative (PEI) Grant and associated programming seek to reduce the rates of maternal/parental and infant mortality as well as pregnancy-related morbidities particularly for Black-identifying parents and families across the state of California. The PEI Grant offered counties with existing Black Infant Health programs, indicating higher populations of pregnant Black-identifying residents, to select several evidence-based initiatives that significantly improve perinatal health outcomes for Black-identifying pregnant people and infants. Alameda County selected the following initiative: Doula Support Services, Group Prenatal Care (BElovedBIRTH Black Centering Pregnancy), Implicit Bias Training for Providers, and is also participating in a multi-county Public Awareness Campaign, #DeliverBirthJustice (https://deliverbirthjustice.org/).

In 2019, Alameda County was awarded a grant to carry out programs and services to improve perinatal equity with the PEI Grant. These funds have rolled over yearly since (FY)2019-2020 and are set to continue as provided by the state. Delays in implementing these services are due to expanding ACPHD staff capacity, including hiring a Doula Support Services Coordinator and a Perinatal Equity Initiative and Reproductive Equity Coordinator, as well as planning with community stakeholders (including Black, Indigenous, and People of Color (BIPOC) doulas and birth workers participating in a Community Advisory Board) for best practices for implementing services and integrating doula programming into ACPHD’s existing initiatives and programs.

1. Perinatal and Reproductive Equity Services and Doula Support Services

The Alameda County Public Health Department seeks to reduce negative perinatal health outcomes resulting for racism and ensure that Black-identifying pregnant people are supported and empowered to make decisions about their bodies and care. Nationally, Black/African-American parents are at the greatest risk than any other racialized group for negative health outcomes associated with pregnancy and birth for both the birthing person and the infant(s), primarily due to systemic and interpersonal racism. In Alameda County, these disparities and experiences are mirrored with disproportionate rates of maternal and infant mortality affecting Black-identifying families.

Empirical and experiential research indicate that doulas—non-clinical, emotional, social, and informational birth-workers and advocates—are a key protective factor in influencing positive birth outcomes and experiences particularly for Black/African American pregnant people and families. In addition to this research, Alameda County selected doula support services as an initiative sponsored through PEI funding due to the historical legacy and ongoing presence of experienced community doulas specific to Alameda County that have served and continue to serve Black-identifying and other marginalized pregnant clients. Alameda County’s doula services programming intends to provide experienced, culturally-competent doulas cost-free to Black pregnant and birthing people in Alameda County for support throughout the perinatal period. In the first year of programming, this program will serve clients who are currently engaged in the following programs or settings, regardless of insurance (unless specified for program participation):

1. BElovedBIRTH Black Centering (Medi-Cal eligible clients only)
2. Alameda County’s Black Infant Health Program
3. Santa Rita Jail

## BIDDER QUALIFICATIONS

Responses to this RFP will be accepted by both organizations with subcontractors and individual providers (independent contractors) to render services. To be eligible to participate in this RFP, the bidders must meet the following Bidder Minimum Qualifications (separated by application type):

* + 1. Organizational Applicants (Note: Applicants must meet the criteria specified in this RFP as an organization. Subcontractors need to meet criteria to provide services but need not meet administerial and managerial criteria specified)

1. Bidders must be community-based organizations, collectives, entities, or agencies with a specific focus on reproductive and perinatal care that provide services to residents across Alameda County. These bidders must be prepared to execute services defined in this contract by November 1, 2023.
2. Bidders should be led by individuals reflective of the cultures and identities of the client groups served by this programming, which has an intentional focus on providing culturally relevant care to Black-identifying pregnant people and families. This will be verified thru Resume.
3. Bidders must have managerial capacity and documented experience to provide administrative and organizational support for participating doulas including use of data collection tools such as client forms, administering payroll, managing and submitting invoices, consistent grant reporting etc. This will be verified thru resume or examples.
4. Additional managerial support includes monitory client-provider relationships, connecting providers to mentors if requested or necessary, ensuring that paperwork is submitted correctly and in a timely manner, etc.
5. Bidders must work with (by subcontracting, direct hiring, or membership) a minimum of three doulas that are prepared to offer services to clients under the terms of this agreement and begin services immediately at the execution of contracts. Doulas who are informed regarding Black culture should be available to provide reflective care. Doulas who are reflective of Black culture should be available to provide reflective care.
6. Bidders should have documented, relevant experience working with Black-identifying pregnant people across a variety of life experiences and socioeconomic statuses. This includes LGBTQ+ identifying clients as well as clients with histories of trauma. Previous experience working with the Alameda County Black Infant Health clients is valued, though not a requirement to apply. This will be verified thru references or statement of qualifications.
   * 1. Individual Applicants (Note: Applicants must meet criteria specified as independent contractors, independent of any organization affiliations).
7. Bidder should be reflective of the cultures and identities of the client groups served by this programming.
8. Bidder should have documented, relevant experience working with Black-identifying pregnant people across a variety of life experiences and socioeconomic statuses. Please provide statement of qualifications.
9. Bidder must demonstrate capacity for organizing and managing administrative duties required for grant management, as well as demonstrated network of doulas to act as mentors or backup doulas if necessary. Please provide statement of qualifications.
   * 1. Organizational Applicants and Individual Applicants
10. Bidder must be regularly and continuously engaged in the business of providing doula services for at least two years.
11. Bidders (eligible individuals and organizations) will demonstrate that they have the necessary experience, qualities, skills, and qualifications to perform doula services specified in this RFP for Black-identifying clients in Alameda County’s Black Infant Health Program over the course of a 20-month performance period. Bidders will provide evidence of experience as well as explain how they already incorporate or intend to incorporate the components and values outlined above in their doula care practices. Services for the target populations must include initial consultations for best fit for care; support, education, and advocacy throughout the perinatal period; data collection from the initiation to the completion of services inclusive of statewide performance measures and data requested from ACPHD and determined by community; as well as referrals when possible to ongoing community and ACPHD-offered services and resources for reproductive and perinatal care.
12. Bidder has served a minimum of 10 births total as a doula. Please provide lists.
13. Bidder must possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP. Bidder must provide such proof if requested by County.

## SCOPE OF WORK

Doulas and birthworkers play a vital role in providing social and emotional support as well as advocacy which is often necessary for desired, safe, and healthy perinatal experiences for Black pregnant people. There were 1551 live births to Black-identifying birthing people reported in Alameda County in 2019, however infants born to this group also had the highest percentages of mortality—the support of doulas is a necessary intervention to reduce the likelihood of parental and infant mortality, particularly for Black families. Doulas offer holistic care, education, and tools for self-advocacy and perinatal knowledge that Black parents rarely receive from clinical providers during their perinatal journey. Alameda County intends to expand access to this care, that can often be cost-prohibitive because doulas themselves require livable wages and means for care, by connecting experienced community doulas with clients in the target populations and providing funding for the full spectrum of perinatal experiences.

In addition to this initiative’s primary funding source, the Perinatal Equity Initiative, this effort to increase access to quality and culturally reflective doula care is a component of ACPHD’s rising Perinatal and Reproductive Equity work. The following themes are central to this work:

1. Reproductive Equity: ACPHD uphold a standard of care that prioritizes equitable access and quality of services for clients across a variety of reproductive and perinatal experiences. ACPHD center the voices and experiences of those who tend to face the most systemic marginalization and risk for harm due to racism, sexism, homophobia, transphobia, and other forms of systemic violence. This includes programming that addresses disparities caused by these systems by prioritizing services for those most impacted and ensuring that these services are both healing and culturally reflective—this informs the current strategy to offer services to Black-identifying pregnant people in a variety of programs and services across Alameda County.
2. Culturally Reflective and Identity-Affirming Care: ACPHD uphold an equity-based value of contracting with service providers who can empathize and understand the experiences of our clients because of the ways that their own experiences inform and are reflected in their practice. Additionally, ACPHD value the Afro-Indigenous ways of knowing that influence and contribute to perinatal care particularly for Black-identifying clients. ACPHD also acknowledge that the experiences and identities of Black-identifying pregnant people are not monolithic and intend to provide care that is identity and gender-affirming at all points of service.
3. Trauma-Informed Care: An understanding of how past experiences affect an individual’s current health and wellbeing. Trauma‐informed practice acknowledges the power of past experiences as a way to make progress toward recovery and takes a collaborative approach, where healing is led by the client and supported by the service provider. Additionally, we acknowledge how collective trauma and stress from generational, historical, and current events can affect perinatal wellness for both clients and providers. ACPHD will support ongoing training and resources to ensure that providers are best prepared to serve clients with varying needs and circumstances that call for trauma-informed care.

Additionally, the following values are essential to ACPHD Doula programming:

1. Community-Stakeholder Engagement: Throughout the contracting process, provider, client, and community perspectives will be solicited and compensated to ensure that programming is reflective of community needs. This includes but is not limited to an ongoing Community Advisory Board made up primarily of birthworkers. This contributes to continuous quality improvement and system accountability to community voice.
2. Strengths-Based Approaches to Care: ACPHD use a strengths-based lens when performing services and collecting and analyzing data. This lens allows us to acknowledge that while disparities exist due to systemic oppression, opportunities for clients to have equitable and desired outcomes persist. ACPHD focus on the strengths of our clients and the ways that their life experiences and identities can inform their specialized care in ways that empower and uplift them rather than hinder them.
3. Client Autonomy & Advocacy: Client goals and desires for perinatal outcomes are at the center of this work and both birthworkers and ACPHD staff will advocate for clients in structurally challenging spaces, as well as support and inform clients in ways that encourage them to advocate for themselves.

1. Respect and Care for Providers: The birthworkers that provide this vital care are as valued and important as the clients we serve. As this program is intended to offer reflective care, many of the care providers we work with have identities and experiences that are reflective of the target populations for this programming. This programming is intended to positively impact both clients and providers and to ensure that birthworkers are being respected while providing services and that they have access and time to necessary care and recovery while and after providing services.
2. Shared Outcomes: ACPHD are committed to meeting goals for services, collecting data about the quality and quantity of services provided, and ensuring that this data is accessible to all stakeholders involved. This includes innovative approaches to data collection and including community voice about which outcomes, in addition to those requested by CDPH and ACPHD, are important to track and measure.
3. Braided Funding: A strategy that uses funds creatively to support inter‐program collaboration and improve system standardization and efficiency while maintaining the integrity of the funding streams and complying with reporting and program requirements mandated by the funding source. ACPHD will use internal and supplementary funds in addition to those granted by PEI to ensure the sustainability of this programming.

## SERVICES TO BE RENDERED BY ACTIVE DOULAS THROUGHOUT THE COURSE OF THE CONTRACT

Doulas providing services to clients as managed by the Contractor will provide, be compensated for, and collect and report data regarding the following services, as provided:

* 1. Consultations with Program Participants Clients and doulas will have opportunities to meet with one another to determine best fit for care. These may include one-on-one matching consultations or ‘Meet the Doulas’ opportunities as offered and coordinated by the Contractor and ACPHD Staff.
  2. Support Sessions (Prenatal, Postpartum, Full-Spectrum Support)

Support Sessions (sessions outside of a major perinatal event) for this program will include a minimum of six contact hours for impactful care and a maximum of 16 billable contact hours the way that these sessions are allocated as prenatal, postpartum, or full-spectrum support sessions will be decided between servicing doulas and clients. (Please see the charts and explanations below for examples of how this is allocated)

1. One to Eight Support Sessions Total—Sessions are defined as meeting with clients for a minimum of sixty minutes (one hour) of focused support and a maximum of three hours. These sessions may be offered virtually or in person, in accordance with COVID-19 guidance and provider-client agreement.
2. Doulas may decide with clients how to allocate support sessions according to the chart above. For the purposes of this program, ACPHDask that doulas meet with clients for a minimum of three total sessions (full spectrum, prenatal, and/or postpartum) for a minimum of an hour (sixty minutes) each.
3. For clients who request full-spectrum support sessions
4. One to Eight Full Spectrum Support Sessions, as requested by clients—before and/or after a major perinatal event. A minimum of two contact hour for Full Spectrum Support Sessions with clients, as requested by clients, is requested for this program.
5. For clients who request pregnancy, labor & delivery, and postpartum support
6. Two to Four Prenatal Sessions—including but not limited to childbirth education, crafting a birth plan, preparation for labor and delivery, addressing concerns, and postpartum care education and preparation. A minimum of four contact hours for Prenatal Sessions with clients is requested for this program—see the chart below for suggested allocations.

|  |  |
| --- | --- |
| # of Sessions | Duration (min.; max. hours) |
| 2 | 2 hours/each; up to 3 hours |
| 3 | 1 hour & 20 minutes/each; up to 3 hours |
| 4 | 1 hour/each; up to 3 hours |

1. One to Four Postpartum Sessions—including but not limited to lactation and bodyfeeding support, postpartum mental wellness screening, nutritional advice/guidance, monitoring and making clinical or service referrals for any postpartum concerns for the birthing person and infant beyond the scope of care. A minimum of two contact hours for Postpartum Sessions with clients is requested for this program—see the chart below for suggested allocations.

|  |  |
| --- | --- |
| # of Sessions | Duration (min.; max. hours) |
| 1 | 2 hours; up to 3 hours |
| 2 | 1 hour; up to 3 hours |
| 3 | 1 hour; up to 3 hours |
| 4 | 1 hour; up to 3 hours |

* 1. Labor & Delivery Support—including presence (virtually and/or in-person, as accessible due to COVID-19 related restrictions) during labor and delivery as requested and as accessible to provide non-clinical care, emotional and social support, and advocacy.
  2. Pregnancy Loss/Miscarriage Support—Presence and support for a client experiencing pregnancy loss or miscarriage (in any setting) as requested by the client. This support also includes connecting clients with community-based and ACPHD programming for ongoing loss support.
  3. Telehealth Support Beyond Scheduled Support Sessions: Participating doulas will not typically be paid additionally for brief text messages, calls, or answering questions and offering advice to clients outside of scheduled support sessions. However, if the client and doula communicate continuously for over an hour (sixty minutes), this may be counted toward the billable 16-hour limit for support sessions. Doulas participating in this program are encouraged to set healthy boundaries with clients while also honoring ongoing needs for care.
  4. Mentorship & Backup Doulas

1. Mentorship
2. Should a participating experienced doula request additional guidance and support from another experienced doula during the term of working with a client served by this contract, the mentoring doula is entitled to compensation as a Vendor through ACPHD.
3. Alternate Doulas
4. In the case that an alternate doula, a different provider than whom the client has primarily worked with, is necessary during Labor and Delivery—ACPHD staff will review the circumstances and determine on a case-by-case basis whether both doulas or solely the alternate doula will be compensated for providing support during labor and delivery. Clients should be notified of potential alternate doulas early on. Alternate doulas that render partial services by assuming care during active labor and deliver are
5. In the case that the primary doula is no longer available to work with a client during prenatal, postpartum, or support sessions, each doula will be compensated for the services individually Standardized\*, baseline services should be offered to all participating and standardized, baseline data should be collected for all participating clients. Clients have the right to decide how many services and sessions offered they prefer, and contracted doulas will be paid for the included services actually provided, not for all of the services offered. Data reported to the state and shared publicly will be anonymous for both clients and doulas and quarterly and annual data reports will be made accessible for participating clients, providers, and the general public.
   1. Clients have the right to decide how many services and sessions offered they prefer, and contracted doulas will be paid for the included services actually provided, not for all of the services offered. Data reported to the state and shared publicly will be anonymous for both clients and doulas and quarterly and annual data reports will be made accessible for participating clients, providers, and the general public.
   2. \*Should the doula determine that a client would benefit from additional services and sessions not covered in the scope of this agreement, ACPHD will not be able to offer additional funding for additional services rendered at this time. However, reporting additional services as part of the data collected will help to inform which services need to be included or expanded in future funding years.
   3. Managerial and Administrative Service Expectations (for Organizational Applicants)
6. Screen and ensure that participating doulas meet minimum experience, skill, and knowledge requirements outlined in the section below entitled “Qualifying Criteria for Doulas”). This may include, but is not limited to:
7. At least two years serving as an active doula
8. Serving a minimum of ten births total as a doula
9. Experience providing services to Black-identifying clients across spectrums of income, life experience, and pregnancy experiences
10. Knowledge and competency necessary for supporting and educating clients during prenatal, labor & delivery, and postpartum period
11. Trauma-informed, identity-affirming care for clients
12. Ensure that participating doulas engage in countywide orientation to familiarize them with program requirements and goals.
13. Provide a ‘matching’ process for doulas to connect with clients determined on client and doula preferences and needs.
14. Manage and support ongoing needs and relationships between doulas and clients.
15. Manage invoices and administer payroll for the services provided by doulas.
16. Manage and report data collected by doulas regarding clients as defined by the Results-Based Accountability Measures and data requested by ACPHD and community stakeholders.
17. Participation in monthly community advisory board with stakeholders, other CBO members, and ACPHD staff.
18. Ensure that clients are provided with a minimum of the services defined above, as possible.
    1. The Contractor shall provide the following:
19. Coordinate and Match Experienced Doulas with up to 65 clients currently enrolled in Alameda County’s Black Infant Health Program.
20. Ensure that clients have the opportunity to meet with multiple doulas for best fit based on availability and needs.
21. Match clients with doulas beginning no earlier than the second trimester and no later than six months postpartum.
22. Support Client-Doula Relationships throughout the time of service.
23. Report and Collect Data for programming as outlined in the Results-Based Accountability Measures and requested by ACPHD.
24. Participate in orientation and onboarding offered through ACPHD for Doula Services.
25. Ensure that clients are provided with a minimum of the services offered for impactful care as defined in the Scope of Work, as possible.
26. Participate as necessary in ACPHD Meetings regarding data collection, stakeholder engagement, quality improvement, and program updates. These meetings include, but are not limited to:
27. Results-Based Accountability (RBA) Meetings to report data and meet quarterly statewide deadlines.
28. Doula Community Advisory Board (CAB) Meetings with ACPHD monthly.
29. Individual meetings with the Doula Support Services Coordinator and Perinatal Services and Reproductive Equity Coordinator

## DELIVERABLES / REPORTS

1. Detailed plan for implementing service delivery model outlined in the RFP above to provide equitable access to doula services to clients.
2. Monthly service delivery caseload report indicating number of clients served and number of visits with clients. The average monthly caseload required is 5-7 cases including clients at different stages of the perinatal period (prenatal, labor/delivery/major perinatal event, postpartum), and total cases served per fiscal year is 65.
3. Reporting and Evaluation Requirements:
   1. Contractor will engage in the data collection process specified by the Doula Services Coordinator to assess the work, quality of efforts and success in meeting clients’ needs. This process will be guided by the RBA Measures as well as community and ACPHD requested data points.
   2. Contractor shall submit a quarterly report and end of the year report to ACPHD.
   3. Complete all database reporting requirements using database specified by ACPHD that allows you to confidentially collect the data required.
   4. Contractor shall submit a RBA Quarterly report to ACPHD. The Doula Services Coordinator will support this data collection and aggregation.
   5. Contractor is to administer specified screening tools to African‐American pregnant people as indicated for each perinatal phase and will be provided directly to contractor. Data will be collected for African American pregnant women and people currently enrolled in Alameda County’s Black Infant Health program served by Contractor. ACPHD will provide training and technical assistance on administering the screening tools. The screening tools consist of:
      1. Demographics Information
      2. Pregnancy History
      3. Prenatal
      4. Labor/Delivery Information
      5. Surgical Interventions (if any)
      6. Lactation/Breastfeeding Support and Duration
      7. Postpartum
4. Implementing an internal system to ensure quality assurance for data collection
5. Orienting and training all existing and new staff on confidentiality policies, obtaining informed consent, and ACPHD data collection requirements
6. Contractor shall prepare and submit all time studies, encounter logs, etc. related to the approved agency leveraging plan and its funding sources based upon existing State and Federal guidelines in a timely manner
7. As appropriate, Contractor will participate in meetings and programmatic evaluations such as:
8. RBA Meetings to report data and meet quarterly statewide deadlines.
9. Statewide Perinatal Equity Initiative Contractor Meetings
10. Doula CAB Meetings with ACPHD monthly
11. Individual meetings with the Doula Support Services Coordinator and Perinatal Services and Reproductive Equity Coordinator

## BIDDERS CONFERENCE/VENDOR OUTREACH

* + 1. The Bidders Conference(s) held on the date(s) specified in the Calendar of Events will have online conference capabilities for remote participation. Bidders can opt to participate via a computer with a stable internet connection (the recommended Bandwidth is 512Kbps) at:

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWYyN2U5NmMtNzBjYi00NDc1LWE2YzMtZjFmM2EzNzRlYjQx%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22aaba5ec9-44ce-4b8b-926a-b87e72b0a387%22%7d" \t "_blank)

**Or call in (audio only)**

[+1 415-915-3950,,656507687#](tel:+14159153950,,656507687# )

United States, San Francisco

[(888) 715-8170,,656507687#](tel:8887158170,,656507687# )

United States (Toll-free)

* + 1. Phone Conference ID: 656 507 687#Vendor Outreach is usually conducted on Wednesdays at [**Vendor Outreach Link**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTcwODZiMDctYzdmNi00ZTgxLWJhOTUtMjAyZTRkMWQxMTg4%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22338906a1-74a0-4066-b6d5-051f1847307a%22%7d) (Call-in: +1 415-915-3950; Conference ID: 504 517 635#). Dates and locations can be confirmed by checking at: [**Upcoming Events**](https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/) [<https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/>].
    2. Information regarding the RFP will be presented during the conference(s). To get the best experience, the County recommends that Bidders who participate remotely use equipment with audio output such as speakers, headsets, or a telephone.
    3. Bidders Conference(s) will be held to:
       1. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships to participate in the contract(s) that may result from this RFP.
       2. Provide an opportunity for Bidders to request clarification on this RFP and ask specific questions about the project, goods, and services.
       3. Provide the County with an opportunity to receive feedback related to this RFP.
    4. The Bidders Conference(s) Attendees List will be released in a separate document.
    5. Written questions submitted via email by the stated deadline will be addressed in a posted RFP Questions and Answers (Q&A) following the Bidders Conference(s). Should there be a need to amend or revise the RFP, an Addendum will be issued. Any verbal statements, including at any Bidders Conference(s) are not binding. Only the written documents will be binding.
    6. Questions regarding these specifications, terms, and conditions are to be submitted in writing via email by 5:00 p.m. on the date specified in the Calendar of Events to:

Azizullah Ramesh, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

Email: [azizullah.ramesh@acgov.org](mailto:azizullah.ramesh@acgov.org)

* + 1. Attendance at the Bidders Conference(s) and Vendor Outreach are highly recommended but are not mandatory to further facilitate subcontracting relationships. Vendors who attend the Bidders Conference(s) will be added to the Vendor Bid List.

# COUNTY PROCEDURES, TERMS, AND CONDITIONS

## EVALUATION CRITERIA / SELECTION COMMITTEE

1. **Initial Evaluation (Completeness of Response and Debarment and Suspension).** All proposals will first be reviewed to determine if they pass the initial Evaluation Criteria (Section A), which are determined on a pass/fail basis.
2. **Evaluation by County Selection Committee.** All proposals that have passed the initial Evaluation Criteria will be evaluated by a County Selection Committee (CSC).  The CSC may be composed of County staff and other parties that may have expertise or experience related to the goods or services that are being procured. The CSC will score the proposals according to the Evaluation Criteria set forth in this RFP.  Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals will be within the sole judgment and discretion of the CSC.
3. **Unrealistic Bids.** Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical knowledge or indicative of a failure to comprehend the complexity and risk of the County’s requirements as set forth in this RFP.
4. **Price Discrepancy.** In the case of a discrepancy between the unit price and an extension, the unit price will be used for evaluation purposes.
5. **Evaluation Criteria Descriptions.** The items listed in the Evaluation Criteria should be considered as minimum requirements. All information contained in a proposal and presented in vendor interviews (if there are interviews) will be considered during the evaluation process and included in scoring within the appropriate Evaluation Criteria.
6. **Evaluation Score.**  Proposals will be evaluated and scored on the zero to five-point scale within each Evaluation Criteria below. Scores for all Evaluation Criteria (see the section below) will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a higher-weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The preliminary score will include any points for local and small, local and emerging, or local preference points (5% for local preference and 5% for small, regional, and emerging of total maximum score).
7. **Shortlist Process:** The evaluation process may include a two-stage approach including a preliminary evaluation of the written proposal and preliminary scoring to develop a shortlist of Bidders that will continue to the final stage of optional oral interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references. The 10 Bidders receiving the highest preliminary scores and with at least 200 points may advance to the next evaluation phase. All other Bidders will be deemed eliminated from the process. All Bidders will be notified of the shortlist participants; however, the preliminary scores at that time will not be communicated to Bidders.
8. **Reference Checks.** The County reserves the right to conduct a reference check on all Bidders who submitted a bid proposal. The CSC will then score the reference check, as identified in the Evaluation Criteria below and included in the final score.
9. **Optional Vendor Interviews.** The County may in its sole discretion, conduct vendor interviews.
10. **Final Score**: The final maximum score for any procurement is 550 points, including the possible 50 points for local and small, local and emerging, or local preference points (maximum 10% of the final score). Proposals will be ranked by their final scores.
    1. *Without Vendor Interview*. In procurements where there are no vendor interviews, the score received by the evaluation of the written proposal with the reference score added will be the final score.
    2. *With Vendor Interview.* In procurement where there are vendor interviews, the CSC must consider the interview and adjust the score received by the evaluation of the written proposal with the reference score added will be the final score.
11. **Contact During Evaluation Process.** All contact during the evaluation phase must be through the GSA-Procurement department only. Bidders must neither contact nor lobby evaluators during the evaluation process. Attempts by Bidders to contact and/or influence members of the CSC may result in disqualification of Bidders.
12. **Determining Award.** As a result of this RFP, the County intends to award a contract to the highest-ranked responsible Bidder(s) as determined by the combined weight of the Evaluation Criteria, whose response conforms to the RFP and whose bid presents the greatest value to the County considering all Evaluation Criteria. The combined weight of the Evaluation Criteria is greater in importance than the cost in determining the best value to the County. The County may award a contract of higher qualitative competence over the lowest priced response.
13. The zero to five-point scale range is defined as follows:

|  |  |  |
| --- | --- | --- |
| 0 | Not Acceptable | Non-responsive, fails to meet RFP specification. The approach has no probability of success. If the unmet specification is a mandatory requirement, this score may result in the disqualification of the proposal. |
| 1 | Poor | Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP. |
| 2 | Fair | Has a reasonable probability of success; however, some objectives may not be met. |
| 3 | Average | Acceptable and likely to achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on the interpretation of the proposal by CSC members. |
| 4 | Above Average / Good | Better than that which is average or expected as the norm. Excellent probability of success in achieving all objectives of the RFP requirements and expectations. |
| 5 | Excellent / Exceptional | Exceeds expectations, is very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success in achieving all objectives and meeting RFP specifications. |

1. The Evaluation Criteria and their respective weights are as follows:

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Completeness of Response:**  Responses to this RFP must be complete. Responses must address all the requirements identified within this RFP and all related documents, including any Addenda. Failure to meet the Bidder Minimum Qualifications may also be considered an incomplete response and may result in the disqualification of the Bidder. | Pass/Fail |
|  | **Debarment and Suspension:**  Bidders, its principal, and named subcontractors are not identified on the list of Federally debarred, suspended, or other excluded parties located at [www.sam.gov/SAM](http://www.sam.gov/SAM). | Pass/Fail |
|  | **Cost:**  The points for Cost will be computed by dividing the amount of the lowest responsive and responsible bid received by each Bidder’s total proposed cost.  Cost evaluation points may be adjusted by considering:   1. Reasonableness (i.e., how well does the proposed pricing accurately reflect the Bidder’s effort to meet requirements and objectives?). 2. Realism (i.e., is the proposed cost appropriate to the nature of the products and/or services to be provided? Is the price affordable to the County, including if costs exceed any budget contained in the RFP? ). | 15 Points |
|  | Budget Justification, Fiscal Practice, and Budget Form Proposals will be evaluated against the RFP specifications and the questions below:  1. How well does the Bidder’s cost capture all activities and staff needed to meet the services requested?  2. How well does the Bidder allocate staff and resources?  3. How well does the Budget Justification detail how Bidder arrived at particular calculations?  4. Is the proposed cost appropriate to the nature of the services to be provided?  5. How clear, realistic, and reasonable are costs in relation to the services provided and the number of clients to be served? 6. How well does the Bidder outline, and how diverse are, the revenue sources for its organization and the proposed program?  7. How well does the Bidder describe its fiscal oversight and management practices?  8. How well do staff salaries reflect local costs of living? | 5 Points |
|  | **Demonstrated Administrative and Management Experience:**  Bidders, both organizational and individual applicants, describe experience in documenting services provided, billing for services, and managing invoices or managing administrative paperwork for the purposes of billing and invoicing. | 10 Points |
|  | **Description of experience, Documented evidence of experience, including implementation plan:**  1. An evaluation will be made of the Bidder’s described experience, as well as the provided documentation of experience by:  a. Organizational Applicants: demonstrating organizational history (including any experience contracting with larger entities to provide services), written references or reviews from both clients and subcontractors/members/employees, and leadership that is reflective of the client populations to be served and with a demonstrated history of providing services to clients; supporting, mentoring, and/or training other doulas; and managing invoices for multiple services providers.  b. Individual Applicants: demonstrating training, apprenticeship, and/or written client or mentor references and reviews.  2. Provision of an implementation plan for how services for clients specified in this agreement will be integrated into existing services offered and projected clientele beyond those served by this program. | 20 Points |
|  | **Relevant Experience and knowledge of Community:**  Responses to the questions below will be included in evaluation for applicants:  What is the Bidder’s experience providing culturally-relevant consultation and doula services to Black-identifying pregnant clients?  Does the Bidder have experience providing doula services for a full-spectrum of perinatal experiences (including pregnancy loss, birth, and postpartum care)?  What is the Bidder’s experience and training in using trauma-informed approaches, gender-inclusive and affirming language, and harm reductionist strategies with clients?  Does the Bidder have specific experience working with the client populations served in this agreement? (Alameda County Black Infant Health clients)  Has the Bidder demonstrated a history and ability of managing invoices, administerial organization, supervising subcontractors (for organizational applicants), and working collaboratively with other birthworkers for support?   1. Has the Bidder described experience collecting and/or reporting data? | 10 Points |
|  | **References (See Exhibit A – Bid Response Packet)** References will be evaluated on overall review of satisfaction and recommendation of references | 5 Points |
|  | **Understanding of the Service requested:**  Applications will be evaluated against:   1. Bidder criteria and qualifications described. 2. Demonstrate thorough understanding of the purpose and scope of the services requested. 3. Demonstrate understanding of the deliverables that the county expects Bidders to provide. | 15 Points |
|  | **Deliverables & Reports**  Applications will be evaluated based on ability to track data and outcomes.  1. How clear are Bidder’s experience in collecting measurable outcomes?  2. How thorough, thoughtful and relevant is Bidder’s plan to collect to monitor the progress of the proposed services? Are potential methods for reporting necessary data described or plans to integrate data collection included? Are challenges and concerns clearly articulated? | 10 Points |
|  | **Oral Interview:**  The oral interview on the proposal shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. The scoring may be revised based on the oral interview. | 10 Points |
| **SMALL LOCAL EMERGING BUSINESS PREFERENCE** | | |
|  | **Local Preference:** Points equaling 5% of Bidder’s total score for the above Evaluation Criteria will be added. This will be the Bidder’s final score for purposes of award evaluation. | 5% |
|  | **Small and Local or Emerging and Local Preference**: Points equaling 5% of Bidder’s total score for the above Evaluation Criteria will be added. This will be the Bidder’s final score for purposes of award evaluation. | 5% |

## CONTRACT EVALUATION AND ASSESSMENT

* + 1. During the initial 120-day period of any contract awarded, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.
    2. The County reserves the right to determine, at its sole discretion, whether:
       1. The Contractor has complied with all terms of this RFP and the contract; and
       2. Any problems or potential problems with the proposed goods and/or services were evidenced, which makes it unlikely (even with possible modifications) that such goods and/or services have met or will meet the County requirements.
    3. If, as a result of such determination, the County concludes that it is not satisfied with the Contractor’s performance under any awarded contract and/or Contractor’s goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated.  The Contractor must be responsible for returning County facilities to their original state at no charge to the County.  The County will have the right to invite the next qualified Bidder(s) to enter into a contract.  The County also reserves the right to rebid this project if it is determined to be in its best interest to do so. The County’s right to go to the next qualified Bidder(s) and/or rebid is not limited by the award of a contract or the 120-day period.

## NOTICE OF INTENT TO AWARD

* + 1. At the conclusion of the RFP response evaluation period, all Bidders will be notified in writing by email or US Postal Service mail of the contract award recommendation, if any, by GSA-Procurement. The document providing this notification is the Notice of Intent to Award/Non-Award.

The Notice of Intent to Award/Non-Award will provide the following information:

* + - 1. The name(s) of the Bidder(s) being recommended for contract award; and
      2. The names of all other parties that submitted proposals.
    1. The submitted proposals will be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be considered by the Board of Supervisors.

## Bid Protest / Appeals Process

The County of Alameda prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidders wish to protest the bid process or appeal the recommendation to award a contract once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

* + 1. Any bid protest must be submitted in writing by 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award, not the date received by the Bidder. The bid protest must be submitted to the office that has been designated for review of protests for this procurement (the Protest Evaluator). For this procurement, the Protest Evaluator is:

GSA–Office of Acquisition Policy

ATTN: Contract Compliance Officer

1401 Lakeside Drive, 10th Floor, Oakland, CA 94612

Email: [GSA-BidProtests@acgov.org](mailto:GSA-BidProtests@acgov.org)

A bid protest received after 5:00 p.m. is considered received as of the next calendar day. A protest received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award will not be considered under any circumstances by the Protest Evaluator or their designee.

Generally, the County will promptly send an email acknowledging receipt of the protest; it is the responsibility of the protestor to confirm that the protest was timely received.

* + - 1. The bid protest must contain a complete statement of the reasons and facts for the protest.
      2. The protest must refer to the specific portions of all documents that form the basis for the protest.
      3. The protest must include the name, address, email address, and telephone number of the person submitting the protest on behalf of the protesting party.
      4. The Contract Specialist will send a notification to Bidders if a protest is received.
    1. The Protest Evaluator, or their designee, will review and evaluate the protest and issue a written decision. The Protest Evaluator may, at its discretion, do any of the following: investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest must be final prior to the Board hearing.  
         
       A notification of the decision will be communicated by email and/or US Postal Service mail to the protestor. Notification will be provided to Bidders when a decision has been made on the protest and whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award/Non-Award will stand.
    2. The decision on the bid protest by the Protest Evaluator may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Email: [OCCR@acgov.org](mailto:OCCR@acgov.org), unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose bid is the subject of the protest, all Bidders affected by the Protest Evaluator's decision on the protest, and the protestor have the right to appeal if they feel the Protest Evaluator's decision is incorrect. All appeals to the Auditor-Controller's OCCR must be in writing and submitted within SEVEN (7) calendar days following the issuance of the decision, not the date the decision is received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next calendar day. An appeal received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the decision by the Protest Evaluator will not be considered under any circumstances by the Auditor-Controller OCCR or their designee.
       1. The appeal must specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
       2. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR must be limited to a review of the procurement process to determine if the contracting department materially erred in following the bid or, if applicable, County contracting policies or other laws and regulations.
       3. The appeal to the OCCR must be limited to the grounds raised in the original protest and the written decision by the Protest Evaluator. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
       4. The Auditor’s Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
       5. The finding of the Auditor-Controller’s OCCR is the final step of the appeal process. A copy of the finding of the Auditor-Controller’s OCCR will be furnished to the protestor.
       6. The finding on the appeal must be issued before a recommendation to award the contract is considered and contract awarded by the Board of Supervisor.
    3. The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of a bid protest. A Bidder’s failure to timely complete both the bid protest and appeal procedures will be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, will constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

## TERM / TERMINATION / RENEWAL

* + 1. The contract term, which may be awarded pursuant to this RFP, will be two years.
    2. By mutual agreement, any contract, which may be awarded pursuant to this RFP, may be extended for an additional two-year.
    3. The County has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor’s work, the Contractor will be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. The County may terminate the contract at any time for cause without written notice upon a material breach of contract or substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor.  In the event of such termination, with or without cause, the County reserves the right to invite the next highest-ranked Bidder to enter into a contract or rebid the project if it is determined to be in its best interest to do so.

## PRICING

* + 1. All pricing as quoted will not increase, but except as noted below, remain fixed and firm for the term of any contract that may be awarded as a result of this RFP.
    2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such a lower price will be extended to the County.
    3. Reasonable price increases or decreases for subsequent contract terms may be negotiated between Contractor and County after completion of the initial term.
    4. All prices quoted must be in United States dollars.
    5. Price quotes must include any and all payment incentives available to the County.
    6. In the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension, and the Bidder must honor the unit price quoted.
    7. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

## AWARD

* + 1. Most Responsive and Responsible Bidder(s)
       1. The award will be made to the highest-ranked Bidder(s) who meet the requirements of these specifications, terms, and conditions.
       2. Awards may also be made to the subsequent highest ranked Bidder(s) who will be called in order should the County need to contract with another Bidder(s).
       3. An award will be recommended for the Bidder(s) that submitted the proposal(s) that best serves the overall interests of the County by attaining the highest overall point score. The award may not necessarily be made to the Bidder(s) with the lowest price.
    2. Small Local Emerging Business (SLEB) Program

1. Small and Emerging Locally Owned Business: 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.
2. As a result of the County’s commitment to advancing the economic opportunities of these businesses, **Bidders must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:
3. [**Alameda County SLEB Program Overview**](http://acgov.org/auditor/sleb/overview.htm) [<http://acgov.org/auditor/sleb/overview.htm>]; and
4. [**Alameda County SLEB Program Additional Information**](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) [<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
5. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 624110, 624120, 624190, 624410.
6. A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.
7. An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.
8. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over $25,000.
9. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference.
   * 1. County Rights
        1. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP, including Exhibits and any Addendums, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity must be made solely at the discretion of the County.
        2. Any bid proposals that contain false or misleading information may be disqualified by the County.
        3. The County reserves the right to award to a single or multiple Contractors.
        4. The County reserves the right to conduct additional procurements for the same or similar goods and/or services or to award to additional contract(s), including to other Bidder(s), during the term of the contract if it determines that additional Contractors are needed to supplement goods and/or services being provided.
        5. The County has the right to decline to award this contract or any part thereof for any reason.
     2. Procedures
        1. Board approval to award a contract is required.
        2. A contract must be fully executed by the recommended awardee and the County prior to any services and goods being provided or work being performed.
        3. The County uses its Standard Services Agreement terms and conditions for purchases and services. Any terms that are not acceptable to a Bidder must be identified on the Exceptions and Clarifications form in Exhibit A - Bid Response Packet. Bidder may access a copy of the Standard Services Agreement template at:

[**Alameda County Standard Services Agreement Template**](https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP)[<https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP>]

The template contains minimal standard language and specific contract terms, including the scope of services that may be drafted and negotiated based on this RFP and the bid proposal(s).

1. The RFP specifications, terms, conditions, Exhibits, RFP Addenda, and Bidder’s proposal may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

## METHOD OF ORDERING

* + 1. A written Purchase Order (PO) will be issued after an executed contract and Board approval. If there is any conflict in terms of any PO and the executed contract, the contract will control, even if a PO is issued later. Payment cannot be made to any Contractor until a PO is issued.
    2. POs and payments for goods and/or services will be issued only in the name of the Contractor, as identified on the contract.
    3. The Contractor must adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
    4. Any change orders must be agreed upon in writing by Contractor and County and issued as needed by County.

## INVOICING

* + 1. Contractor must invoice the requesting department, unless otherwise directed by County, upon satisfactory receipt of goods and/or performance of services.
    2. County will use reasonable efforts to make payment within 30 days following receipt and review of invoice and complete satisfactory receipt of goods and/or performance of services.
    3. County will notify the Contractor of any adjustments or corrections that must be made to receive payment on an invoice.
    4. Invoices submitted by the Contractor must contain the County PO number, invoice number, remit to address, itemized goods and/or services description, and price as quoted and must be accompanied by an acceptable proof of delivery and any other information requested by the County.
    5. Contractor must utilize a standardized invoice format upon request.
    6. Invoices must be issued by, and payments made to, the Contractor who is awarded a contract.
    7. The County will pay the Contractor, after receipt and approval of an invoice, monthly or as agreed upon, not to exceed the total contract amount. The County will not pay for goods and/or services in advance.
    8. In the event the Contractor’s performance and/or deliverable goods have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and/or deliverable goods are deemed satisfactory.

## ACCOUNT MANAGER / SUPPORT STAFF

* + 1. The Contractor must provide dedicated support staff to be the primary contact for all issues regarding the response to this RFP and any contract which may arise pursuant to this RFP.
    2. Contractor must also provide adequate, competent support staff that must be able to service the County during normal working hours, Monday through Friday, or as otherwise identified in this RFP. Such representative(s) must be knowledgeable about the contract, products, and/or services offered and able to identify and resolve quickly any issues, including but not limited to order and invoicing problems.
    3. Contractor must provide a dedicated, competent account manager who will be responsible for the County account/contract and receive all orders. Contractor account manager must be familiar with County requirements and standards and work with the Alameda County Public Health Department to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

# INSTRUCTIONS TO BIDDERS

## COUNTY CONTACTS

* + 1. GSA-Procurement is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the GSA-Procurement department only. Any communication regarding this RFP with other County personnel may result in disqualification.
    2. The evaluation phase of the competitive process begins upon receipt of sealed bid proposals and continues until a contract has been awarded.
    3. Contact Information for this RFP:

Azizullah Ramesh, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Email: [azizullah.ramesh@acgov.org](mailto:azizullah.ramesh@acgov.org)

Phone: (510) 208-3905

* + 1. The GSA Contracting Opportunities website will be the official notification posting place of all bid documents related to this RFP. Each Bidder is responsible for checking the website for any Addendums and other notices related to this RFP. Go to [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/>] to view the posting for this RFP and other current contracting opportunities.

## SUBMITTAL OF PROPOSALS

* + 1. Document Submittal
       1. All proposal documents must be completed, successfully uploaded, and submitted online through Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) BY 2:00 p.m. on the due date specified in the Calendar of Events. The County strongly recommends uploading early; technical difficulties in downloading/submitting documents through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) will not extend the due date and time. No hardcopy, email (electronic), or facsimile proposals will be considered.
       2. Bidders **must** submit an electronic version of their proposal in a PDF file, preferably a single file if 20MB or less.
       3. The submitted proposal must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
       4. In whole or in part, proposal responses are NOT to be marked confidential or proprietary. The County may refuse to consider any proposal or part thereof so marked. Bid proposals submitted in response to this RFP may be subject to public disclosure.  The County will not be liable in any way for disclosure of any such records. Please refer to the County’s website at [**Alameda County Proprietary and Confidential Information Policies**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/) [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/>].
       5. For the proposals to be considered complete, the Bidder **must** provide responses to all information requested in Exhibit A – Bid Response Packet, as revised by any Addenda.
       6. Bidders **must** submit pricing on the Excel Spreadsheet – Bid Form(s) in [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org).
    2. Submissions Processes
       1. All costs required for the preparation and submission of a proposal must be borne by the Bidder.
       2. Only one bid proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” will mean, and is limited to, a legal partnership formed under one or more of the provisions of California or other state’s Corporations Code or an equivalent statute.
       3. The final award information will be posted on the County’s “Contracting Opportunities” website.
       4. The County reserves the right to reject any proposal.
       5. All bid proposals must remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.
    3. Legal Requirements
       1. “In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder”. (California Government Code Section 4552).
       2. By submitting a bid proposal, the Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. Such actions may also be considered fraud and subject to criminal prosecution.
       3. The Bidder, by submitting a proposal, certifies that it is, at the time of bidding, and must be, throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the RFP and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the RFP and contract documents.
       4. The Bidder, by submitting a proposal, certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).

### EXHIBIT A

**BID RESPONSE PACKET**

**INSTRUCTIONS**

* + 1. The bid proposal must comply with all requirements contained in the RFP. **It is strongly recommended that Bidders verify and review all Addenda to confirm the use of the most current forms and provide all information requested.**
    2. The electronic bid proposal submission must have all appropriate pages signed (✍).
    3. 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 Bidders are to be submitted with such pages or items clearly marked “N/A” or the bid proposal may be disqualified as incomplete.
    4. Bidders must not modify the Bid Response Packet or any other County-provided document unless instructed to do so, or the bid proposal may be disqualified.
    5. Any clarifications or exceptions to policies or specifications of this RFP, including all Addenda and other documents must be submitted in the ***Exceptions and Clarifications***form of the Bid Response Packet.
    6. The bid proposal submission must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
    7. Bidders must quote price(s) as specified in the RFP, using the form(s) as amended or revised by any Addenda.
    8. Bidders must read all information and follow directions in the [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) event.
    9. File names are restricted to 64 characters for all files uploaded as part of any bid proposal. The file extension (e.g., ".pdf" or ".xls") is counted as part of the file name character limit. Attempting to upload a file with a file name longer than 64 characters may result in an error message or failure to load.
    10. **Bidders who do not comply with the requirements and/or submit incomplete bid proposal packages are subject to disqualification and their bid proposals rejected.**

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Description automatically generated

### COUNTY OF ALAMEDA

### Exhibit A

### BID RESPONSE PACKET

RFP No. 902155

DOULA SERVICES

|  |
| --- |
| 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  Partnership

Limited Liability Partnership  Limited Liability Corporation  Sole Proprietor

Non-Profit / Church  Other:

|  |  |
| --- | --- |
| Jurisdiction of Organizational Structure: |  |
| Date of Organizational Structure: |  |
| Federal Tax Identification Number: |  |
| Alameda County Supplier Identification Number (if applicable): |  |
| DIR Contractor Registration Number (if applicable): |  |

**Primary Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name / Title: |  | | |
| Telephone Number: |  | Alternate Number: |  |
| Email Address: |  | | |

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| BIDDER ACCEPTANCE |

1. The undersigned declares that the procurement bid documents, including, without limitation, the RFP, Q&A, Addenda, and Exhibits (the Bid Documents), have been read and accepted.
2. The undersigned has reviewed the Bid Documents and fully understands the requirements for this RFP, including, but not limited to, general County requirements, and that each Bidder who is awarded a contract must be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its bid proposal, 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.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County’s website:
   1. [**General Requirements**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/>]

1. [**Debarment & Suspension Policy**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/>]

1. [**Iran Contracting Act (ICA) of 2010**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/>]

1. [**General Environmental Requirements**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)

[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/>]

1. **[Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)**

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

1. [**Alameda County SLEB Program Additional Information**](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)

[<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]

1. [**First Source**](http://acgov.org/auditor/sleb/sourceprogram.htm)

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

1. [**Online Contract Compliance System**](http://acgov.org/auditor/sleb/elation.htm)

[<http://acgov.org/auditor/sleb/elation.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 and any contract that is awarded.
2. The undersigned acknowledges that it is the responsibility of each Bidder to be familiar with all of the specifications, terms, and conditions of the RFP and, if applicable, the site condition. By the submission of a bid proposal, 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. The undersigned acknowledges that Bidder has accurately completed the SLEB Information Sheet.
4. Bidder agrees to hold the County of Alameda, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright, or other proprietary rights, secret process, patented, or unpatented invention, article or appliance furnished or used in connection with bid proposal and/or any resulted contract or purchase order.
5. By signing below, the signatory warrants and represents that the signer has completed, acknowledged, and agreed to this Bidder Acceptance in their authorized capacity and that by their signature on this Bidder Acceptance, they and the entity upon behalf of which they acted, acknowledged and agreed to this Bidder Acceptance and that all are true and correct and are made under penalty of perjury pursuant to the laws of California.

|  |
| --- |
| **SIGNATURE:** ✍  Name/Title of Authorized Signer:  Dated this  day of  20 |

|  |
| --- |
| DEBARMENT AND SUSPENSION CERTIFICATION (PROCUREMENTS $25,000 AND OVER) |

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. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Exceptions will not necessarily result in denial of the award but will be considered in determining Contractor responsibility.

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

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| **BIDDER:**  **PRINCIPAL: TITLE:**  **SIGNATURE:** ✍ **DATE:** |

|  |
| --- |
| SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET |

**Instructions**: On the following page is the **SLEB Information Sheet**. Every Bidder must complete and submit a signed SLEB Information Sheet indicating their SLEB certification status. If the Bidder is not certified, the information sheet must be completed 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.

If a Bidder is located within Alameda County but not a certified SLEB, the following documentation must be uploaded as part of the bid documents:

* + - 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 Bidder’s name of the vendor and the local address. Utility bills, deeds of trusts or lease agreements, etc., are acceptable verification documents to prove residency

SLEB certification must be **valid** at the time of bid proposal submittal for SLEB primes and SLEB subcontractor(s).

* For SLEB Subcontracting Questions: Please contact the General Services Agency - Office of Acquisition Policy, [GSA.OAP@acgov.org](mailto:GSA.OAP@acgov.org).
* For questions/information regarding SLEB certification, including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit, [OCCR@acgov.org](mailto:OCCR@acgov.org), (510) 891-5500.

|  |
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| SLEB INFORMATION SHEET |

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 the definition of a SLEB, see[**Alameda County SLEB Program Overview**](http://acgov.org/auditor/sleb/overview.htm)**; [**[**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 this form must be submitted for each SLEB that the Bidder will subcontract with as evidence of a firm contractual commitment to meeting the SLEB participation requirement.

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of thebenefits of the partnership will be economical, 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) are not allowed without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments, prime, and subcontractors are required to use the web-based Elation Systems to monitor SLEB subcontractor compliance with[**Elation Systems**](http://www.elationsys.com/elationsys/)**; [**[**http://www.elationsys.com/elationsys/**](http://www.elationsys.com/elationsys/)**].**

|  |
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| **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:** ✍ |

**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:**      

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| **BIDDER MINIMUM QUALIFICATIONS** |

**Instructions:** Bidder must respond and/or provide support documentation that fulfills all the minimum qualifications as stated in Section D of the RFP.

The Bidder must provide proof of any permits, licenses, and/or professional credentials necessary to supply products and perform services as specified in this RFP if requested by the County.

**Maximum Length: None**

|  |
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| BID FORM |

**Instructions**:Bidder must use the separate Excel Bid Forms.

**COST MUST BE SUBMITTED AS REQUESTED ON THE EXCEL BID FORMS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.**

Bid proposals that do not comply may be rejected.

The cost quoted must include all taxes (excluding sales and use tax) and all other charges, including travel expenses. The price quoted will be the maximum cost the County will pay for the term of any contract resulting from this RFP.

Quantities listed on Alameda County [https://ezsourcing.acgov.org/](https://ezsourcing.acgov.org) **Excel Bid Forms** are for example only; they are not to be construed as a commitment of the County to purchase that quantity. No minimum or maximum is guaranteed or implied. The cost quoted will be the price of the items identified, regardless of the quantity purchased.

Bid pricing on all line items is required. Partial bids are not acceptable.

By submission through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org)**,** Bidder certifies to County that all representations, certifications, and statements made by Bidder, as set forth in each entry in the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

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| BUDGET DETAIL AND/OR COST NARRATIVE |

**Instructions**: Bidder is to provide a **Budget Detail**.

The proposed budget should not exceed $190,000 per fiscal year. Proposed budget should state costs, including direct and indirect costs, fiscal sponsor fees, etc. for the proposed services and is the cost the County will pay for the 1‐year term of any contract that is a result of this bid. In the columns before for additional years, e.g. years 2 or 3, please specify the total cost of the program. Under Perinatal Equity Initiative Funding columns, please specify how much of each budget line item is allocated to Perinatal Equity Initiative Funding. Funds cannot supplant existing services. Therefore, applicants must demonstrate expanded capacity and additional services provided.

SAMPLE TEMPLATE INCLUDED HERE IS AN EXAMPLE BUDGET. BIDDERS MUST PROVIDE THEIR OWN COMPREHENSIVE BUDGET BASED ON A 2 YEAR OPERATING COST PROJECTION AND ANY ONE‐TIME START UP COST.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item** | **Year 1 Program Expense** | **Perinatal Equity Initiative Funding** | **Year 2 Program Expense** | **Perinatal Equity Initiative Funding** |
| **Personnel Expenses** |  |  |  |  |
| XX FTE Position |  |  |  |  |
| XX FTE Position |  |  |  |  |
| Benefits |  |  |  |  |
| **Personnel Expenses Subtotal** |  |  |  |  |
|  |  |  |  |  |
| **Subcontract Expenses** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subcontract Expenses Subtotal** |  |  |  |  |
|  |  |  |  |  |
| **Operating Expenses** |  |  |  |  |
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|  |  |  |  |  |
| **Operating Expenses Subtotal** |  |  |  |  |
|  |  |  |  |  |
| **Indirect Expenses** |  |  |  |  |

**Maximum Length: 2 Pages**

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| TABLE OF KEY PERSONNEL |

**Instructions**: Bidder is to provide a **Table of Key Personnel**. The table is to include all essential personnel associated with providing services to the County, including collaborating partners.

To appropriately evaluate Bidder's qualifications, the table should include the following information for each key person:

1. The person’s relationship with Bidder, including job title and years of employment with Bidder.
2. Work contact information includes, but is not limited to, the following: work address, office telephone number, mobile work number, and work email address.
3. The person's role in connection with the RFP and any awarded contract.
4. Educational background; and
5. Related experience on similar projects, certifications, and merits.

If a Bidder collaborates with any other partners or subcontractors, the Bidder must identify all key personnel, subcontractors, subcontractor qualifications, and how they plan to work together. Bidder must identify any existing agreements or MOUs between the Bidder(s) and proposed collaborator(s).>

Maximum Length: There is no limit to the table. There is, however, a 2-page limit per résumé or curriculum vitae.

|  |
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| **DESCRIPTION OF PROPOSED SERVICES** |

**Instructions:** Bidder is to provide a **Description of Proposed Services**.

The *Description of Proposed Service* must describe the overall services. The Bidder must address how they will meet or exceed each requirement listed in Section D (Bidder Qualifications), Section E (Scope of Work), Section F (Services to be Rendered) and Section G (Deliverables/Reports).

At a minimum, the Bidder must include the following details:

Describe how Bidder will meet the program’s desired overall goals, anticipated outcomes, measurable objectives, and critical tasks, including how key personnel will be responsible for achieving them.

Detail existing data collection infrastructure and demonstrate the ability to interface with County’s database(s) as described in the RFP and/or provide reporting data to the County for maximum efficiency.

Explain any unique resources, procedures, or approaches that make the services of Bidder responsive to meeting the minimum qualifications and requirements of the RFP.

Identify any limitations or restrictions that exist for the Bidder to provide the services. Explain what measures will be taken to adequately provide the services. (Please note any requests for exceptions or clarifications MUST be identified on the *Exceptions and Clarification* form. **The County is under no obligation to accept any exceptions or clarifications, and any such exceptions and clarifications may be a basis for bid disqualification.**)

**Maximum Length: none**

|  |
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| **REFERENCES** |

**Instructions**: On the following page is the templates that Bidders are to use for providing references. Bidders are to provide a list of five references. References must be satisfactory as deemed solely by County.

Services or goods provided by Bidders to the references should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.

Bidders should 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 the Bidders’ bid proposals.

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 the references provided in order to determine items such as Bidders’ years of experience and performance records on work similar to that described in this request.

The County reserves the right to contact individuals/entities for references other than those provided in the Response and to use any information obtained in the evaluation process.

NOTE: Bidders should not list the County department requesting services/goods as part of the references.

|  |
| --- |
| **REFERENCES** |

RFP No. 902155

Doula Services

Bidder must currently be providing goods and/or services for at least two of the references or have done so within the last five years.

Bidder Name:

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

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

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

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

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

\*Use additional pages as necessary

|  |
| --- |
| EXCEPTIONS AND CLARIFICATIONS |

**Instructions**: Bidders must use the **Exceptions and Clarifications** form to identify and list below any and all exceptions and/or clarifications to the RFP and associated Bid Documents and submit them with the bid proposal.

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

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

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| INSURANCE REQUIREMENTS |

**Instructions**: Insurance certificates are not required at the time of submission; however, by signing the Bid Response Packet and submitting a bid proposal, the Bidder agrees to meet the minimum insurance requirements and provide any documentation requested by County upon request.

Insurance documentation must be provided to the County before 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 a contract issued from this RFP:

see next page for county of alameda

minimum insurance requirements

EXHIBIT C

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

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| **TYPE OF INSURANCE COVERAGES** | | **MINIMUM LIMITS** |
| **A** | **Commercial General Liability**  Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability | $1,000,000 per occurrence (CSL) Bodily Injury and Property Damage |
| **B** | **Commercial or Business Automobile Liability**  All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for  individual contractors with no transportation or hauling related activities | $1,000,000 per occurrence (CSL) Any Auto  Bodily Injury and Property Damage |
| **C** | **Workers’ Compensation (WC) and Employers Liability (EL)**  Required for all contractors with employees | WC: Statutory Limits  EL: $1,000,000 per accident for bodily injury or disease |
| **D** | **Professional Liability/Errors & Omissions**  Includes endorsements of contractual liability and defense and indemnification of the County | $2,000,000 per occurrence  $2,000,000 project aggregate |
| **E** | **Directors and Officers Liability**  Including Employment Practices Liability | $1,000,000 per occurrence |
| **F** | **Endorsements and Conditions**:   1. **ADDITIONAL INSURED:** All insurance required above with the exception of Professional Liability, Commercial or Business Automobile Liability, Workers’ Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 2. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. 3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self- insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor’s contractual obligation to indemnify and defend the Indemnified Parties. 4. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor’s insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 5. **SUBCONTRACTORS:** Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 6. **JOINT VENTURES:** If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods:    * Separate insurance policies issued for each individual entity, with each entity included as a “Named Insured” (covered party), or at minimum named as an “Additional Insured” on the other’s policies. Coverage shall be at least as broad as in the ISO Forms named above.    * Joint insurance program with the association, partnership or other joint business venture included as a “Named Insured”. 7. **CANCELLATION OF INSURANCE:** All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. 8. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance   coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision. | |

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