COUNTY OF ALAMEDA

HEALTH CARE SERVICES AGENCY (HCSA)

Questions & Answers

to

**RFP No. HCSA-900723**

**for**

**Center for Healthy Schools and Communities (CHSC) Mental Health Student Services Act (MHSSA) Data and Evaluation**

**Networking/Bidders Conference Held on November 7 and November 8, 2022**

**Written question(s) submitted by November 8, 2022**

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| **This County of Alameda, Health Care Services Agency (HCSA), RFP Questions & Answers (Q&A) has been electronically issued to potential bidders via email. Email addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate email address is noted and kept updated in the SLEB Vendor Database. This RFP Q&A will also be posted on the GSA Contracting Opportunities website located at** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)**.**  |

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Thank you for your participation and interest in the County of Alameda Request for Proposal (RFP) No. HCSA-900723 for Center for Healthy Schools and Communities (CHSC) Mental Health Student Services Act (MHSSA) Data and Evaluation.

All the questions are taken verbatim from written questions emailed by potential Bidders. The County of Alameda shall be noted as “County” in the answers to these questions. The Questions and Answers are the final stances of the County. Please consider this document in preparation for your bid response.

**Questions and Answers:**

**Q1: Could you please confirm whether SLEB participation is a requirement or a preference for this RFP?**

*A1: Bidders must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award. Additionally, please refer to RFP Section II.M.2.b. AWARD, Small Local Emerging Business (SLEB) Program (p.18); Exhibit A – BID RESPONSE PACKET (p. 9), SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION; and Exhibit A – BID RESPONSE PACKET, (p. 10), SLEB INFORMATION SHEET.*

*Furthermore, as per Exhibit A – BID RESPONSE PACKET Instructions, if Bidders are making any clarifications and/or amendments; or taking exception to policies or specifications of this RFP, including those to the COUNTY SLEB POLICY, these must be submitted in the Exceptions, Clarifications, Amendments Section of this EXHIBIT A – BID RESPONSE PACKET in order for the bid response to be considered complete.*

*As per Exhibit A – BID RESPONSE PACKET, EXCEPTIONS AND CLARIFICATIONS (p. 13), the County is under no obligation to accept any exceptions, and such exceptions may be a basis for bid disqualification.*

**Q2: Is it possible to get the list of potential bidders from the first bidder' conference?**

*A2: As per the RFP Calendar of Events, the List of Attendees was posted on November 14, 2022 and is available on the GSA website.*

**Q3: Can we mail our sealed proposal with original ink signatures to the address listed in the RFP OR can we only submit our proposal in person?**

*A3: All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. Additionally, please refer to RFP Section III.R.1.b. SUBMITTAL OF PROPOSALS, Submittal Instructions (p.22).*

**Q4: We want to clarify that we will be submitting: an original hard copy proposal with original ink signatures, and an electronic copy in a USB Drive?**

*A4: Bidders are to submit one (1) original hardcopy bid, with original ink signatures and Bidders must also submit an electronic copy of their quotation. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an* ***exact*** *scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.* *Additionally, please refer to RFP Section III.R.2.a. SUBMITTAL OF PROPOSALS, Bid Response Preparation (p.23).*