

**HEALTH CARE SERVICES AGENCY
REQUEST FOR PROPOSAL No. HCSA-900723**

for

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

Bidders Conference #1: November 7, 2022, 1:00 pm (PST)

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 277 599 227 201

Passcode: sWy78B

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Or call in (audio only)

[+1 415-915-3950,,536788402#](#) United States, San Francisco

[\(888\) 715-8170,,536788402#](#) United States (Toll-free)

Phone Conference ID: 536 788 402#

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Bidders Conference #2: November 8, 2022, 8:30 am (PST)

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Meeting ID: 258 876 121 238

Passcode: PnNNBF

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Additional Information: Bidders Conferences are virtual and can be accessed by clicking on the meeting links provided above at the scheduled dates and times.

For complete information regarding this project, see Request for Quotation (RFQ) posted at

[Alameda County Current 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: Angela Cai

Phone Number: (510) 618-3371 E-mail Address: acai@acgov.org

RESPONSE DUE

By 2:00 p.m.

On December 2, 2022

at

Alameda County, Health Care Services Agency

1000 San Leandro Boulevard, Suite 300, San Leandro, CA 94577



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CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. 900723

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

EVENT	DATE/LOCATION
Request Issued	November 1, 2022
Networking/Bidders Conference No. 1	<p>November 7, 2022, 1:00pm Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 277 599 227 201 Passcode: sWy78B Download Teams Join on the web Or call in (audio only) +1 415-915-3950,536788402# United States, San Francisco (888) 715-8170,536788402# United States (Toll-free) Phone Conference ID: 536 788 402# Find a local number Reset PIN Learn More Meeting options</p>
Networking/Bidders Conference No. 2	<p>November 8, 2022, 8:30am Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 258 876 121 238 Passcode: PnNNBF Download Teams Join on the web Or call in (audio only) +1 415-915-3950,861662947# United States, San Francisco (888) 715-8170,861662947# United States (Toll-free) Phone Conference ID: 861 662 947# Find a local number Reset PIN Learn More Meeting options</p>
Written Questions Due via Email: acai@acgov.org	November 8, 2022 by 5:00 p.m.
List of Attendees	November 14, 2022
Questions & Answers Issued	November 17, 2022
Addendum Issued [only if necessary]	November 17, 2022
Response Due 1000 San Leandro Blvd, Suite 300 San Leandro, CA 94577	December 2, 2022 by 2:00 p.m.
Evaluation Period	December 2, 2022- December 19, 2022
Notice of Intent to Award Issued	December 19, 2022
Board Consideration Date	January 24, 2023
Contract Start Date	February 1, 2023

NOTE: All dates are tentative and subject to change.

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 900723 SPECIFICATIONS, TERMS & CONDITIONS

for

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

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ATTACHMENTS

EXHIBIT A **BID RESPONSE PACKET**

I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms and conditions to describe the qualified vendor who will design and implement evaluation services for the Mental Health Student Services Acts (MHSSA) funded programs to the Center for Healthy Schools and Communities (CHSC) under Health Care Services Agency (HCSA).

The County intends to award an initial 17-month contract for the approximate term of February 1, 2023 – June 30, 2024 (with the option to renew) to the Bidder selected as the most responsible bidder whose response conforms to the RFP and meets the County’s requirements. The amount of the contract shall not exceed \$118,056 during the 17-month period and Bidders may not request budgets above this amount in their proposal. The final contract amount is subject to successful negotiations with the County.

It is the intent of these specifications, terms and conditions to procure the most environmentally preferable products with equivalent or higher performance and at equal or lower cost than traditional products. Specific requirements from the County’s Sustainability Program that are related to this Bid are included in the appropriate Bid sections.

B. BACKGROUND AND SCOPE

Health Care Services Agency (HCSA) is the health authority in Alameda County whose mission is to provide fully integrated health care services to its residents. These services are provided through a comprehensive network of public and private partnerships that ensure optimal health and well-being, and respect the diversity of all residents. HCSA recognizes that to achieve this mission, it must develop high quality services and operations that are consistent with any changes in relevant economic and policy environments.

The Center for Healthy Schools and Communities (CHSC) is the school health division of the HCSA, located in the Office of the Agency Director (OAD). CHSC works to foster the academic success, health, and well-being of Alameda County youth by building universal access to high-quality supports and opportunities in schools and neighborhoods. CHSC values empowering families and youth, growing the capacity of communities to affect change, and building strategic partnerships that link health and education institutions to achieve equity.

The Mental Health Student Services Act (MHSSA) funded programs are a set of strategies and new programs supported by California Department of Health Care Services (DHCS) MHSSA funds and administrated by the Center for Healthy Schools and

Communities (CHSC). The MHSSA work focuses on the prevention and early intervention of mental health illness. The purpose is to establish additional mental health partnerships between county mental health or behavioral health departments and local education entities and to provide increased access to mental health services in locations that are easily accessible to students and their families. These services include services provided on school campuses, suicide prevention, drop-out prevention, placement assistance, continuum-of-care for students in need of ongoing services, and outreach to high-risk youth that include foster youth, youth who identify as LGBTQ+, and youth who have been expelled or suspended from school.

The Key Outcomes/Goals of the MHSSA program are:

1. Remove barriers, improve systems coordination, and create access to a continuum of culturally responsive integrated school based behavioral health services.
2. Increase youth life skills, health and wellbeing, school performance and/or career readiness to reduce health disparities and maximize health outcomes.

The following tasks are to be completed under the term of the awarded contract.

1. Project Management:
 - a. Provide project coordination: communicate and coordinate evaluation efforts between stakeholders and MHSSA program partners
 - b. Meet HCSA CHSC program lead regularly, including but not limited to the following:
 - (1) Participate in regular meetings with CHSC (monthly video/telephone with an optional quarterly in-person and yearly all-day retreat at request) to discuss, plan, and problem solve issues for the MHSSA program evaluation
 - c. Participate as needed in MHSSA meetings (with State and County leads, School District partners and existing evaluators, as needed) to advance and improve the evaluation

C. BIDDER QUALIFICATIONS

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

1. Bidder shall have at least five years of demonstrated experience engaged in the business of providing program evaluation and data collection for government or public systems.

2. Bidder shall have at least three years of evaluation experience working with schools, school based behavioral/mental health programs, and community-based organizations.
3. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP. Unless noted otherwise in the RFP, for example the item(s) stated above, including any Addendum or published Questions and Answers, Bidder is not required to submit copies or verification of the permits, licenses and credentials; however, Bidder must provide such proof if requested by County.

Bidders are eligible to participate in the RFP process if they meet the Bidder Minimum Qualifications. The County will disqualify proposals that do not demonstrate that Bidder meets the specified Bidder Minimum Qualifications, and these disqualified proposals will not be evaluated by the County Selection Committee (CSC)/Evaluation Panel and will not be eligible for contract award under this RFP.

Bidders must explicitly demonstrate how they meet the minimum qualifications listed above in their bid.

If a bidder proposes subcontractor(s) in the bid response as part of the proposed scope of services, bidder identified as prime may not use the experience of proposed subcontractors and/or partners to meet the Bidder Minimum Qualifications.

D. SPECIFIC REQUIREMENTS

Contractor shall:

1. Evaluation Planning:
 - a. Design evaluation (including workplan and implementation timelines) by working with CHSC program lead;
 - b. Align MHSSA evaluation performance measures and indicators with CHSC's Strategic Plan around Results Based Accountability (RBA) and current School Based Behavioral Health Model (SBBH) Framework and Evaluation tools.

E. DELIVERABLES / REPORTS

Contractor Shall:

1. Finalize Evaluation Plan (include implementation plan and timeline) for MHSSA funded programs that aligns with MHSSA deliverables and CHSC School Based Behavioral Health Framework;

2. Prepare an Annual Evaluation Summary;
3. Prepare and present PowerPoint presentation to showcase annual evaluation results to County staff and Program partners.
4. Data Collection, Management, Analysis and Reports:
 - a. Implement a comprehensive, standardized data collection system for MHSSA providers/contractors that evaluates both the program and aligns with State MHSSA grant deliverables and CHSC's RBA framework and MHSSA grant deliverables.
 - b. Data collection may include but is not limited to the following activities:
 - (1) Design and/or update evaluation tools, such as activity tracking forms, quarterly reports, and surveys;
 - (2) Develop and finalize evaluation guide (including State MHSSA templates, etc.) for MHSSA funded staff and partners;
 - (3) Ensure data is entered correctly and timely.
 - c. Analyze collected data and generate reports:
 - (1) Quarterly data reports to be submitted to State as part of MHSSA grant deliverables;
 - (2) Quarterly and annual data reports for CHSC staff and school district program providers.
 - d. Conduct mid-year data quality checks.

F. NETWORKING/BIDDERS CONFERENCE(S)

1. Networking/Bidders Conferences will be held to:
 - a. 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.
 - b. Provide an opportunity for Bidders to request clarification on this RFP and ask specific questions about the project, goods, and services.
 - c. Provide the County with an opportunity to receive feedback related to this RFP.

2. The Bidders Conference(s) Attendees List will be released in a separate document.
3. 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 statement(s), including at any Bidders Conference(s) are not binding. Only the written documents will be binding.
4. 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:

Angela Cai, Senior Program Specialist
Alameda County, HCSA
Email: acai@acgov.org

5. Attendance at the Bidders Conferences is highly recommended but are not mandatory. Potential bidders are strongly encouraged to attend networking/Bidders Conference(s) to further facilitate subcontracting relationships. Vendors who attend the Bidders Conference(s) will be added to the Vendor Bid List.

II. COUNTY PROCEDURES, TERMS, AND CONDITIONS

G. 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 Scores.** 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.
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 vendor interview, and reference checks. The preliminary scoring will be based on the total points, excluding any points allocated to references, and optional vendor interview. The 3 Bidders receiving the highest preliminary scores and with at least 300 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 reference check(s) on all Bidders who submitted a bid proposal. The CSC will then score the reference check(s), as identified in the Evaluation Criteria below, which will then be included in the final score.
9. **Optional Vendor Interviews.** The County may in its sole discretion, conduct vendor interviews. Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidders' proposal. Whether or not a shortlist process is used, the score of any evaluation criterion below may be revised or informed based on the vendor interview.
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; derived from 5% for *local* preference and 5% for either *Small and Local* or *Emerging and Local* preference). Proposals will be ranked by their final scores.

- a. 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.
 - b. With Vendor Interview. In procurements where there are vendor interviews, the CSC will consider the interview and may adjust the scores received by the evaluation of the written proposal which, with the reference scores added, will be the final score.
11. **Contact During Evaluation Process.** All contact during the evaluation phase must be through the Health Care Services Agency’s Special Projects Office only. Bidders must neither contact nor lobby CSC 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.
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14. The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	<p>Completeness of Response:</p> <p>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.</p>	Pass/Fail
	<p>Debarment and Suspension:</p> <p>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.</p>	Pass/Fail
B.	<p>Cost and Budget Narrative:</p> <p>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.</p> <p>Cost evaluation points may be adjusted by considering:</p> <ol style="list-style-type: none"> 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?). 	15 Points
C.	<p>Capacity, Readiness, Relevant Experience, Key Personnel:</p> <p>Proposals will be evaluated considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. With regard to questions in the response packet, does the Bidder demonstrate the desired experience in the areas outlined in the RFP to include provision of data and evaluation? 	

	<ol style="list-style-type: none"> 2. Do the individuals assigned to the project have the relevant experience conducting similar projects; and/or do they possess necessary knowledge to carry out duties as assigned to the scope of work? 3. How well has the Bidder demonstrated its experience working with schools and or school districts in evaluation planning and implementation (including data collection)? 4. How well has the Bidder demonstrated its experience creating materials for teams that guide the work? 5. How well has the Bidder demonstrated excellent writing skills? 	25 Points
D.	References (See Exhibit A – Bid Response Packet)	Pass/Fail
E.	<p>Description of Proposed Services:</p> <p>Proposals will be evaluated considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. How well has the Bidder demonstrated a thorough understanding of the purpose and scope of the project? 2. How well has the Bidder demonstrated that they understand the deliverables the County expects them to provide? 3. How well has the Bidder identified pertinent issues and potential problems related to the project? 4. How well has the Bidder demonstrated their ability to support diverse stakeholders and voices in collaborative processes, from formal leaders to direct-service staff to young people and/or families? 	25 Points
F.	<p>Methodology:</p> <p>Proposals will be evaluated considering the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP? 2. Does the methodology match and contribute to achieving the objectives set out in the RFP? 3. Does the methodology interface with the County’s schedule? 	15 Points

G.	<p>Deliverables and Reports:</p> <p>Proposals shall be evaluated based on ability to track project data, progress, and outcomes:</p> <ol style="list-style-type: none"> 1. Does the Bidder demonstrate the capacity to meet stated deliverables? 2. Does the Bidder demonstrate the capacity to collect required data? 	20 Points
H.	<p>Vendor Interview</p> <p>Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. Whether or not a shortlist process is used, the scores of any evaluation criterion above may be revised or informed based on the vendor interview.</p>	Vendor Interview may be used to revise / inform scores of criteria above
SMALL LOCAL EMERGING BUSINESS PREFERENCE		
	<p>Local Preference: Points equaling 5% of Bidder’s total score for the above Evaluation Criteria will be added. This will be the Bidder’s <u>final score</u> for purposes of award evaluation.</p>	5%
	<p>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 <u>final score</u> for purposes of award evaluation.</p>	5%

H. 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:
 - a. The Contractor has complied with all terms of this RFP and the contract; and
 - b. 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.

I. 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 the Health Care Services Agency's Special Projects Office. 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:

- a. The name(s) of the Bidder(s) being recommended for contract award; and
 - b. The names of all other parties that submitted proposals.
2. 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.

J. BID PROTEST / APPEALS PROCESS

HCSA 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 for this project 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 by any Bidder regarding any other Bid must be submitted in writing to James Nguyen, HCSA Administrative Officer, 1000 San Leandro Blvd., Suite 300, San Leandro, CA 94577, Email: James.Nguyen@acgov.org **before 5:00 p.m. of the FIFTH (5th) business**

day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.

- a. The bid protest must contain a complete statement of the reasons and facts for the protest.
 - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - d. The County Agency/Department will notify all Bidders of the protest as soon as possible.
2. Upon receipt of the written protest, HCSA Director, or designee will review and evaluate the protest and issue a written decision. The HCSA Director may, at their discretion, 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 will be issued at least ten (10) business days prior to the Board hearing or HCSA award date.

The decision will be communicated by e-mail, fax, or US Postal Service mail, and will inform the Bidder whether or not the recommendation to the Board of Supervisors or HCSA in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the Bid.

3. The decision of the HCSA Director on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502 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 HCSA Director's decision on the protest, and the protestor have the right to appeal if not

satisfied with the HCSA Director's decision. All appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five (5) business days following the issuance of the decision by the HCSA Director, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the HCSA Director shall not be considered under any circumstances by the HCSA Director or the Auditor-Controller OCCR.

- a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred in following the bid or, where appropriate, County contracting policies or other laws and regulations.
 - c. The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by the HCSA Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by the HCSA Director or department designee, and will determine whether to uphold or overturn the protest decision.
 - d. The Auditor's Office may overturn the results of a bid process for ethical violations by HCSA 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.
 - e. The decision of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCCR will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.
4. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors or GSA.

5. The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

K. TERM / TERMINATION / RENEWAL

1. The contract term, which may be awarded pursuant to this RFP, will be 17 months.
2. By mutual agreement, any contract, which may be awarded pursuant to this RFP, may be extended for up to 43 months at agreed prices with all other terms and conditions remaining the same.
3. The County has and reserves the right to suspend, terminate or abandon the execution of any work, services and/or providing of goods 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, services and/or providing of goods, 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.

L. APPLICABLE WAGE LAWS

1. 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.

M. AWARD

1. Most Responsive and Responsible Bidder(s)
 - a. The award will be made to the highest-ranked Bidder(s) who meet the requirements of these specifications, terms, and conditions.

- b. 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).
- c. 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
- a. 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.
- b. 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:
- (1) [Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)
[<http://acgov.org/auditor/sleb/overview.htm>]; and
- (2) [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/>]
- c. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 541611, 541613, 541618, 541690, 541720, 923120, 925120.
- d. 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.
- e. 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.

f. 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.

g. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference.

3. County Rights

a. 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 shall be made solely at the discretion of the County.

b. Any bid proposals that contain false or misleading information may be disqualified by the County.

c. The County reserves the right to award to a single or multiple Contractors.

d. 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.

e. The County has the right to decline to award this contract or any part thereof for any reason.

4. Procedures

a. Board approval to award a contract is required.

b. 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.

c. 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)

[\[https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvbj7ly0BqycT5J83NKyIV19tLO6-yA?e=YwGjFP\]](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).

- d. 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.

N. 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.

O. INVOICING

1. Contractor shall 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.

P. 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 shall 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 shall be responsible for the County account/contract and receive all orders. Contractor account manager shall be familiar with County requirements and standards and work with the HCSA/OAD/CHSC to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

III. INSTRUCTIONS TO BIDDERS

Q. COUNTY CONTACTS

1. HCSA – Special Projects Office is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the HCSA – Special Projects Office only. Any communication regarding this RFP with other County personnel may result in disqualification.
2. The evaluation phase of the competitive process shall begin upon receipt of sealed bid proposals and continue until a contract has been awarded.
3. Contact Information for this RFP:

Angela Cai
Alameda County, Health Care Services Agency
1000 San Leandro Blvd, Suite 300, San Leandro, CA 94577
E-Mail: acai@acgov.org
Phone: (510) 618-3371

4. 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/>] to view the posting for this RFP and other current contracting opportunities.

R. SUBMITTAL OF PROPOSALS

1. Submittal Instructions

- a. All bids must be SEALED and RECEIVED at the Health Care Services Agency of Alameda County by the time on the due date specified in the Calendar of Events. UNSEALED OR LATE BIDS CANNOT BE ACCEPTED.
- b. Bids will be received ONLY at the address shown below, and by the time p.m. on the due date specified in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

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. The Health Care Services Agency's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids. If hand delivering bids, please allow time for parking and entry into secure building.

- c. Bids are to be addressed and delivered as follows:

**Alameda County, Health Care Services Agency
RFP No. HCSA-900723
Attn: Angela Cai, Senior Program Specialist
1000 San Leandro Blvd, Suite 300
San Leandro, CA 94577**

For questions:
E-MAIL: acai@acgov.org
PHONE: (510) 618-3371

Bidder's name, return address, and the RFQ number and title must also appear on the mailing package.

***PLEASE NOTE** that on the bid due date, a bid reception desk will be open between 9:00 a.m. – 2:00 p.m. and will be located on the third floor at 1000 San Leandro Blvd, Suite 300.

d. No email (electronic) or facsimile bids will be considered.

2. Bid Response Preparation

- a. Bidders are to submit one (1) original hardcopy bid (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures. All submittals should be printed on plain white paper and must be either loose leaf or in a 3-ring binder (**NOT** bound). It is preferred that all quotations submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the quotation.
- b. 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.
- c. BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
- d. 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.**
- e. For the responses to be considered complete, the Bidder **must** provide responses to all information requested in the Exhibit A – Bid Response Packet, as revised by any Addenda.
- f. Bid responses are to be straightforward, clear, concise and specific to the information requested.

- g. In whole or in part, bid responses are NOT to be marked confidential or proprietary. The County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFQ may be subject to public disclosure, even if marked confidential or proprietary. The County shall 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/).

3. Submissions Processes

- a. All costs required for the preparation and submission of a response shall be borne by the Bidder.
- b. Only one bid response 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" shall 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.
- c. The final award information will be posted on the County's "Contracting Opportunities" website.
- d. The County reserves the right to reject any bid response.
- e. All bid responses shall remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.
- f. All other information regarding the bid responses will be held as confidential until the contract(s) has been fully negotiated with the recommended awardees named in the recommendation to award/non-award notification(s). The submitted quotations shall be made available upon request no later than five (5) calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting quotations, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project. In addition, award information will be posted on the County's "Contracting Opportunities" website, mentioned above.

4. Legal Requirements

- a. "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).
- b. By submitting a bid response, 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.
- c. The Bidder, by submitting a bid response, certifies that it is, at the time of bidding, and shall 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 RFQ and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the RFQ and contract documents.
- a. The Bidder, by submitting a bid response, 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

RFP No. HCSA-900723

CHSC Mental Health Student Services Act (MHSSA)

INSTRUCTIONS

1. The bid response must comply with all requirements contained in the RFPQ. **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. Bidders who do not comply with the requirements and/or submit incomplete bid response packages are subject to disqualification and their bid responses rejected.
3. As described in the Submittal of Bids section of this RFP, Bidders are to submit
 - a. **one (1) original hardcopy bid** (EXHIBIT A – BID RESPONSE PACKET, including additional required documentation), with **original ink signatures**; and **one (1) electronic copy** of the bid in pdf (with OCR, e.g. scanning, preferred).
4. All pages of the EXHIBIT A- BID RESPONSE PACKET must be submitted in total with all required documents attached thereto. All information requested must be supplied. Any pages of EXHIBIT A (Or items therein) not applicable to the Bidder must still be submitted as part of a complete bid response, with such pages or items clearly marked “N/A”.
5. Bidders shall not submit to the County a re-typed, word-processed, or otherwise recreated version of EXHIBIT A – BID RESPONSE PACKET or any other County-provided document.
6. Bidder must quote price(s) as specified in the RFP, using the form(s) as amended or revised by any Addenda.
7. All prices and notations must be printed in ink or typewritten. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and **must be initialed in ink by person signing bid.**
8. 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.



COUNTY OF ALAMEDA

A large, faded version of the County of Alameda seal is centered in the background of the page. It contains the same text and imagery as the smaller seal at the top.

EXHIBIT A
BID RESPONSE PACKET
RFQ No. HCSA-900723

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:			

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 response, 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:
 - a. **[General Requirements](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)**
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)
 - b. **[Debarment & Suspension Policy](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)**
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)
 - c. **[Iran Contracting Act \(ICA\) of 2010](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)**
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)
 - d. **[General Environmental Requirements](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)**
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)
 - e. **[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)
 - f. **[Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)**
[\[https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/\]](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)
 - g. **[First Source](http://acgov.org/auditor/sleb/sourceprogram.htm)**
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)
 - h. **[Online Contract Compliance System](http://acgov.org/auditor/sleb/elation.htm)**
[\[http://acgov.org/auditor/sleb/elation.htm\]](http://acgov.org/auditor/sleb/elation.htm)
4. 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.
5. 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 response, 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.
6. 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 response and any resulted contract or purchase order.

7. The undersigned acknowledges that Bidders has accurately completed the SLEB Information Sheet.
8. 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.
9. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. Insurance certificates are not required at the time of submission. However, by signing EXHIBIT A – BID RESPONSE PACKET, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

<p>SIGNATURE:  _____</p> <p>Name/Title of Authorized Signer: _____</p> <p>Dated this _____ day of _____ 20_____</p>

REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

- 1. **Table of Contents:** Bid responses shall include a Table of Contents listing the individual sections and their corresponding page numbers.
- 2. **Letter of Transmittal (2-3 pages):** Bid responses shall include a Letter of Transmittal describing Bidder's history, capabilities and approach in providing its services to the County, as well as a highlights of the Bid Response, including how it would benefit the County. Description should also include a statement of how the Bidder meets each of the Minimum Bidder Qualifications described in Section I.D.
- 3. **Exhibit A – Bid Response Packet:** Every bidder must fill out and submit the complete Exhibit A – Bid Response Packet.

- (a) **Bidder Information and Acceptance** (Exhibit A, pp.1-3, requires signature)
- (b) **Debarment and Suspension Certification** (Exhibit A, p.7, requires signature)
- (c) **SLEB Partnering Information Sheet** (Exhibit A, pp. 8-9, requires signature(s))

Every bidder must fill out and submit a signed SLEB Partnering Information Sheet indicating their SLEB certification status. If bidder is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the bidder will subcontract to meet the County SLEB participation requirement must be stated. Any CERTIFIED SLEB subcontractor(s) named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subcontractor(s) must be certified by the time of bid submittal.

- (c) **References** (Exhibit A, pp. 10-11)
 - (1) Bidders must use the templates in Exhibit A – Bid Response Packet to provide references.
 - (2) Bidders are to provide a list of three (3) references. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.
 - Bidders must verify the contact information for all references provided is current and valid.
 - Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.
 - (3) The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those

provided in the Response and to use the information gained from them in the evaluation process.

- (d) **Exceptions, Clarifications, Amendments** (Exhibit A, p.12)
- (1) This shall include clarifications, exceptions and amendments, if any, to the RFQ and associated Bid Documents, and shall be submitted with your bid response using the templates in Exhibit A – Bid Response Packet.
 - (2) **THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.**
4. **Cost and Budget Narrative (2-3 pages):** Bidders must submit a budget and budget justification narrative. The proposed budget should not exceed \$118,056 and should state costs, including staffing, indirect costs, etc. for the proposed services. Cost can be submitted using the budget table form provided on p.14 of this Exhibit. Budget narrative should include projected additional revenue (i.e. billing revenue, leveraged funds) as well as expenditures annually over the anticipated 17-month contract term.
5. **Capacity, Readiness, Relevant Experience, Key Personnel (1-2 pages):** Bid response shall describe Bidder's capacity, knowledge, and relevant experience to deliver the services requested in this RFP, to include:
- (a) Relevant experience and examples or projects;
 - (b) With regard to questions in the response packet, does the Bidder demonstrate the desired experience in the areas outlined in the RFP to include provision of data and evaluation?
 - (c) Do the individuals assigned to the project have the relevant experience conducting similar projects; and/or do they possess necessary knowledge to carry out duties as assigned to the scope of work?
 - (d) How well has the Bidder demonstrated its experience working with schools and or school districts in evaluation planning?
 - (e) How well has the Bidder demonstrated its experience creating materials for teams that guide the work?
 - (f) How well has the Bidder demonstrated excellent writing skills?
 - (g) **Key Personnel:** Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to County staff and all key personnel who will provide support services to the project. For each person on the list, include the following information and attach most recent resume (resumes do not count toward any page limitation):
 - (1) The person's relationship with Bidder, including job title and years of employment with Bidder;
 - (2) The role that the person will play in connection with the RFP;
 - (3) Person's educational background; and
 - (4) Person's relevant experience, certifications, and/or merits.

6. **Description of Proposed Services (2-3 pages):** Bid responses shall include a detailed description of the proposed services requested in the [Scope](#) and [Specific Requirements](#) sections of this RFP during the contract term, to include:
- (a) Specify how the services in the bid response will meet or exceed the requirements of the County;
 - (b) Explain any special resources, procedures, or approaches that make the services of the Bidder particularly advantageous to the County; and
 - (c) Identify any pertinent issues and potential problems of the Bidder in providing the services that the County should be aware of in evaluating its Response to this RFP.
 - (d) A description of how the Bidder demonstrated its ability to support diverse stakeholders and voices in collaborative processes from formal leaders to direct-service staff to young people and or families?
7. **Methodology (1-2pages):** Bid responses shall include a description of the methodology that will be used to evaluate the services. Bidders should describe how the methodology will match the goals and objectives of the RFP.
8. **Deliverables and Reports (2-3 pages):** Bidder responses shall clearly describe data collection to support reporting on the indicators outlined in the [Deliverables / Reports](#) section of this RFP. The Awarded Bidder will submit regular performance reports related to project objectives throughout the contract period. Bidder should describe their approach to meeting deliverables (including evaluation plan and guidelines, quarterly and annual reports, and annual Powerpoint presentation).

DEBARMENT AND SUSPENSION CERTIFICATION

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 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 Response. Signing this Response on the signature portion thereof shall also constitute signature of this Certification.

BIDDER: _____

PRINCIPAL: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION

Instructions:

1. On the following page is the **SLEB Information Sheet**.
2. Every Bidder **must complete and submit a signed SLEB Information Sheet** indicating their SLEB certification status.
3. 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.
4. SLEB certification must be **valid** at the time of bid response 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.
 - 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, (510) 891-5500.
5. **If a Bidder is located within Alameda County but not a certified SLEB, the following documentation must be included in the Bid response:**
 - a. Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
 - b. Proof of six months business residency, identifying the Bidder's name and the local address. Utility bills, deeds of trusts or lease agreements, etc., are acceptable verification documents to prove residency.
6. The undersigned acknowledges ONE of the following (**Please check only ONE box**):
 - Bidder is a certified SLEB (Provide SLEB Certification Number in the SLEB Information Sheet below); **OR**
 - Bidder is LOCAL to Alameda County (Attach documentation listed in No. 5. above); **OR**
 - Bidder is not local to Alameda County.

SLEB INFORMATION SHEET

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFQ, 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)) 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 the benefits 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/).

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: _____

Date: _____

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: _____

REFERENCES

Instructions: On the following page is the template that Bidders are to use for providing references. Bidders are to provide a list of **3 (three)** 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.

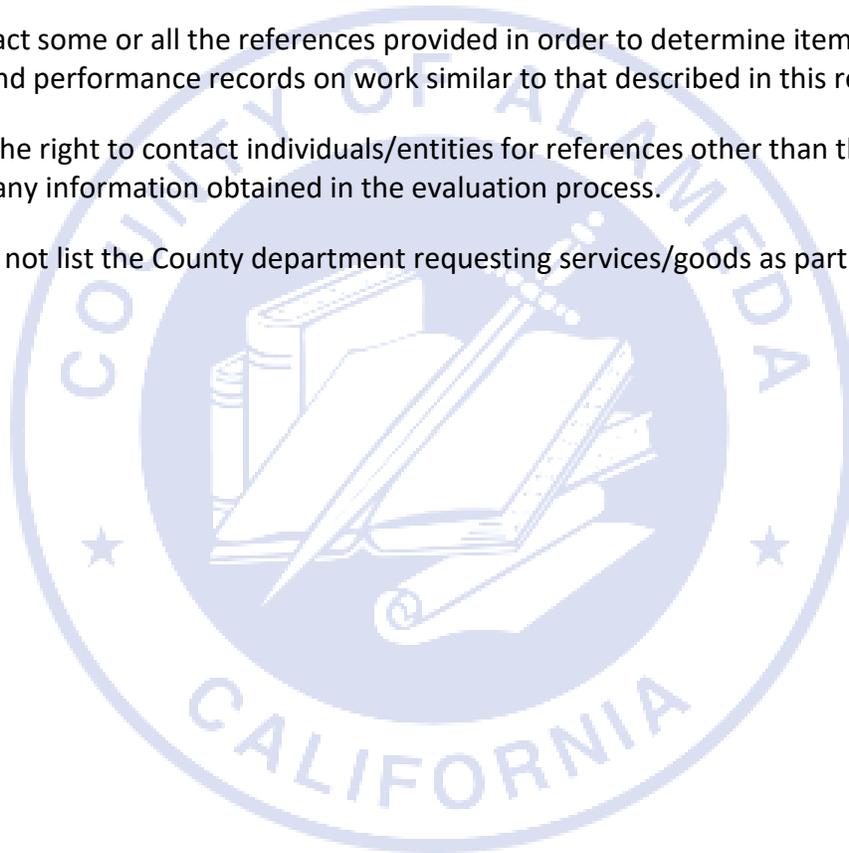
Bidders should verify that the contact information for all references provided is current and valid. If a reference cannot be contacted, it may affect the qualification and scoring of the Bidders' bid responses.

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. HCSA-900723

CHSC Mental Health Student Services Act (MHSSA) 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:	

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 RFQ and associated Bid Documents and submit them with the bid response.

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

Reference to:			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Bidder takes exception to...</i>

*Use additional pages a necessary

BUDGET FORM

Bidders must submit a budget and budget justification narrative.

The not to exceed amount that the County will pay for any contract that is a result of this RFP is \$118,056 total for the 17month term.

The proposed budget should state costs, including personnel, operations, and indirect costs (max 14.9 % of total budget) for the proposed services for the 17-month term. Costs can be submitted using the budget table form provided below.

Budget narrative should include projected additional revenue (i.e. billing revenue, leveraged funds) as well as expenditures annually over the anticipated 17-month term.

SAMPLE TEMPLATE INCLUDED HERE IS AN EXAMPLE BUDGET. BIDDERS MUST PROVIDE THEIR OWN COMPREHENSIVE BUDGET BASED ON A 12-MONTH OPERATING COST PROJECTION AND ONE-TIME START UP COST.

Budget Item	Program Expense
Personnel Expenses	
XX FTE Position	
XX FTE Position	
Benefits	
Personnel Expenses Subtotal	
Subcontract Expenses	
Subcontract Expenses Subtotal	
Operating Expenses	
Operating Expenses Subtotal	
Indirect Expenses (Not to exceed 14.9% of total budget)	
Program Total	

INSURANCE REQUIREMENTS

Instructions: Insurance certificates are not required at the time of submission; however, by signing the Bid Response Packet and submitting a bid response, 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 RFQ.

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 RFQ:

