**COUNTY OF ALAMEDA**

REQUEST FOR PROPOSAL No. 902171

**for**

Youth Service Center

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| --- |
| **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: Tarana Malmirchegini**  **Phone Number: (510) 208-9614**  **Email Address:** [**tarana.malmirchegini@acgov.org**](mailto:tarana.malmirchegini@acgov.org)  **General Services Agency (GSA) – Procurement** |

**RESPONSE DUE**

by

**2:00 p.m.**

on

**January 31, 2023**

through

**Alameda County, GSA-Procurement**

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

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

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# CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. 902171

Youth Service Center

|  |  |
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| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **December 16, 2022** |
| **Networking/Bidders Conference** | **December 22, 2022 @ 1:30 p.m.**  [RFP No. 902171 Bidders Conference](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTI0N2E4ZjEtMjJiZC00ODBkLWIyMTMtZjQzYTQyNjlmZjAy%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22df7a4970-3e39-4a40-a6aa-6aa9b34ea9e5%22%7d" \t "_blank)  Meeting ID: 245 835 321 223  Passcode: EjCooZ  [Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)  **Or call in (audio only)**  [Call In: +1 415-915-3950](tel:+14159153950,,742150793# )  Phone Conference ID: 742 150 793# |
| **Written Questions Due via Email:**  [**tarana.malmirchegini@acgov.org**](mailto:tarana.malmirchegini@acgov.org) | **December 23, 2022 by 5:00 p.m.** |
| **List of Attendees** | **December 27, 2022** |
| **Questions &Answers Issued** | **January 10, 2023** |
| **Addendum Issued** [only if necessary to amend RFP] | **January 10, 2023** |
| **Response Due and Submitted through** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/) | **January 31, 2023 by 2:00 p.m.** |
| **Evaluation Period** | **January 31, 2023 – March 7, 2023** |
| **Optional Vendor Interviews** | **Week of February 26, 2023** |
| **Notice of Intent to Award Issued** | **March 13, 2023** |
| **Board Consideration Award Date** | **May 2, 2023** |
| **Contract Start Date** | **July 1, 2023** |

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

|  |  |
| --- | --- |
| ***Alameda County Vendor Outreach*** | |
| Wednesday, December 21, 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. 902171

SPECIFICATIONS, TERMS & CONDITIONS

for

YOUTH SERVICE CENTER

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# STATEMENT OF WORK

## INTENT

It is the intent of these specifications, terms, and conditions to describe the implementation and delivery of Youth Service Center (YSC) services requested by the County. The YSC services include therapeutic counseling, diversion, case management, and crisis intervention. The County seeks to contract with agencies that have the ability and capacity to provide these services to the target population—which consists of at-promise (formerly referred to as at-risk) and system-involved youth in Alameda County, ages 8 to 18, including Transition Age Youth (TAY), ages 18-21 (with active Probation involvement or Non-Minor Dependents), and youth at risk of becoming wards of the court—from a family strengths approach to stabilize the youth and their family; and reduce at-risk behavior by providing immediate, culturally responsive, and evidence-based interventions. Bidders should also use a trauma-informed approach to care and positive youth development-practices when providing services.

The County intends to award a three-year contract (with the option to renew for two years) to a pool of up to twelve (12) Bidders selected as the most responsible Bidders whose response conforms to the RFP and meets the County’s requirements.  Bidders who intend to respond to this RFP must demonstrate their ability to provide services. There are ten service areas where the bidders should specify which area(s) its organization has the capacity and intention to provide services.

Each bidder is eligible to apply in one or more service areas listed. The Service Areas are established by the boundaries for YSC response to the Alameda County Crisis Receiving Home (CRH), also known as Malabar House.

The ten service areas were established to place Youth Service Centers throughout Alameda County to serve youth in their community. The boundaries are separated by zip codes, so staff at Malabar House know what YSC to refer a youth to receive services.

## BACKGROUND

Juvenile Field Services (JFS) utilizes evidence-based, trauma-informed, family-focused strategies to aid in the wellness and rehabilitation of youth and families involved in the juvenile justice system. JFS offers and connects youth and families to various programs and services aimed at limiting and/or eliminating contact with the justice system altogether. JFS believes in a collaborative approach to addressing the complex issues of crime and delinquency. JFS thrives on leveraging models that include robust partnerships and engagement with federal, state, local, and community-based agencies. Regardless of the youth’s location in the county, the Probation Department’s approach to juvenile justice focuses on addressing the root causes of juvenile delinquency so that behavior changes made by young people are long-lasting and prepare them to contribute positively to their school, home, and community.

The Delinquency Prevention Network/Youth Service Center (DPN/YSC) is a collaboration of agencies established to provide services to system-involved and “at-promise” youth and their families throughout the County. ACPD has had a longstanding relationship with the community-based organizations and city governmental agencies that comprise the DPN. The CRH sends the youth via paid transportation to the YSC, who receives the youth and conducts an intake evaluation to begin therapy and other needed services to assist them in returning to their family home. The goal of the CRH is to provide a safe space for youth to reside until a family reunification plan can be made in conjunction with DPN youth service centers. Once a connection is made with a DPN youth service center, the youth can successfully reunite with their family. The CRH is a 24-hour, 7 days a week, 365 days a year temporary shelter that provides receiving capability from law enforcement agencies, schools, and other community agencies that serve non-system involved, at-promise youth. CRH staff will connect the youth and their family to the DPN agency nearest in location to the youth’s residence so that they are served in their community.

**Table 1: Service Area Locations**

|  |  |  |
| --- | --- | --- |
| **Service Areas**  **Zip Codes** | **The population of Average Number of Youth for Fiscal Years 2016-20 (Ages 10 – 24)** | **Historical Data of the Average Number of Youth Served Per Year for Fiscal Years 2016-20 (Ages 10 - 24)** |
| **Service Area 1: Alameda**  94501, 94502 | 11,302 | 65 |
| **Service Area 2: Oakland, Piedmont**  94601, 94602, 94604, 94606, 94607, 94609, 94610, 94611, 94612,  94614, 94615, 94617, 94618, 94620, 94622, 94623, 94624, 94659,  94660, 94661, 94666 | 47,097 | 78 |
| **Service Area 3: Albany, Berkeley, Emeryville**  94701, 94702, 94703, 94704, 94705, 94706, 94707, 94708, 94709,  94710, 94712, 94608, 94649, 94662 | 45,216 | 51 |
| **Service Area 4: East Oakland**  94601, 94603, 94605, 94613, 94619, 94621, 94627 | 23,142 | 172 |
| **Service Area 5: Castro Valley, San Lorenzo, unincorporated Hayward, unincorporated San Leandro**  94541, 94546, 94552, 94580 | 23,768 | 181 |
| **Service Area 6: Fremont, Newark**  94536, 94537, 94538, 94539, 94555, 94560 | 66,411 | 185 |
| **Service Area 7: City of San Leandro**  94577, 94578, 94579 | 15,322 | 55 |
| **Service Area 8: City of Hayward**  94540, 94542, 94543, 94544, 94545, 94546, 94557 | 70,880 | 181 |
| **Service Area 9: Livermore, Pleasanton, Dublin, Sunol**  94550, 94551, 94566, 94568, 94586, 94588 | 46,589 | 331 |
| **Service Area 10: Union City**  94587 | 12,300 | 55 |
| **Other: *Out of County, No Zip Entered, etc.*** | 0 | 81 |

## BIDDER QUALIFICATIONS

* + 1. BIDDER Minimum Qualifications

1. Bidder and its subcontractors shall meet the following requirements:
   * + - 1. The bidder shall be regularly and continuously engaged in the business of providing youth services to at-promise and system-involved youth and their families for three years in a jurisdiction of comparable size and complexity as the County of Alameda.

Minimum years of providing services must be verifiable through references and/or other submittals provided in Exhibit A – Bid Response Packet.

1. Bidder shall be a local vendor based in Alameda County.
2. Bidders must have fixed offices and a street address within the County in the identified catchment area for at least six months prior to the issue date of this RFP;
3. Bidders must provide proof of six months of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency; and
4. Bidder must hold a valid business license issued by the County or a city within the County. Bidders must provide a copy of a verifiable business license issued by the County of Alameda or a City within the County.

The County is requesting that the providers be local to Alameda County because services requested under this RFP are to be provided to Alameda County youth who need to access local resources in their communities.

1. Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP. Unless noted otherwise in the RFP, including any Addendum, 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.

## GENERAL REQUIREMENTS

Contractors’ services must meet and/or address the following general requirements, which must consider the diversity of clients overall.

* + 1. **Cultural Awareness & Sensitivity**: Contractors must utilize culturally responsive methods to serve the target population successfully. Cultural responsivity includes the client’s race, ethnicity, and language capacity, as well as intersectional experiences in various subgroups (e.g., gender, development, exposure to trauma, immigration experience, mental health status, substance use, socioeconomic status, and other factors). Cultural responsivity is enhanced when providers have lived experience or have navigated justice involvement.
    2. **Positive Youth Development Approach**: Contractors must use a Positive Youth Development (PYD) approach when providing services to the target population listed under this RFP. PYD[[1]](#footnote-2) is a comprehensive way of thinking about the development of children and youth, and the factors that facilitate or impede their individual growth and achievement of key developmental stages. The PYD framework is an alternative to viewing adolescent development through the lens of problems and deficits. The PYD frameworks share the following three basic assumptions:
       1. Focus on strengths and assets rather than deficits and problems;
       2. Strengths and assets are usually acquired through positive relationships, especially with pro-social and caring adults; and
       3. The development and acquisition of youth assets occurs in multiple contexts and environments: home, schools, workplaces, community organizations, social programs, and neighborhoods.
    3. **Evidence-Based Practices:** Correctional practices in which an agency systematically finds, appraises, and applies the most current and valid research findings as a basis for developing and implementing targeted interventions and programming proven to reduce recidivism.
    4. **Gender Responsive Services:** Other important factors, such as developmental age, gender, culture, mental health, cognitive abilities, motivation, and stability (e.g., housing), may influence an individual’s ability to benefit from treatment. Contractors must design activities to create an environment that responds to the realities of the lives of gender-identified, trans, and non-binary individuals and address their strengths and challenges.
    5. **Trauma-Informed Care (TIC) Approach:** Contractors must use the following guidelines to ensure that they are conducting a trauma-informed care approach to services:
       1. Involvement of trauma survivors, consumers, and family members: These groups have significant involvement, voice, and meaningful choice at all levels and in all areas of organizational functioning (e.g., program design, implementation, service delivery, and quality assurance, access to peer support, workforce development, and evaluation).
       2. Cross-Sector collaboration: There is a collaboration between adult and children/youth services, prevention and treatment, health and human service sectors, education, legal, child welfare, and criminal justice sectors and systems.
       3. Interventions: All interventions, including screening and assessment, are based on the best available empirical evidence, are culturally appropriate, and reflect principles of a trauma-informed approach. A trusted and effective referral system is in place, and trauma-specific interventions are acceptable, effective, and available for individuals, youth, and families seeking services.
       4. Training and workforce development: Training on trauma and how to respond is available for all staff. A human resource system incorporates trauma-informed principles in hiring, supervision, and staff evaluation. Procedures are in place to support staff with trauma histories.
       5. Consultation and Supervision: All levels of staff receive regular and ongoing consultation and supervision around issues of trauma, vicarious trauma, and burnout faced in the workplace, including interactions between staff and clients, and among staff themselves.
       6. Physical Environment: Investments are made to ensure the physical environment promotes safety for clients and staff.
       7. Quality Assurance: There is an ongoing assessment, tracking, and ongoing of trauma-informed principles.

## SPECIFIC REQUIREMENTS

* + 1. Contractors must provide services accessible to clients and their families (including hours of operation and days available).
    2. Contractors must perform ongoing, minimum of ten outreach annually in their service areas to promote their services, build connections with local schools, churches, and youth-based organizations, and reach youth in the community who could benefit from their services. Contractors may also utilize a social media presence for outreach purposes.
    3. Contractors must have and maintain current job descriptions on file with ACPD for all personnel whose salaries, wages, and benefits are funded through ACPD. Job descriptions must specify the minimum qualifications for services to be performed and must meet the approval of the ACPD. Contractors must submit revised job descriptions meeting the approval of the ACPD prior to implementing any changes or employing persons who do not meet the minimum qualifications on file with the ACPD.
    4. Contractors must provide services to at-promise and system- involved youth, including those who are habitual truants, runaways, and/or youth at risk of becoming wards under [Section](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC&sectionNum=601) [601](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC&sectionNum=601) and youth described in [Section 602](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=602.&lawCode=WIC) of the California Welfare and Institutions Code and their families.
    5. Contractors must indicate the total number of youth they will serve. When indicating the total cost for the number of youth that will be served, Contractors must consider all operational and administrative overhead. Invoices will be paid monthly based on the submittal of the required monthly reports.

**Contractors must not use Youth Service Center funds to serve the same population of youth and services covered under another funding source.**

* + 1. Contractors must service the youth referred by sources which include, but are not limited to the following:
       1. Probation Department
       2. District Attorney
       3. Public Defender
       4. Juvenile Court
       5. Law Enforcement agencies
       6. Alameda County Transition Center
       7. Parents or youth themselves
       8. Local schools
       9. School Attendance Review Boards (SARBs) and School Attendance Review Teams (SARTs)
       10. Alameda County Crisis Receiving Home (Malabar House)
    2. Contractors must make contact and/or document attempts to reach youth and families referred for services within three business days. For any youth referred by a Probation Department staff, Contractors must confirm receipt of the service referral request before the close of business on the next business day (Monday through Friday) to confirm the receipt of the referral; and provide service updates (client contact, case plan goals, recommendations, and completion of services) to the Probation staff (or his or her designee) who completed the referral for services.
       1. Services and programs are to be specifically focused on therapeutic counseling, crisis intervention, diversion, and case management services aimed at preventing formal entry into the juvenile justice system or recidivism.
          1. Contractors must provide crisis intervention/counseling services to youth and their families. When providing crisis intervention/counseling services, Contractors must provide up to eight (8) sessions of family therapy at no cost to the client(s) in Alameda County, as needed for stabilization or coordination. Contractors holding Early Periodic Screening Diagnosis and Treatment (EPSDT) contracts shall provide clients up to six (6) counseling and/or crisis intervention sessions under ACPD funding while determining Medi-Cal eligibility and a diagnosis that meets EPSDT criteria.
          2. Contractors must implement primary treatment techniques that combine family crisis interventions with short-term family counseling, using the identified risk factors and presenting problems to assist families in dealing with underlying problems which led to the crisis. Youth and their families should be counseled to cope with stress by developing and/or restoring their problem-solving mechanisms. Each youth is to be seen with his/her family (exceptions are to be documented and must indicate all attempts made to include family), and an assessment shall be completed that includes identification of the strengths, risks, and needs of the referred youth/family.
          3. Contractors must provide the following services:

Counseling:

Contractors must complete an assessment that includes the identification of the strengths, risks, and needs of the referred youth/family.

Contractors must implement trauma- informed treatment techniques that combine family crisis interventions with short-term family counseling, using identified risk factors and presenting problems, to assist families in dealing with underlying problems which led to the crisis.

Contractors must counsel youth and their families to cope with stress by developing and or restoring their problem-solving mechanisms.

Contractors must counsel youth on how to regulate their emotions when they are out of control or feel like they want to harm themselves or someone else.

Contractors must provide family counseling services to youth in the presence of his/her birth family, legal guardian, foster parent, and fictive kin, ages 8 and older (exceptions are to be documented and must indicate all attempts made to include family).

Support the Crisis Receiving Home: The Alameda County Crisis Receiving Home (CRH) is a 24-hour, 7 days a week, 365 days a year shelter that provides receiving capability for police departments and other appropriate community agencies approved by ACPD that serve or take at-promise youth into custody.

Contractors must comply with the following hours of Operation:

* Youth Service Centers are required to support the CRH. They must have a staff on call for the following holidays: Independence Day, Labor Day, Veteran’s Day, the day after Thanksgiving, Martin Luther King Jr. Day, Presidents Day, and Memorial Day. On Christmas Day, Thanksgiving Day, and New Year’s Day. Other holidays not listed will be treated as a Saturday “on call.”
* On all days listed above, during which the Contractors are observing a holiday and on each Saturday of each month “on call,” coverage of the CRH is provided between the hours of 9:00 a.m. – 12:00 p.m. A list of “on call” counselors shall be provided at the beginning of each month to the CRH staff, showing the dates of the “on call” coverage and the name and contact numbers for the agency’s Executive Director and Counseling Supervisor in case of any problems reaching the “on call” counselor during the weekend or holiday coverage.
* Contactors have case responsibility while youth is at the CRH and may be contacted at any time for a case consultation. Each Contractor must be responsible for designating staff to be contacted in the event of an urgent or crisis situation occurring after normal business hours and/or outside “on call” hours and to coordinate with the CRH to attempt to obtain parental consent for the provision of services, when necessary. Each Contractor must develop and maintain procedural guidelines and conduct staff training in coordination with the CRH in the event of an urgent or crisis situation.

Case Management Services:

Contractors must provide case management services that elicit, support, and build on the resilience and potential growth and development inherent in each youth and their family. Case management services shall be provided by a trained Case Manager with a focus on developing an individualized family case plan that will consider family concerns, priorities, and resources.

Contractors must screen youth at intake.

Contractors must assign Case Managers to serve as a family and youth advocate and establish working relationships to assist the youth and family with making linkages to access appropriate services in collaboration with the Deputy Probation Officer (DPO) when the youth is on probation and other service providers, as required.

Contractors must ensure that assigned Case Managers work with the Probation staff in support of achieving key milestones specified in the youth’s case plan.

Key components of Case Management services shall include:

* Client Engagement: A system of efforts and or attempts to reach clients referred for services and establish a positive relationship or rapport (includes culturally sensitive and responsive approaches) to ensure the client’s awareness of available services and resources;
* Assessment: Determining youth/family strengths and needs. If referred by a Probation Department staff, collaborate to understand and support client needs;
* Planning: Develop a specific, comprehensive, individualized treatment and service plan; work with Probation Department staff to achieve key milestones stated in the client case plan;
* Linkage: Referring youth/family for necessary treatments and services, including informal support systems, and/or coordinating with school counseling services;
* Monitoring: Conducting an ongoing evaluation of youth/family’s progress;
* Advocacy: Interceding on behalf of youth/family to ensure equity and appropriate services, attending court; and
* Case Closure: Ensuring youth and Probation Department staff (if the youth is active on probation) are clear on when set goals have been reached, and the youth feels comfortable carrying out the goals without Case Managers, or when there is no progress made. Ensuring a plan for after care services, or how youth may access services following formal termination of service referral.

Diversion Services: Services and programs specifically aimed at diverting identified problem behavior and preventing formal entry into the juvenile justice system. Contractors must provide an intake assessment of the youth and identify areas of need for further intervention. Further intervention can include counseling, educational classes, substance abuse classes, petty theft, anger management, etc.

* + 1. Contractors must, at a minimum, have the following staff group. The professionals providing services through the Contractors must individually meet specific minimum qualifications.

1. Family Counselors providing direct counseling services must have at least a master’s degree in Social Work, Family Therapy, Psychology, Counseling, or a closely related human service field. Master’s level intern must be supervised by a licensed or licensed-eligible mental health professional. Family Counselors must have at least three years of family counseling experience.
2. Case Managers must have at least one year of case management experience and must receive case management supervision and training; or

A minimum of ten college or university level courses which may be expected to provide knowledge and skills required for this position. These courses must be equal to or greater than 30 semester units or 45 quarter units successfully completed. Coursework in the field of social sciences is highly desirable.

Contractors must provide the names of the proposed staff with their title, education, certifications, and licenses (including license numbers), which may be in résumé format (business addresses are sufficient, home contact information for staff should not be provided). If awarded the contract, such documentation and verification is an ongoing requirement for all replacement staff of the Contractors.

* + 1. Contractors may provide services at the following Service Delivery Sites:
       1. Provider’s facility;
       2. Client’s home;
       3. Probation offices;
       4. School and/or other sites that support the client and family engagement process.
    2. Transition Plan

The goal is to have a warm handoff for the youth from one provider to the next should a transition be necessary. Bidders must specify in their proposal how they will work with prior service providers in the respective service area to transition youth to a new provider. If youth are in the process of receiving services, with a provider that does not bid or is not awarded, providers shall minimize and break in service delivery. Probation staff will close probation referrals with the non-awarded provider and refer the youth to the new provider.

* + 1. Implementation Plan and Schedule

Contractors must be ready to receive and service clients at the start of the contract, July 1, 2023. Staff and all necessary provisions must be in place to begin receiving referrals at the start of the contract. Contractors must outline how the program plans to be ready for implementation on July 1, 2023.

## DELIVERABLES / REPORTS

* + 1. **Monthly Reports:** Monthly reports must be submitted with monthly invoice requests by the 10th of each month (or the next business day when the 10th is on a weekend or holiday). Each monthly report should include data for the previous month of service (e.g., the December 10th report should include data on November 1–November 30) and must include, but not be limited to, the following:
       1. Names of the youth served each month;
       2. Probation case number (if applicable);
       3. Date of birth, address, client descriptive information (gender, ethnicity, etc.);
       4. Types of services;
       5. Referral sources;
       6. Number of sessions provided to the client for the month;
       7. Total youth served for the month;
       8. Total number of family members served for the month;
       9. Cumulative total unduplicated youth;
       10. Cumulative total unduplicated family members;
       11. Youth assessment instrument (as determined by the Probation Department);
       12. Pre/post assessment scores (if applicable);
       13. Pre/post Grade Point Average (GPA);
       14. Closed cases outcome information; and
       15. Additional outcome information, as required.
    2. **Bi-Annual Progress Reports:** In addition to monthly data reports, Contractors must submit a bi-annual narrative report to the ACPD Management Analyst. Bi-annual narrative reports will be due: January 15th (July through December) and July 15th (January through June) of each fiscal year of the contract period.
    3. **Referral/Service Status Reports:** Contractors must submit a written notification through the Probation case management system to the referring DPO as follows:
       1. Before the close of business on the next business day (Monday through Friday) to confirm the receipt of the referral;
       2. Within two weeks of the receipt of the referral, provide written notification through the Probation case management system regarding the status of the referral and/or services;
       3. Within one month from the receipt of the referral, provide written notification through the Probation case management system, if applicable, of the status of the referral and/or services; and
       4. Provide written notification through the Probation case management system regarding the outcome of the services (successful/unsuccessful). For the duration of the referral, Contractors must establish and maintain ongoing communication with the youth’s assigned DPO and/or the Program Services Coordinator, as appropriate, regarding the youth’s progress.

## PERFORMANCE MEASURES

This will be a performance-based contract with measurements and standards. The performance measures will assist in determining the quality and efficacy of the services provided. Performance measures focus on whether clients are better off as a result of the services provided. The measurements and benchmarks outlined below; will identify the role an organization plays in community-wide impact by identifying clients who benefit from the services the organization provides. Contractors must agree to provide the following as it pertains to performance measures:

* + 1. Number of Clients
       1. Number of youths who received case management services;
       2. Number of youths who received counseling services;
       3. Number of youths who received diversion services;
       4. Number of youths who were referred from the Crisis Receiving Home (CRH) and received crisis intervention services;
       5. Number/percent of youth on formal probation or court- ordered informal probation;
       6. Number/percent of system-involved youth (youth who have had some contact with the juvenile justice system), local law enforcement agencies, etc.;
       7. Number/percent of youth/families that received up to eight sessions of free family therapy for non-EPSDT providers; and
       8. Number/percent of youth/families that received up to six sessions of free family therapy for EPSDT providers.
    2. Engagement
       1. Of those referred by the CRH, 100% will be connected to a case manager within two hours of referral;
       2. 80% of youth referred will be seen with the family within 30 days of the initial counseling session with the youth;
       3. 80% of youth will be enrolled into services or provided linkages to services within 60 days of referral;
       4. 75% of youth will have a case management plan developed by a case manager within 60 days of referral; and
       5. 80% of the youth and families will participate in an assessment of their strengths and needs utilizing the assessment tool determined by Probation within 30 days of the second client session.
       6. Contractor must conduct at least ten(10) outreach efforts/activities per year within their specific service area.
    3. Performance
       1. 75% of youth referred for case management will successfully complete the terms noted in their case management plan;
       2. 80% of youth referred for diversion services will successfully complete the terms noted in their diversion plan;
       3. 75% of youth who complete individual or family counseling experience an improvement in their overall well-being based upon - an assessment instrument to be determined by Probation;
       4. 70% of youth/families will demonstrate improved family functioning based upon - an assessment instrument to be determined by Probation;
       5. 75% of youth will demonstrate stabilized behavior/experience a reduction of identified risk behaviors, based upon an assessment instrument to be determined by Probation; and
       6. 75% of youth on probation will not be re-arrested while receiving services.

## BIDDERS CONFERENCE(S)/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:

[RFP No. 902171 Bidders Conference](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTI0N2E4ZjEtMjJiZC00ODBkLWIyMTMtZjQzYTQyNjlmZjAy%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22df7a4970-3e39-4a40-a6aa-6aa9b34ea9e5%22%7d" \t "_blank)

Meeting ID: 245 835 321 223   
Passcode: EjCooZ

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

**Or call in (audio only)**

[Call In: +1 415-915-3950](tel:+14159153950,,742150793# )

**Phone Conference ID: 742 150 793#**

* + 1. 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:

Tarana Malmirchegini, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

Email: [tarana.malmirchegini@acgov.org](mailto:tarana.malmirchegini@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 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 three (3) Bidders receiving the highest preliminary scores in each service area 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 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 525 points, including the possible 25 points for local and small or local and emerging, preference points (maximum 5% of the final score; derived from 5% for either *Small and Local* or *Emerging and Local* preference). 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 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 GSA-Procurement department 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. |

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?). | 15 Points |
|  | **Implementation Plan and Schedule:**  Evaluation will include the likelihood that Bidder’s implementation plan and schedule will meet the County’s schedule and is reasonable. Identification and planning for mitigation of risks that Bidder believes may adversely affect any portion of the County’s schedule may be considered. | 10 Points |
|  | **Relevant Experience working with justice-involved youth and families:**  Proposals will be evaluated, including considering the RFP specifications and the questions below:   1. Do the individuals assigned to the project have experience implementing evidence-based practices and trauma-informed evidence-based practices on justice-involved youth (Notice to Appear; Truancy; Probation without Wardship Informal Probation and Formal Probation)? 2. How extensive are the awareness and practical application of Trauma Informed Care services and Positive Youth Development of the personnel designated to work on the project? 3. How much experience does the Bidder have with similar projects? 4. Do the individuals assigned to the project have experience with similar projects? 5. How extensive is the applicable education and experience of the personnel designated to work on the project? 6. Do individuals have the required education and credentials? | 20 Points |
|  | **References (See Exhibit A – Bid Response Packet)** | 5Points |
|  | **Understanding of the Project:**  Proposals will be evaluated considering the RFP specifications and the questions below:   1. Has/How well has the Bidder demonstrated a thorough understanding of the purpose and scope of the project? 2. How well has the Bidder identified pertinent issues and potential problems related to the project? 3. Has/How well has the Bidder demonstrated that it understands the deliverables the County expects it to provide? 4. Has/How well has the Bidder demonstrated that it understands the County’s schedule and can meet it? 5. Has the Bidder demonstrated how it will use a culturally sensitive approach; and trauma-informed approach to care? 6. Has the Bidder demonstrated that it will use evidence-based practices? | 15 Points |
|  | **Description of Proposed Services:**  Proposals will be evaluated considering the RFP specifications and the questions below:   1. Does the description of proposed services depict a logical approach to fulfilling the requirements of the RFP? 2. Does the description of proposed services match and contribute to achieving the objectives set out in the RFP? 3. Does the description of proposed services interface with the County’s schedule? 4. How likely is it that the proposer will be able to achieve the objectives set out in the RFP using the proposed methodology? 5. Does the description of proposed services set clear goals and results with specific indicators of success and viable means of measuring such success? 6. Does the Bidder specify the number of youth to be serviced per year in each service region? | 20 Points |
|  | **Budget Justification**  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 do staff salaries reflect local costs of living? | 10 Points |
|  | **Vendor Interview**  The interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. Whether or not a shortlisting process is used, the scores of any evaluation criterion above may be revised or informed based on the vendor interview. How well did the Bidder clarify any issues surrounding their bid response? How well was the Bidder organized and prepared for the vendor interview? How well did the Bidder describe and explain the efficacy of its overall program? How well did the Bidder respond to questions proposed by the evaluators? | 5 Points |
| **SMALL LOCAL EMERGING BUSINESS PREFERENCE** | | |
|  | ***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 Supervisors.
    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 three 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, 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.

## QUANTITIES

Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

## 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.
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 shall 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 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. 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 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 County 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 shall begin upon receipt of sealed bid proposals and continue until a contract has been awarded.
    3. Contact Information for this RFP:

Tarana Malmirchegini, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Email: [tarana.malmirchegini@acgov.org](mailto:tarana.malmirchegini@acgov.org)

Phone: (510) 208-9614

* + 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) shall 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, 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/>].
       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 in [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org).
    2. Submissions Processes
       1. All costs required for the preparation and submission of a proposal shall 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” 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.
       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 shall 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 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 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. 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. 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.**
    3. 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.**
    4. The following pages require confirmation, declaration, and /or a signature (✍). These must be either: (1) be printed and have an original signature(s); or (2) be digitally signed via a DocuSign, CongaSign, or other verifiable independent electronic signature services. All signatures must be by an individual authorized to bind the Bidder. These pages must then be uploaded through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org)as part of the Bidder’s proposal.

1. Exhibit A – Bid Response Packet, [Bidder Acceptance](#_BIDDER_INFORMATION)
2. Exhibit A – Bid Response Packet, [Debarment and Suspension Certification](#Debarment)
3. Exhibit A – Bid Response Packet, [Small Local Emerging Business (SLEB) Information Sheet](#SLEB)
4. [Must be signed by Bidder](#Prime_Bidder_Signature)
5. [Must be signed by SLEB Partner](#SLEB_Sub_Signature) if subcontracting to a SLEB
   * 1. 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.
     2. 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.
     3. Excel Budget Form must be submitted online through Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/)**.**
     4. Bidders must quote price(s) as specified in the RFP, using the form(s) as amended or revised by any Addenda.
     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. Bidders must read all information and follow directions in the [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) event.
     7. 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.
     8. **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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### COUNTY OF ALAMEDA

### Exhibit A

### BID RESPONSE PACKET

RFP No. 902171

Youth Service Center

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| BIDDER INFORMATION |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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. The undersigned acknowledges ***ONE or BOTH*** of the following:

    Bidder is LOCAL to Alameda County, and has attached the following documentation to this Exhibit:

* Copy of a verifiable business license issued by the County of Alameda or a City within the County; and
* Proof of six months of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency; **or**

    Bidder is a certified SLEB and is requesting 5% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#SLEB));

1. 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.

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

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| 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 shall also constitute the signature of this Certification.

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

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| 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.

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 identified in the RFP documents.

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

BIDDER Minimum Qualifications

1. Bidder and its subcontractors shall meet the following requirements:
   * + - 1. The bidder shall be regularly and continuously engaged in the business of providing youth services to at-promise and system-involved youth and their families for three years in a jurisdiction of comparable size and complexity as the County of Alameda.

Minimum years of providing services must be verifiable through references and/or other submittals provided in Exhibit A – Bid Response Packet.

1. Bidder shall be a local vendor, based in Alameda County. An Alameda County vendor is a firm or dealer:
2. With fixed offices and having a street address within the County in the identified catchment area for at least six months prior to the issue date of this RFP; and
3. Which holds a valid business license issued by the County or a city within the County.

The County is requesting that the providers be local to Alameda County because services requested under this RFP are to be provided to Alameda County youth who need to be able to access local resources in their communities.

**Maximum Length: None**

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| BUDGET FORM |

**Instructions**:Bidder must use the separate Excel Budget Form.

**COST MUST BE SUBMITTED AS REQUESTED ON THE EXCEL BUDGET FORM. 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 **Excel Budget Form** 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.

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 JUSTIFICATION |

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

The *Budget Justification* must provide a breakdown of the cost(s) listed in the *BUDGET FORM*. Bidders may use a budget template of their own choice; however, all costs attributed to the project under the awarded contract MUST be listed and described in the *Budget Justification.*

At a minimum, the Bidder must detail:

1. The work to be performed and all associated costs.
2. If coordination with County personnel is needed, it should also be described in the Budget Justification.
3. The work to be performed must clearly match up with work performed in the Description of Proposed Services (below).
4. The position and cost of individuals that will perform the services.
5. Names of Key Personnel must be included in the narrative; however, they may also be identified in the budget, or identification may be made by position title or program.
6. The estimated number of hours for each individual/position, corresponding hourly rates, and extended costs.
7. In-Kind, Matching, or Leverage funds
   1. If there are any in-kind, matching, or leverage funds, Bidders must detail any in-kind, matching, or leverage funds. Bidders must detail both the amount and the source of funds.

**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; and
2. Work contact information includes, but is not limited to, the following: work address, office telephone number, mobile work number, and work email address.

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

In addition to the table, Bidder(s) must submit a complete résumé or curriculum vitae for each key personnel listed in the table, including educational background, relevant experience on similar projects, certifications, and merits. (Resumes should include work contact information, not personal contact information for the person.)

**Maximum Length: There is no limit to the table. There is, however, a 2-page limit per résumé or curriculum vitae. Résumé and curriculum vitae are subject to public disclosure and business addresses should be used not home addresses.**

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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 program. The Bidder must address how they will meet or exceed each requirement listed in Section D (General Requirements), Section E (Specific Requirements) and Section F (Deliverables/Reports).

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

Bidders must indicate which service region they propose on servicing along with the number of youth they anticipate to serve per service area annually.

Bidders must include documented ongoing outreach plan (plan must show various outreach efforts 10 times per year) with bid submittal.

Bidders must specify in their proposal how they will work with prior service provider in the respective service area to transition youth to a new provider.

Bidder must describe how they 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: 5 Pages**

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| **IMPLEMENTATION PLAN AND SCHEDULE** |

**Instructions:** Bidder is to provide an **Implementation Plan and Schedule**.

In conjunction with the *Description of Proposed Services* and the *Budget Detail*, the Bidder must include an *Implementation Plan and Schedule* that specifically addresses the following:

1. A timeline of project goals, measurable outcomes, and benchmark activities related to the provision of required services and the key personnel assigned to each.
2. The ideal Implementation Plan and Schedule will provide a clear picture of what the County can expect during the contract term and in preparing to start the contract. Bidders should consider the information and questions contained in the Evaluation Criteria and Specific Requirements in preparing the Implementation Plan and Schedule.

**Maximum Length: 2 Pages**

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| **REFERENCES** |

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

Bidder must provide a list of one current reference and two former references.

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.

|  |
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| **REFERENCES** |

RFP No. 902171

Youth Service Center

Bidder Name:

Current

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

**Former**

|  |  |
| --- | --- |
| 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

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| 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.**

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| **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

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. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

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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; Abuse, Molestation, Sexual Actions, and Assault and Battery | $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 | $1,000,000 per occurrence  $2,000,000 project aggregate |
| **E** | **Endorsements and Conditions**: ADDITIONAL INSURED: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used). Auto policy shall contain or be endorsed to contain additional insured coverage for the County.  1. **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 and evidence of insurance must be provided during the entire term of the Agreement and for at least five (5) 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. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work. 2. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies, including excess and umbrella insurance policies, shall be primary and non-contributory coverage at least as broad as ISO CG 20 10 04 13 as respects the County, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor’ insurance and shall not contribute with it. 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. 3. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with an A.M. Best Rating of no less than A: VII or equivalent, shall be admitted to the State of California unless otherwise acceptable 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. Self-insured retentions must be declared and approved. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The policy language shall provide or be endorsed to provide, that the self –insured retention may be satisfied by either the named insured or County.  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.  1. **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”.  1. **CANCELLATION OF INSURANCE:** Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice of cancellation provided to the County in accordance with policy terms and conditions. 2. **CERTIFICATE OF INSURANCE**: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of insurance and applicable insurance endorsements as set forth in the provisions of this Agreement and this Exhibit C, in forms satisfactory to County, evidencing that all required insurance coverage is in effect. However, failure to obtain the required documents prior to the work beginning shall not waive the Contactor’s obligation to provide them. The County reserves the right to require the Contractor to provide complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. | |

Certificate C-2C with EO Page 1 of 1 (Rev. 3/30/2020)

1. Butts. J, Mayer. S, and Ruth. G. 2005. Focusing Juvenile Justice on Positive Youth Development. Chapin Hall Center for Children, University of Chicago [↑](#footnote-ref-2)