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

* The format of this RFP has been simplified.
* Only the following page requires signature:

**Attachment No. 1 – Bid Response Packet**

Bidder Information and Acceptance page must be signed by Bidder.

Please read **Attachment No. 1** **– Bid Response Packet** carefully, **INCOMPLETE BIDS WILL BE REJECTED.** Alameda County will not accept submissions or documentation after the bid response due date.



COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL (RFP) No. 2023-SSA-CFS-PE

**for**

Parent Education Services

|  |
| --- |
| **For complete information regarding this project, see RFP posted at** [**http://www.acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)  **or contact the County representative listed below. Thank you for your interest!**  **Contact Person: Najia Osmani**  **Phone Number: (510) 267-9439**  **E-mail Address:** [**Nosmani@acgov.org**](mailto:Nosmani@acgov.org) |

**RESPONSE DUE**

**by**

**4:00 p.m.**

**on**

**April 11, 2023**

**At**

Alameda County Social Services Agency

Finance Division - **Contracts Office**

2000 San Pablo Avenue, 4th Floor, Suite 458A

Oakland, CA 94612

**Attention: Najia Osmani or Nicole Smith**

Description: Description: Description: branding.jpgAlameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 2023-SSA-CFS-PE

SPECIFICATIONS, TERMS & CONDITIONS

Parent Education Services

**TABLE OF CONTENTS Page**

[I. ACRONYM AND TERM GLOSSARY 4](#_Toc442175103)

[II. STATEMENT OF WORK 5](#_Toc442175104)

[A. INTENT 5](#_Toc442175105)

[B. SCOPE 5](#_Toc442175106)

[C. BACKGROUND 8](#_Toc442175108)

[D. BIDDER QUALIFICATIONS 8](#_Toc442175109)

[E. SPECIFIC REQUIREMENTS 9](#_Toc442175110)

[F. DELIVERABLES/REPORTS 10](#_Toc442175111)

[III. CALENDAR OF EVENTS 12](#_Toc442175112)

[NETWORKING/BIDDERS CONFERENCES 1](#_Toc442175113)3

[IV. COUNTY PROCEDURES, TERMS, AND CONDITIONS 13](#_Toc442175114)

[A. EVALUATION CRITERIA/SELECTION COMMITTEE 13](#_Toc442175115)

[B. CONTRACT EVALUATION AND ASSESSMENT 20](#_Toc442175116)

[C. NOTICE OF RECOMMENDATION TO AWARD 20](#_Toc442175117)

[D. BID PROTEST/APPEALS PROCESS 21](#_Toc442175118)

[E. TERM/TERMINATION/RENEWAL 22](#_Toc442175119)

[F. PRICING 23](#_Toc442175120)

[G. AWARD 25](#_Toc442175121)

[H. METHOD OF ORDERING 26](#_Toc442175122)

[I. INVOICING 26](#_Toc442175123)

[J. LIQUIDATED DAMAGES 26](#_Toc442175124)

[K. PERFORMANCE REQUIREMENTS 27](#_Toc442175125)

[L. ACCOUNT MANAGER/SUPPORT STAFF 27](#_Toc442175126)

[V. INSTRUCTIONS TO BIDDERS](#_Toc442175127) 28

[A. COUNTY CONTACTS 28](#_Toc442175128)

[B. SUBMITTAL OF BIDS 2](#_Toc442175129)8

[C. RESPONSE FORMAT 31](#_Toc442175130)

**EXHIBITS**

EXHIBIT A - CBO MASTER CONTRACT

EXHIBIT B - INTENTIONALLY OMITTED

EXHIBIT C - INSURANCE REQUIREMENTS

EXHIBIT D - EXAMPLE - ANNUAL QUALITY ASSURANCE REPORT

**ATTACHMENTS**

ATTACHMENT NO. 1 – Bid Response Packet

# ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

|  |  |
| --- | --- |
| Bid | Shall mean the bidders’ response to this Request. |
| Bidder | Shall mean the specific person or entity responding to this RFP. |
| Board | Shall refer to the County of Alameda Board of Supervisors. |
| CSC | Shall refer to County Selection Committee. |
| Contractor | When capitalized, shall refer to selected bidder that is awarded a contract. |
| County | When capitalized, shall refer to the County of Alameda. |
| CDSS | California Department of Social Services. |
| CFR | Code of Federal Regulations. |
| Child Welfare Worker | Alameda County employees who provide services to help children; such as adoption placements, child welfare, foster arrangements, and protection of abused or neglected children. |
| DCSF | Department of Children and Family Services. |
| Federal | Refers to United States Federal Government, its departments and/or agencies. |
| FY | Fiscal Year. |
| Labor Code | Refers to California Labor Code. |
| IRS | Information, Referrals, and Support. |
| Proposal | Shall mean bidder/contractor response to this RFP. |
| PO | Shall refer to Purchase Order(s). |
| Request for Proposal | Shall mean this document, which is the County of Alameda’s request for contractors’/bidders’ proposal to provide the goods and/or services being solicited herein; also referred herein as RFP. |
| Response | Shall refer to bidder’s proposal or quotation submitted in reply to RFP. |
| RBA | Results-Based Accountability. |
| SSA | Shall refer to Social Services Agency. |
| State | Refers to State of California, its departments and/or agencies. |
| Triple P | Positive Parenting Program |
| WIC | Welfare and Institutions Code |

# STATEMENT OF WORK

## INTENT

It is the intent of these specifications, terms and conditions for Alameda County Social Services Agency (SSA), Department of Children and Family Services (DCFS) to seek proposals to provide Parenting Education Classes to SSA Clients. The County intends to award a three-fiscal year contract (FY 2023/2024, FY 2024/2025 and FY 2025/2026) to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the Request for Proposal (RFP) and meets the County’s requirements. This contract will begin on July 1, 2023 and SSA may extend any contract entered into as a result of this RFP for up to two additional fiscal years.

The total amount of funding available for this RFP is $325,000.00 for the initial twelve- month contract that will include staff training, potential travel for staff to be trained in the Triple P model (level 4+), and up to $250,000.00 for each additional twelve-month award period. Up to $75,000 as a part of the first year funding will be provided to the recipient of this contract to train facilitators in the Triple P model in order to begin the Parent Education classes in July 2023. A fee-for-service price will be set upon the award of this contract. All contract awards are contingent upon receipt, by the County, of adequate Federal and State funding. All contracts will be performance-based, and earned amounts will be payable on a fee-for-service basis.

## SCOPE

Parenting Education Classes, as a part of the services offered by the DCFS to Juvenile Court involved parents, are to provide an evidence-based Parenting Education Curriculum that is able to offer strategies to assist parents in appropriate positive discipline techniques, developmental strategies of parent/child interactions, and to offer support in group and individual coaching sessions to reduce the risk of abuse, neglect and recidivism.

Triple P (Positive Parenting Program) (level 4+) parenting classes will be provided virtually (per mutual agreement) and at locations that are conveniently accessible to parents and their families within Alameda County. Services will be individualized and will consider each person's age, maturity level, culture, family values and structure, educational functioning level and physical health.

* 1. **Program Specific Description of Services and Treatment Methods:**

# Triple P Parenting Course Description

1. Thirty hour basic parenting course:

1) Basic Parenting Education shall be an interactive thirty-hour intensive family education curriculum designed to include adults and children with a minimum class size of four adults and maximum class size of sixteen adults. Each module shall include coaching, role-plays, small and large group activities, homework and discussions.

2) Level 1, 2 and 3, and other Triple P curriculums will not be offered to DCFS families. Only level 4 and 5 will be offered.

3) Triple P Curriculum shall include the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Triple P Level Modules | Group Session | Number of Hours per Session | Total Number of Hours |
| Level 4 Group- Positive parenting principles  Parent child relationship | 1 | 2 | 2 |
| Level 4 Group - Enhancements | 2 | 2 | 2 |
| Level 4 Group - Managing Misbehavior | 3 | 2 | 2 |
| Level 4 Group - Practice | 4 | 2 | 2 |
| Level 4 Group - Preventing problems in high risk situations | 5 | 2 | 2 |
| Level 5 Enhanced – Coping Skills | 6 | 2 | 2 |
| Level 5 Enhanced – Coping Plans | 7 | 2 | 2 |
| Level 5 Enhanced – Practice | 8 | 2 | 2 |
| Level 5 Enhanced – Partner Support | 9 | 2 | 2 |
| Level 5 Pathways – Avoiding Parent Traps | 10 | 2 | 2 |
| Level 5 Pathways – How to get out of parent traps | 11 | 2 | 2 |
| Level 5 Pathways – Understanding Anger | 12 | 2 | 2 |
| Level 5 Pathways – Coping with Anger | 13 | 2 | 2 |
| Level 5 Pathways - Practice | 14 | 2 | 2 |
| Level 5 Pathways – Maintenance and Closure | 15 | 2 | 2 |
| Total | 15 Sessions |  | 30 Hours |

1. The curriculum must include, but is not limited to, the following components:

1) Welfare and Institutions Code 16507.7 requirements:

1. Building self-esteem, including, but not limited to, parents' building a positive parental identity and building the self-esteem of their children.
2. Handling stress and anger.
3. The growth and development of children, including but not limited to, safety, nutrition, and health.
4. Developing and increasing communication skills in order that a parent may learn to listen to and speak with his or her child or children.
5. Learning to use positive disciplinary mechanisms as alternatives to the physical punishment of a child, including, but not limited to, learning what constitutes abuse and neglect.
6. Learning the boundaries of permissible sexual conduct by adults with regard to children.
7. Respect for, and sensitivity to, cultural differences in child rearing practices in addressing all of the topics listed herein above, inclusive.

2) County requirements include, but are not limited to, topics on medically fragile; teen parents; parenting without violence; prevention of child abuse and neglect; and parenting techniques.

* 1. **Population Served:**

The target population is any family in Alameda County who is involved with DCFS and is referred by a Child Welfare Worker to attend a 30-hour Triple P Parenting Course.

* 1. **Locations and Number of Classes:**
     1. Contractor will offer Triple P parent education virtually (per mutual agreement) as well as a minimum of 3 in-person options in Oakland, Hayward and Tri-Valley area of Alameda County during non-Covid-19 county surges.
     2. Contractor will offer a minimum of 15 sessions in English of the Triple P curriculum. In addition, the contractor will offer classes in Spanish at a minimum of four times per year, unless need reflects otherwise.
     3. Contractor will offer a minimum of six father-only classes, virtually (per mutual agreement) or in the three locations identified for all other classes including Oakland, Hayward, and the Tri-Valley area per year. However, if there is a greater need at a particular location, the contractor and the DCFS will mutually agree if a change in location needs to occur.
     4. Contractor will secure locations in each of the identified areas where parenting classes will occur.
     5. Contractor will offer and provide licensed childcare for each class location as needed.
     6. Contractor will have a graduation and give all participants certificates for their successful graduation from the class.
     7. Contractor will create flyers, which will be approved by DCFS, to advertise dates, times and location of the Parenting Education classes and any other advertisement for classes.

## BACKGROUND

The Department of Children and Family Services offers and provides referrals for services to children and families involved both in and out of the Juvenile Court Dependency system to reunify families and to reduce recidivism back into the child welfare system. One strategy that is employed is to provide parent education classes to parents so that they can learn and demonstrate positive parenting techniques including understanding child development, appropriate positive discipline strategies, anger management, health and nutrition as well as basic parenting skill development. Many families involved in the child welfare system do not have a basic foundation of parenting. Parent education classes will support these parents in learning and practicing effective and positive parenting techniques working with their children as the children either remain in the home of the parent under Family Maintenance or Family Reunification programs. Social Services Agency uses Triple P (Positive Parenting Program), as it is a supported evidence-based curriculum according to the Title IV-E Prevention Services Clearinghouse. This standard supports California state’s Family First Prevention & Services Act ([FFPSA](https://www.congress.gov/bill/115th-congress/house-bill/1892/text?q=%7B%22search%22%3A%5B%22hr1892%22%5D%7D&r=1)).

The children and families that the DCFS serve are frequently involved with Child Welfare due to abuse and/or neglect. The abuse can be physical, emotional, sexual or verbal. Neglect can include being left unattended and/or in an unsafe condition, and/or a parent not attending to the medical, education or emotional needs of the child. Often the abuse and/or neglect is a result of substance abuse and/or mental health challenges. Many of the families that we serve do not have knowledge of basic parent skills. One of the goals in offering the Triple P curriculum is to strengthen the parenting capacity of parents. Another goal is to increase the likelihood of reunification by offering skills and support to parents with children of all ages in a productive, safe and supportive environment where parenting strength can be demonstrated.

## BIDDER QUALIFICATIONS

* + 1. Bidder shall demonstrate that they have been regularly and continuously engaged in working with families who have been involved in the child welfare system and understand the complexities of families with issues of child abuse and neglect. Bidder shall offer examples of case management activities as well as prior related experience.
    2. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.
    3. Bidder must be willing to have their staff and/or facilitators trained in Triple P and be ready to begin classes by the date the contract goes into effect.

## SPECIFIC REQUIREMENTS FOR SERVICE DELIVERY

1. Contractor shall provide Triple P trained parent education instructors that meet the qualifications for accreditation, per Triple P requirements.
2. Contractor shall attend mandated meetings with the Department.
3. Contractor will be required to provide a virtual platform to host Parent Education classes.
4. Contractor will be required to provide a physical space for classroom parent education courses (including additional space for licensed childcare supervision) in the three designated areas where Parent Education classes will occur.
5. Contractor must have the capability to provide sufficient licensed child care providers, if needed.
6. Contractor shall schedule the DCFS participants to the appropriate Triple P parenting series based upon the DCFS Parent Education Referral Form, to be developed by the contractor and DCFS staff in the steering committee meeting.
7. Contractor will be prepared as a part of the curriculum to have instructors contact registered participants via telephone for check in/consultation per the requirements and best practices of the Triple P curriculum. This call should be made at least five days before the first class of each series.
8. Contractor will maintain clear communication with DCFS of the schedule and location of Triple P classes. Contractor will provide written documentation to DCFS staff for review prior to implementing training schedule. Schedule will include sufficient number of evening classes during the week and be focused with regards to specific target populations (i.e., Fathers’ Group, Parenting Couples, Bi- lingual Spanish speaking) to meet the needs of DCFS families. Schedule of series of Triple P classes should be overlapped and staggered to meet the needs of DCFS parents and requirements of DCFS.
9. Contractor shall contact each participant registered in a parenting course by telephone at least five days prior to the start date of the course.
10. Contractor shall provide a letter of enrollment to DCFS participants by mail. A copy of the enrollment letter for each DCFS registered participant will be sent to the referring DCFS Child Welfare Worker at least five working days prior to the start date of each Triple P parenting series.
11. Contractor shall ensure that the instructor will supply study materials and information to participants.
12. Contractor will utilize the DCFS Parent Education Agreement, to be developed by the contractor and DCFS for each parent participant in Triple P.
13. Contractor shall ensure that the instructor administers a pre- and post-test to each participating parent/client.
14. Contractor must track the attendance for each DCFS participant on a spreadsheet and email the spreadsheet to the DCFS Program Monitor within seventy-two hours of the conclusion of the series that the parent has enrolled in. An Excel spreadsheet will be developed by the Contractor and DCFS. Information will include name of client, how many sessions attended, who withdrew and how change in behavior was demonstrated, possibly including pre- and post-test results.
15. Contractor shall distribute group guidelines (to be developed by DCFS in collaboration with the contractor) to each DCFS participant at the beginning of a Triple P parenting series.
16. Upon completion of a Triple P parenting education series, contractor shall ensure that the instructor distributes a certificate of attendance during a graduation ceremony to each DCFS participant, only if the minimum required hours are completed.
17. Upon completion of a Triple P parenting series, contractor shall ensure that the instructor completes a student/parent assessment for each DCFS participant that attends one or more sessions within a Triple P course/series. The parenting assessment includes WIC topics. Contractor may use the DCFS “Triple P Parenting the Pre-Teen and Teen Assessment” form supplied by Contract Monitor/Program Manager, or one similar that addresses all required topics and content.
18. Upon completion of the parent education course, contractor shall ensure that the instructor distributes class evaluations to each DCFS participant at the end of each series and that the completed evaluations are forwarded to DCFS Parent Education Program Coordinator.
19. Upon completion of a Triple P course, the contractor must submit originals of all parenting class assessments, scored pre/post tests, parenting class feedback forms, parent education agreements, homework assignments, copy of the client’s certificate, and all attendance logs (client sign-in sheets) to the DCFS Parent Education Program Coordinator within two weeks of completing a Triple P Course. The contractor will be responsible for reviewing the above documents for accuracy prior to submitting to the DCFS Parent Education Program Coordinator.
20. Contractor must ensure that the instructor is available to have contact, as needed, with designated DCFS staff to exchange information regarding client/parent participation and progress.

## DELIVERABLES / REPORTS

SSA has adopted the Results-Based Accountability (RBA) framework to strengthen and increase data collection and improve contract performance. The RBA framework establishes performance measures which allows SSA to track the positive impact and benefits of services for the target population by focusing on three critical questions: How much work was done? How well was it done? and Is anyone better off?. A link to further information on RBA can be found at: <http://www.raguide.org/>.

The RBA framework establishes a partnership between the service provider and SSA.

In addition to the performance measures, SSA will be conducting an evaluation on this program which will entail data matching with our internal database. Bidders will be responsible for providing both aggregate and individual client data. The performance measures and the deliverables are described below.

**How much was done?**

Performance Measure Number of parents served.

Deliverable: The contractor will complete a service log of participants who attended classes each month that will include: the child welfare case number, the number of classes attended, and the results from the Triple P pre- and post-test, using an Excel spreadsheet, on a quarterly basis.

**How well was it done?**

Performance Measure 90% of parents completing the parenting series will be satisfied with the parenting classes.

Deliverable: Contractor will provide the results of satisfaction surveys in a quarterly and/or annual report.

**Are participants better off?**

Performance Measure 90% of parents who complete the class series will improve their parenting skills.

Deliverable: Parents will take a pre-test and post-test using Triple P tools. The contractor will provide the results of the pre- and post-test scores in the service log and provide and analyze these results to report the percentage on the Performance Measure 3.

The service provider will be responsible for developing a system to collect and analyze each performance measure on a quarterly and annual basis. In addition to tracking the progress towards the above performance measures, the service provider will provide an annual quality assurance report that demonstrates the strategies the provider employs to ensure data quality and accuracy.

# CALENDAR OF EVENTS

|  |  |  |
| --- | --- | --- |
| **EVENT** | **DATE/LOCATION** | |
| Request Issued | **03/14/2023** | |
| Networking/Bidders Conference #1 | 03/22/2023 At 2:00pm | Team Meeting - Click on Link below:  <https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjcxYjExNzMtYWQzNS00ODEzLWFlNzAtN2ZmZGExNGQ1Zjc4%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22a6fca0a1-7a77-46a0-9c0f-a79130a17681%22%7d>  Meeting ID: 281 585 066 420  Passcode: tB3hTE  **Or call in (audio only)** [+1 415-915-3950](tel:+14159153950,,530889106# ) / [(888) 715-8170](tel:8887158170,,530889106# ) Phone Conference ID: 738 056 86# |
| Networking/Bidders Conference #2 | 03/23/2023 At 2:00pm | Team Meeting - Click on Link below:  <https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2NhMDQxM2YtODgxMi00ZTA4LWIzNzQtOGRlNjJhYmVmMzNj%40thread.v2/0?context=%7b%22Tid%22%3a%2232fdff2c-f86e-4ba3-a47d-6a44a7f45a64%22%2c%22Oid%22%3a%22a6fca0a1-7a77-46a0-9c0f-a79130a17681%22%7d>  Meeting ID: 250 050 712 71  Passcode: 3vHGoV  **Or call in (audio only)** [+1 415-915-3950](tel:+14159153950,,530889106# ) / [(888) 715-8170](tel:8887158170,,530889106# ) Phone Conference ID: : 922 925 040# |
| Last Day to submit Written Questions | **by 5:00 p.m. on 03/23/2023** | |
| Addendum Issued | 03/27/2023 | |
| Response Due | **04/11/2023 by 4:00 p.m.** | |
| Evaluation Period | 04/12/23 to 04/28/23 | |
| Vendor Interviews | May 2023 | |
| Board Letter Recommending Award Issued | May/June 2023 | |
| Board Consideration Award Date | May/June 2023 | |
| Contract Start Date | July 1, 2023 | |

**Note: Award and start dates are approximate.**

It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions of this RFP. By the submission of a Proposal, Bidder certifies that if awarded a contract, Bidder will make no claim against the County.

## NETWORKING/BIDDERS CONFERENCES

* + 1. Networking/Bidders conferences will be held to:

Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarification.

* + 1. All questions will be addressed, and the list of attendees will be included, in an RFP Addendum following the Networking/Bidders conference(s).
    2. Potential bidders are strongly encouraged to attend Networking/Bidders conference(s) in order to further facilitate subcontracting relationships. Vendors who attend a Networking/Bidders conference will be added to the RFP Addendum. Failure to participate in a Networking/Bidders conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions. Attendance at a Networking/Bidders conference is highly recommended, but is not mandatory.

# COUNTY PROCEDURES, TERMS, AND CONDITIONS

## EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals that pass the initial Evaluation Criteria, which are determined on a pass/fail basis (Completeness of Response, Financial Stability, and Debarment and Suspension), will be evaluated by a County Selection Committee (CSC). The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in Parent Education Services. The CSC will score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

All contact during the evaluation phase shall be through the Contract Office, Social Services Agency only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of Bidder.

The CSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. 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, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County’s requirements as set forth in this RFP.

Bidders are advised that in the evaluation of cost it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.

As a result of this RFP, the County intends to award a contract to the responsible bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the bidder(s) that proposes the best quality for the County as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced response.

The basic information that each section should contain is specified below; these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed; however, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the goods and/or services being solicited.

Each of the Evaluation Criteria below will be used in ranking and determining the quality of bidders’ proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser weighted total. The final maximum score for any project is five hundred points.

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of bidders that will continue to the final stage of oral presentation and interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, oral presentation and interview.

If the two-stage approach is used, the three bidders receiving the highest preliminary scores of at least 200 points will be invited to an oral presentation and interview. Only the bidders meeting the short list criteria will proceed to the next stage. All other bidders will be deemed eliminated from the process. All bidders will be notified of the short list participants; however, the preliminary scores at that time will not be communicated to bidders.

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 a mandatory requirement this score will result in disqualification of 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, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members. |
| 4 | Above Average/ Good | Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations. |
| 5 | Excellent/ Exceptional | Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification. |

The Evaluation Criteria and their respective weights are as follows:

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Completeness of Response:**  Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.  Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process. | Pass/Fail |
| **B.** | **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](http://www.sam.gov). | Pass/Fail |
| **C.** | **Technical Criteria /Program Design:**  In each area described below, an evaluation will be made of the probability of success of and risks associated with, the proposal response:   1. Program Design - A comparison will be made of the proposed Parent Education services. 2. Describe in detail the program design beginning with the preplanning activities. Include the process that begins with the initial referral through being able to describe the behavioral changes that are expected to occur. 3. Please describe staffing levels and needs and those costs associated with staffing this contract. 4. Software Design and Development - The evaluation will compare the proposed software capabilities with the requirements of this RFP in terms of the ability to create a program/process to capture the required data as previously noted and to send reports after the conclusion of each class. | 1. Points |
| **D.** | **Cost Efficiency/Fiscal Management:**  1. Description of the fiscal management experience of the fiscal agent/contractor.  2. Description of the fiscal controls that will be used for this project. *(The fiscal agent must have knowledge of acceptable accounting practices and the ability to maintain accountability for contract funds.*  3.Description of how their costs are reasonable and appropriate as per the industry standards .  Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford | 1. Points |
| **E*.*** | **Organization Capacity:**  Describe the capacity of adequate, qualified, and culturally competent trainers/staff. Describe the ability and flexibility to meet Parent Education needs of SSA clients.  Describe the ability to establish positive and collaborate working relationship with SSA staff. | 1. Points |
| **F.** | **Relevant Experience:**  Bidder will be evaluated against the RFP specifications and the questions below:  1. Past experience and performance in supporting this type of contract with governmental and non-profit agencies.  2. Does the proposer have a demonstrated clear understanding of the issues of child abuse and neglect?  3. Do the individuals assigned to the project have experience on similar projects?   1. 4. How extensive is the applicable education and   experience of the personnel designated to work on the Project? | 1. Points |
| **G*.*** | **Understanding of the Project:**  Bidder will be evaluated against the RFP specifications and the questions below:   1. Has proposer demonstrated a thorough understanding of the purpose and scope of the project? 2. How well has the proposer identified pertinent issues and potential problems related to the project? 3. Has the proposer demonstrated that it understands the deliverables the County expects it to provide?   4. Has the proposer demonstrated that it understands the County’s time schedule and can meet it? | 1. Points |
| **H*.*** | **Performance Measures:**   1. How well defined is the program design in meeting the performance measures? 2. How well does the bidder describe their plan to collect data and ensure data quality to report on performance measures (Exhibit E - Quality Assurance Report attached)? 3. Has the bidder described a plan that includes staffing to implement their data tracking, reporting, and quality assurance plan? | 1. Points |
| **I.** | **References (See Attachment No. 1 – Bid Response Packet)** | 1. Points |
| **J.** | **Oral Presentation and Interview:**  The oral presentation by each bidder shall not exceed ten (10) minutes in length.  The oral interview will consist of standard questions asked of each of the bidders and specific questions regarding the specific proposal. | 20 Points |

**EXAMPLE - CSC RATING FORM**

**SECTION 1: Minimum Bidder Requirements**

* The RFP Proposal is complete. [ ] yes/pass [ ] no/fail
* Debarment & Suspension Certification: [ ] yes/pass [ ] no/fail

Bidder, its principal and named subcontractors are not identified

on the list of federally debarred, suspended or other excluded parties located

at [www.sam.gov](http://www.sam.gov).

**SECTION 2: Rating Elements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Weight**  **Point** | **X** | **Point Scale** | **=** | **Total**  **Point** |
| ***Technical Criteria /Program Design:***  In each area described below, an evaluation will be made of the probability of success of and risks associated with, the proposal response:  1. Program Design - A comparison will be made of the proposed Parent Education services.  2. Describe in detail the program design beginning with the preplanning activities. Include the process that begins with the initial referral through being able to describe the behavioral changes that are expected to occur.  3. Please describe staffing levels and needs and those costs associated with staffing this contract.  4. Software Design and Development - The evaluation will compare the proposed software capabilities with the requirements of this RFP in terms of the ability to create a program/process to capture the required data as previously noted and to send reports after the conclusion of each class. | 20 | X | Max  5 pt. | = | 100 |
| ***Cost Efficiency/Fiscal Management:***  1. Description of the fiscal management experience of the fiscal agent/contractor.  2. Description of the fiscal controls that will be used for this project. (The fiscal agent must have knowledge of acceptable accounting practices and the ability to maintain accountability for contract funds.  3. Description of how their costs are reasonable and appropriate as per the industry standards.  Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford. | 10 | X | Max  5 pt. | = | 50 |
| ***Organization Capacity:***  1*.* Describe the capacity of adequate, qualified, and culturally competent trainers/staff.  *2.* Describe the ability and flexibility to meet Parent Education needs of SSA clients.  *3.* Describe the ability to establish positive and collaborate working relationship with SSA staff. | 10 | X | Max  5 pt. | = | 50 |
| ***Relevant Experience:***  1. Past experience and performance in supporting this type of contract with governmental and non-profit agencies.  2. Does the proposer have a demonstrated clear understanding of the issues of child abuse and neglect? Has Given Examples?  3. Do the individuals assigned to the project have experience on similar projects?   1. 4. How extensive is the applicable education andexperience of the personnel designated to work on the project? | 15 | X | Max  5 pt. | = | 75 |
| ***Understanding of the Project:***  1. Has proposer demonstrated a thorough understanding of the purpose and scope of the project?  2. How well has the proposer identified pertinent issues and potential problems related to the project?  3. Has the proposer demonstrated that it understands the deliverables the County expects it to provide?  4. Has the proposer demonstrated that it understands the County’s time schedule and can meet it? | 10 | X | Max  5 pt. | = | 50 |
| ***Performance Measures:***  1. How well defined is the program design in meeting the performance measures?  2. How well does the bidder describe their plan to collect data and ensure data quality to report on performance measures (Exhibit E - Quality Assurance Report attached)?  3.Has the bidder described a plan that includes staffing to implement their data tracking, reporting, and quality assurance plan? | 10 | X | Max  5 pt. | = | 50 |
| ***References (See Attachment No. 1 – Bid Response Packet*)** | 5 | X | Max  5 pt. | = | 25 |
| ***Oral Presentation and Interview:***  The oral presentation by each bidder shall not exceed sixty (60) minutes in length. The oral interview will consist of standard questions asked of each of the bidders and specific questions regarding the specific proposal. | 20 | X | Max  5 pt. | = | 100 |
| **Grand Total** | **100** | **X** | **5** | **=** | **500** |

## CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, which may be awarded to Contractor, the CSC and/or other persons designated by the County will meet with the Contractor to evaluate Parent Education Services performance and to identify any issues or potential problems.

The County reserves the right to determine, at its sole discretion, whether:

* + 1. Contractor has complied with all terms of this RFP; and
    2. Any problems or potential problems with the proposed Parent Education Services were evidenced that make it unlikely (even with possible modifications) that such Parent Education Services have met the County requirements.

If, as a result of such determination, the County concludes that it is not satisfied with Contractor, Contractor’s performance under any awarded contract and/or Contractor’s Parent Education Services as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. Contractor shall be responsible for the removal of equipment/system and shall return County facilities to their pre-installation or original state at no charge to the County. The County will have the right to invite the next highest ranked bidder to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

## NOTICE OF RECOMMENDATION TO AWARD

* + 1. At the conclusion of the RFP response evaluation process (“Evaluation Process”), all bidders will be notified in writing by e-mail, fax, or US Postal Service mail, of the contract award recommendation, if any, by Contracts Office, Social Services Agency. The document providing this notification is the Notice of Recommendation to Award.

The Notice of Recommendation to Award will provide the following information:

* + - 1. The name of the bidder being recommended for contract award; and
      2. The names of all other parties that submitted proposals.
    1. At the conclusion of the RFP response evaluation process, debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror’s bid.
       1. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder.
       2. Debriefing may include review of successful bidder’s proposal with redactions as appropriate.
    2. The submitted proposals shall be made available upon request no later than five (5) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

## BID PROTEST/APPEALS PROCESS

The County 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 Bidder wishes to protest the bid process or appeal the intent to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

1. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County’s SSA Interim Finance Director, located at 1111 Jackson, 1st floor, Suite #103 Oakland, CA 94607 before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.
   * + 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, fax number and telephone number of the person representing the protesting party.
       4. The County Agency/Department will transmit a copy of the bid protest to all Bidders as soon as possible after receipt of the protest.
2. Upon receipt of written protest, SSA Interim Finance Director, or designee will review and evaluate the protest and issue a written decision. The SSA Interim Finance Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing date.
3. The decision will be communicated by e-mail and certified mail, and will inform the Bidder whether or not the recommendation to the Board in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Bidder affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the RFP.
4. The decision of the SSA Interim Finance Director on the bid protest may be appealed to the Auditor-Controller’s Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA  94612, fax number (510) 272-6502. The Bidder whose Bid is the subject of the protest, all Bidder affected by the SSA Interim Finance Director’s decision on the protest, and the protestor have the right to appeal if not satisfied with the SSA Interim Finance Director’s decision. All appeals to the Auditor-Controller’s OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the SSA Interim Finance Director, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day.
   1. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
   2. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP or, where appropriate, County contracting policies or other laws and regulations.
   3. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the SSA Interim Finance Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
   4. The decision of the Auditor-Controller’s OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller’s OCC will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidder affected by the decision.
5. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors.
6. The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder’s failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

## TERM/TERMINATION/RENEWAL

* + - 1. The term of the contract, which may be awarded pursuant to this RFP, will be three fiscal years with option to renew up to two additional fiscal years. The County has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor’s work, the Contractor shall 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 without written notice upon a material breach of contract and 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 re-bid the project if it is determined to be in its best interest to do so.
      2. The County may, at its sole option, terminate any contract that may be awarded as a result of this RFP at the end of any County Fiscal Year, for reason of non‑appropriation of funds. In such event, the County will give Contractor at least thirty days written notice that such function will not be funded for the next fiscal period. In such event, the County will return any associated equipment to the Contractor in good working order, reasonable wear and tear excepted.

3. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for an additional two years at agreed prices with all other terms and conditions remaining the same.

## F. PRICING

## 1. Prices quoted shall be firm for the first 36 months of any contract that may be awarded pursuant to this RFP.

* + 1. Price escalation for the second and third years of any contract awarded as a result of this RFP shall not exceed the percentage increase stated by Bidder on the Budget Form, Attachment No. 1 – Bid Response Packet.
    2. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
    3. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the County.
    4. All prices are to be F.O.B. (Free On Board) destination. Any freight/delivery charges are to be included.
    5. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.
    6. Taxes and freight charges:
       1. The price(s) quoted shall be the total cost the County will pay for this project including Sales, Use, or other taxes, and all other charges.
       2. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid.
       3. Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County; as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
       4. Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
    7. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
    8. Price quotes shall include any and all payment incentives available to the County.
    9. Bidders are advised that 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.
    10. 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.
    11. Prevailing Wages: Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

## AWARD

* + 1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFPsection entitled “Evaluation Criteria/Selection Committee.”
    2. The committee will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
    3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, 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.
    4. The County reserves the right to award to a single or multiple Contractors.
    5. The County has the right to decline to award this contract or any part thereof for any reason.
    6. Board approval to award a contract is required.
    7. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
    8. Final Standard Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:

<https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EcP9Z6qYJsVEtFJU8ZTS-7MBs6nT4AjOufE4yZTg-KoJGA?e=yyyBfu>

The template contains minimal Agreement boilerplate language only.

* + 1. The RFP specifications, terms, conditions and 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.
    2. The Community Based Organization (CBO) Master Contract terms and conditions are non-negotiable.

## METHOD OF ORDERING

* + 1. A written PO and signed Standard Agreement contract or CBO Master Contract will be issued upon Board approval.
    2. POs and Standard Agreements will be faxed, transmitted electronically or mailed and shall be the only authorization for the Contractor to place an order.
    3. POs and payments for products and/or services will be issued only in the name of Contractor.
    4. Contractor shall adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
    5. Change orders shall be agreed upon by Contractor and County and issued as needed in writing by County.

## INVOICING

* + 1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
    2. County will use best efforts to make payment within thirty days following receipt and review of invoice and upon complete satisfactory receipt of product and performance of services.
    3. County shall notify Contractor of any adjustments required to invoice.
    4. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
    5. Contractor shall utilize standardized invoice upon request.
    6. Invoices shall only be issued by the Contractor who is awarded a contract.
    7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
    8. The County will pay Contractor monthly or as agreed upon, not to exceed the total RFPquoted in the bid response.

## LIQUIDATED DAMAGES

In the event the Contractor’s performance and/or deliverable projects have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and or deliverable projects are deemed satisfactory.

## PERFORMANCE REQUIREMENTS

* + 1. Contractor will be ready to begin contract on July 1, 2023.
    2. Contractor will secure locations so that Parenting Education and Childcare services can be offered in Oakland, Hayward and the Tri-Valley Area of Alameda county.
    3. Contractor will actively participate in joint meetings with identified Department of Children and Family Services staff once the awardee is determined so that program will be up and functioning July 1, 2023.
    4. Contractor will have staff trained in the Triple P parenting education model by the time the contract is in effect
    5. Contractor will offer at a minimum 25 series of Triple P parenting education series of classes which include 4 bilingual Spanish classes and 6 Father Only classes
    6. Contractor will submit invoices for payment on a monthly basis that will include name of client participant, attendance and number of follow up contacts that occurred during the billing month
    7. Contractor will provide pre and post tests to all participants
    8. Contractor will provide summary reports on each client referred including information on client participation, incorporation of material, homework, attendance and other criteria that will be developed by the awardee and DCFS staff.

## ACCOUNT MANAGER/SUPPORT STAFF

* + 1. Contractor shall provide a dedicated competent account manager who shall be responsible for the County account/contract. The account manager shall receive all orders from the County and shall be the primary contact for all issues regarding Bidder’s response to this RFP and any contract which may arise pursuant to this RFP.
    2. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products offered and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.
    3. Contractor account manager shall be familiar with County requirements and standards and work with the Social Services Agency Department of Children and Family Services to ensure that established standards are adhered to.
    4. Contractor account manager shall keep the County Specialist informed of requests from departments as required.

# INSTRUCTIONS TO BIDDERS

## COUNTY CONTACTS

Alameda County Social Services Agency Contracts Office is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through Alameda County Social Services Agency Contracts Office only.

The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract has been awarded. Bidders shall not contact or lobby evaluators during the evaluation process. Attempts by Bidder to contact evaluators may result in disqualification of bidder.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. on 03/23/23 to:

Najia Osmani, Program Financial Specialist

Alameda County Social Services Agency/Contracts Office

2000 San Pablo Ave, 4th Floor Suite 458A

Oakland, CA 94612

E-Mail: NOsmani@acgov.org

PHONE: (510) 267-9439

The GSA Contracting Opportunities website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to <http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp> to view current contracting opportunities.

## SUBMITTAL OF BIDS

* + 1. All bids must be SEALED and must be received at the Contracts Office of Alameda County Social Services Agency by 4:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS, PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING. For hand delivery, please email Najia Osmani at [nosmani@acgov.org](mailto:nosmani@acgov.org) or call 510-267-9439 to make an appointment for your proposal drop off.

Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Alameda County Social Services Agency Contracts Office timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

* + 1. Bids are to be subjected and addressed and delivered as follows:

Parent Education Services

RFP No. 2023-SSA-CFS-PE

Najia Osmani, Program Financial Specialist

Alameda County Social Services Agency/Contracts Office

2000 San Pablo Ave, 4th Floor Suite 458A

Oakland, CA 94612

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

* + 1. Bidders are to submit one (1) original hardcopy bid (Attachment No. 1 – Bid Response Packet, including additional required documentation), with original ink signatures, plus four (54) copies of their proposal. Original proposal is to be clearly marked “ORIGINAL” with copies to be marked “COPY”. All submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (**NOT** bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.

Bidders **must** also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an **exact** scanned image of the original hard copy Attachment No. 1 – Bid Response Packet, including additional required documentation. The file must be on USB flash drive and enclosed with the sealed original hardcopy of the bid.

* + 1. BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
    2. All costs required for the preparation and submission of a bid shall be borne by Bidder.
    3. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
    4. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, an recommended award has been made by the County Selection Committee, and the contract has been fully negotiated with the recommended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five (5) calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project. In addition, award information will be posted on the County’s “Contracting Opportunities” website, mentioned above.
    5. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
    6. California Government Code Section 4552: 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. 15) 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.
    7. 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. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
    8. The undersigned Bidder 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 Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
    9. The undersigned Bidder 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).
    10. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of one hundred eighty (180) days, unless otherwise specified in the Bid Documents.

## RESPONSE FORMAT

* + 1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
    2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Attachment No.1– Bid Response Packet (Separate File).
    3. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFPmay be subject to public disclosure.  County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.

**Exhibit A**

Contract Reference No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMUNITY BASED ORGANIZATION MASTER CONTRACT**

THIS CONTRACT, made and entered into on this \_\_ day of \_\_\_\_\_ by and between the **COUNTY OF ALAMEDA,** a body corporate and politic of the State of California, hereinafter referred to as **"County,"** and **\_\_\_\_\_\_\_\_**, doing business at

**-------------------------------** hereinafter referred to as "**Contractor**".

WITNESSETH:

WHEREAS, County is desirous of contracting with Contractor for the provision of certain services, a description of which is presented in Exhibit A(s), attached hereto; and

WHEREAS, Contractor is receiving funds pursuant to the funding source indicated in Exhibit B(s); and

WHEREAS, Contractor is willing to provide proof of insurance as specified in Exhibit C; and

WHEREAS, Contractor willingly agrees to participate in audits required by the County as defined in Exhibit D(s); and

WHEREAS, Contractor is willing and able to perform duties and render services which are determined by the Board of Supervisors to be necessary or appropriate for the welfare of residents of County; and

WHEREAS, County desires that such duties and services be provided by Contractor, and Contractor agrees to perform such duties and render such services, as more particularly set forth below:

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED as follows:

1. **Term of Agreement.** The Term of this Agreement begins on the \_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_ and shall continue year to year as specified more particularly in Exhibit B(s) provided funding is allocated by the County Board of Supervisors, until terminated in accordance with this Agreement.

Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Agreement will be purchased by County from Contractor under a new Agreement following expiration or termination of this Agreement. Contractor waives all rights or claims to notice or hearing respecting any failure by County to continue to purchase all or any such service from Contractor following the expiration or termination of this Agreement.

2. **Program Description and Performance Requirements -- Exhibit A(s).** This Agreement shall be accompanied by, marked Exhibit A(s), and by this reference made a part hereof, a description of the duties and services to be performed for County by Contractor, and Contractor agrees to comply with all provisions, to perform all work, and to provide all such duties and services set forth in Exhibit A(s) in a professional and diligent manner.

3. **Terms and Conditions of Payment -- Exhibit B(s).** County has allocated the sum as indicated in Exhibit B(s), to be expended as described in this Agreement. Unless an amendment to this Agreement otherwise provides, that amount shall in no event be exceeded by Contractor, and County shall under no circumstances be required to pay in excess of that amount. Payment shall be made pursuant to the terms and conditions set forth in Exhibit B(s), attached hereto and by this reference made a part hereof. Sums not so paid shall be retained by County.

Unless it is otherwise provided in Exhibit B(s) to this Agreement, Contractor shall submit all claims for reimbursement under the Agreement within ninety (90) days after the ending date of the Agreement. All claims submitted after ninety (90) days following the ending date of the Agreement will not be subject to reimbursement by the County. Any "obligations incurred" included in claims for reimbursements and

paid by the County which remain unpaid by the Contractor after ninety (90) days following the ending date of the Agreement will be disallowed under audit by the County.

Contractor agrees to comply with all requirements which are now, or may hereafter be, imposed by the funding government with respect to the receipt and disbursement of the funds referred to in Exhibit B(s), as well as such requirements as may be imposed by County. Without limiting the generality of the foregoing, Contractor agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution in order to obtain any Federal funds under any Federal programs without prior written approval of County.

4. **Insurance -- Exhibit C.** Contractor shall maintain in force, at all times during the term of this Agreement, those insurance and bonding documentation described in Exhibit C attached hereto and made a part of this Agreement, and shall comply with all other requirements set forth in that Exhibit. Contractor shall provide Worker's Compensation insurance at Contractor's own cost and expense, and neither Contractor nor its carrier shall be entitled to recover from the County any costs, settlements, or expenses or Worker's Compensation claims arising out of this Agreement.

5. **Additional Fiscal Provisions.** Contractor shall not claim reimbursement from County for (or apply sums received from County with respect to) that portion of its obligations which has been paid by another source of revenue. Sums received as a result of applications for funds from public or private organizations shall be considered such revenue insofar as such sums are or can be applied to the work to be performed by Contractor pursuant to this Agreement.

Unrestricted or undesignated private charitable donations and contributions shall not be considered revenue applicable to this Agreement; Contractor has total freedom in planning for the usage of such resources in expanding and enriching programs, or in providing for such other operating contingencies as it may desire. Nothing herein shall be deemed to prohibit Contractor from contracting with more than one entity to perform additional work similar to or the same as that herein contracted for.

6. **Records:** Contractor shall maintain on a current basis complete financial records including, but not necessarily limited to, books of original entry, source documents in support of accounting transactions, a general ledger, personnel and payroll records, canceled checks, and related documents in accordance with generally accepted accounting principles and any specific requirements of the applicable funding source.

Contractor shall maintain on a current basis complete records pertaining to the provision of services and eligibility, including, but not limited to, medical records, client files, participant records, patient logs or other service related documentation in accordance with instructions provided by County.

Contractor shall maintain on a current basis complete records pertaining to Contractor's organizational structure and activities, including, but not limited to, bylaws, articles of incorporation, documentation of tax exempt status, Board of Directors roster, minutes of meetings of the Board of Directors and committees, administrative program policies and procedures and any other documents required by County or the State or federal government or the applicable funding source.

Contractor will cooperate with County in the preparation of, and will furnish any and all information required for, reports to be prepared by County and/or Contractor as may be required by the rules, regulations, or requirements of County of any other governmental entity or applicable funding source. County shall specify in detail the cooperation required.

Records shall be retained by Contractor, and shall be made available for auditing and inspection, for no less than five (5) years following the provision of any services pursuant to this Agreement, or for a longer period as required by the applicable funding source. If Contractor enters into any County-approved agreement with any related organization to provide services such agreement shall contain a clause to the effect that the related records of that organization shall be retained, and shall be made available for auditing and inspection, for no less than five (5) years following its provision of services pursuant to the subcontract, or for a longer period as required by the applicable funding source.

County reserves the right to issue further instructions regarding the extent of records required to be kept, the format to be used, and record retention and access requirements as is necessary to perform audits and to otherwise comply with requirements set forth by applicable funding sources.

7. **Audits:** Contractor's records, as defined in this Agreement, shall be accessible to County for audit and inspection to assure proper accounting of funds, and to certify the nature of, and evaluate Contractor's performance of its obligations as set forth in this Agreement. County shall be entitled to access onto Contractor's premises to observe operations, inspect records or otherwise evaluate performance at all reasonable times and without advance notice. County shall conduct inspections and manage information in a manner consistent with applicable laws relating to confidentiality of records and in a manner that will minimize disruption of Contractor's work.

Separate and apart from the audit and inspection provisions set forth immediately above, Contractor's records will be subject to audits as required by Federal and/or State agencies and/or other funding sources. These audits include those performed pursuant to applicable OMB Circulars, as described more fully in Exhibit D of this Agreement, or audits otherwise authorized by Federal or State law.

8. **Indemnification:**  Contractor agrees to indemnify, to defend at its sole expense, to save and hold harmless County, its officers, agents, and employees from any and all liability in addition to any and all losses, claims, actions, lawsuits, damages, judgments of any kind whatsoever arising out of the negligent acts, omissions or intentional misconduct of Contractor or Contractor's employees, agents, subcontractors or volunteers in performance of services rendered pursuant to this Agreement.

County agrees to indemnify, to defend at its sole expense, to save and hold harmless Contractor, its officers, agents, and employees from any and all liability in addition to any and all losses, claims, actions, lawsuits, damages, judgments of any kind whatsoever arising out of the negligent acts, omissions or intentional misconduct of County or County employees, agents, subcontractors or volunteers in performance of services rendered pursuant to this Agreement.

9. **Subcontracting:** None of the work to be performed by Contractor shall be subcontracted without the prior written consent of County. Contractor shall be as fully responsible to County for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor. Contractor shall not transfer any interest in this Agreement (whether by assignment or novation) without prior written approval of County. However, Contractor may assign its rights to receive compensation from the County for performance of the Agreement to financial institutions for the purpose of securing financial resources, provided that written consent from the supervising department shall have first been obtained. No party shall, on the basis of this agreement, in any way contract on behalf of, or in the name of, the other party to the Agreement, and any attempted violation of the provisions of this sentence shall confer no rights, and shall be void.

10. **Independent Contractor Status:** Neither the Contractor nor any of its employees shall by virtue of this Agreement be an employee of County for any purpose whatsoever, nor shall it or they be entitled to any of the rights, privileges, or benefits of County employees. Contractor shall be deemed at all times an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Contractor assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment.

11. **Confidentiality:** Contractor agrees to maintain the confidentiality of any information which may be obtained with this work. Contractor shall comply with whatever special requirements in this regard as are described or referred to in Exhibit A(s) to this Agreement. Confidential information is defined as all information disclosed to Contractor which relates to County's past, present and future activities, as well as activities under this Agreement. Contractor will hold all such information in trust and confidence. Upon cancellation or expiration of this Agreement, Contractor will return to County all written or descriptive matter which contain any such confidential information.

County shall respect the confidentiality of information furnished by Contractor to County as specified in Exhibit A(s) or as otherwise provided by law.

1. **Termination Provisions:** *Termination for Cause* --If County determines that Contractor has failed,

or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Agreement, or if County determines that Contractor has violated or will violate any of the covenants, agreements, provisions, or stipulations of the Agreement, County shall thereupon have the right to terminate the Agreement by giving written notice to Contractor of such termination and specifying the effective date of such termination.

Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Agreement upon any final or interim audit by County, Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall pay to County forthwith whatever sums are so disclosed to be due to County (or shall, at County's election, permit County to deduct such sums from whatever amounts remain undisbursed by County to Contractor pursuant to this Agreement or from whatever remains due Contractor by County from any other contract between Contractor and County).

*Termination Without Cause* --County shall have the right to terminate this Agreement without cause at any time upon giving at least 30 days written notice prior to the effective date of such termination.

*Termination By Mutual Agreement* --County and Contractor may otherwise agree in writing to terminate this Agreement in a manner consistent with mutually agreed upon specific terms and conditions.

13. **Compliance with Laws:** Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies, having jurisdiction over the scope of services or any part hereof, including Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), all provisions of the Occupational Safety and Health Act of 1979 and all amendments thereto, and all applicable federal, state, municipal and local safety regulations. All services performed by Contractor must be in accordance with these laws, ordinances, codes and regulations. Contractor shall indemnify and save County harmless from any and all liability, fines, penalties and consequences from any noncompliance or violations of such laws, ordinances, codes and regulations. A violation of such laws, ordinances, codes and regulations shall constitute a material breach of this Agreement and can lead to the termination of this Agreement and appropriate legal proceedings.

14. **Accident Reporting:** If a death, serious personal injury, or substantial property damage occurs in connection with the performance of this Agreement, Contractor shall immediately notify the Supervising Department by telephone. Contractor shall promptly submit a written report, in such form as may be required by Supervising Department, of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of Contractor's subcontractor, if any; (3) name and address of Contractor's liability insurance carrier; and (4) a detailed description of the circumstances surrounding the accident, whether any of the County's equipment, tools, materials or staff were involved and the extent of damage to County and or other property; (5) determination of what effect, if any, accident will have upon Contractor's ability to perform services.

15. **Personal Property:** Unless otherwise provided in Exhibit B(s) to this Agreement, in the event that payment under this Agreement is other than by fee-for-service, title to all personal property having a unit purchase price of over $1,000 acquired by Contractor in connection with this Agreement or the services rendered pursuant thereto shall vest in County, and shall be returned to County at the expiration or termination of the Agreement.

16. **Non-Discrimination:** Contractor assures that he/she will comply with the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964. Contractor further agrees and that no person shall, on the grounds of race, creed, color, disability, sex, sexual orientation or national origin, age, religion, Vietnam Era Veteran's status, political affiliation, or any other non-merit factors, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement.

17. **Governing Board Limitations; Conflict of Interest:** Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies regarding conflicts of interest.

If Contractor has entered into this Agreement as a not-for-profit organization as defined by state and federal law, and is in receipt of funds from County based on such status, Contractor shall at all times conduct its business in a manner consistent with that required of a not-for-profit organization by applicable laws.

Contractor, whether or not a not-for-profit organization, shall not permit any member of its governing board to perform for compensation any administrative or operational functions for the Contractor with respect to the performance of this contract, be it in the capacity as director, officer or employee, (including, but not by way of limitation, fiscal, accounting, or bookkeeping functions) without first obtaining the written consent of the County Agency Director/Chief Administrator. No administrative employee, officer ordirector of Contractormay do any of the following *without first having given advanced written notice to the County Agency Director/Chief Administrator:*

Receive funds from County other than those funds provided pursuant to the Agreement;

Simultaneously serve as an employee, officer or director of another community based organization;

Simultaneously serve as a Director of another governing board or commission which could have influence over the operations of Contractor.

Contractor shall not, *without having given advanced written notice to County Agency Director/Chief Administrator of its intention,* do any of the following*:*

Employ any person who is related by blood or marriage to another employee, a manager, or a member of the governing board of the Contractor;

Contract for the acquisition of goods or services for more consideration than would be paid for equivalent goods or services on the open market from any person who is related by blood or marriage to a manager or a member of the governing board of the Contractor; or

Contract for the acquisition of goods or services for more consideration than would be paid for equivalent goods or services on the open market from any organization in which any person who is related by blood or marriage to a manager or member of the governing board of the Contractor has a substantial personal financial interest..

Contractor shall not, during the term of this Agreement, permit any member of the governing board of the Contractor to have or acquire, directly or indirectly, any personal financial interest in the performance of the Agreement, as by providing goods or services for compensation, or otherwise, *without having first disclosed the same to the board and the County Agency Director/Chief Administrator*, and said member shall not participate in board discussion or action on such matter.

Should the County Agency Director/Chief Administrator object to such employment or contracting and a resolution cannot be achieved then the act of proceeding on such employment or contracting shall constitute grounds for Termination of this Agreement for cause under the provisions of paragraph 12.

18. **Drug-free Workplace:** Contractor and Contractor's employees shall comply with the County's policy of maintaining a drug-free workplace. Neither Contractor nor Contractor's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code Section 812, including marijuana, heroin, cocaine, and amphetamines, at any County facility or work site. If Contractor or any employee of Contractor is convicted or pleads nolo contenders to a criminal drug statute violation occurring at a County facility or work site, the Contractor, within five days thereafter, shall notify the Supervising Department of the County department/agency for which the Agreement services are performed. Violation of this provision shall constitute a material breach of this Agreement.

19. **Modifications to Agreement.** County shall assign a liaison to Contractor with respect to the performance of this Agreement. Unless otherwise provided in Exhibit A(s) and/or B(s) to this Agreement, any adjustments requested by the Contractor to line items of a budget or to the program description included as an exhibit to this Agreement may only be made upon written approval of the supervising department. Such adjustments shall not alter (1) services or other performance to be provided under this Agreement, (2) the time of performance of any act hereunder, or (3) the total amount of money allocated hereunder.

***This Agreement can be amended only by written agreement of the parties hereto.***

1. **Designation of Authorized Personnel.** Contractor shall provide County with a list of Contractor's

employees or members of Contractor's Board of Directors who have been authorized to act on behalf of Contractor in its dealings with County. An "act" on behalf of Contractor includes but is not necessarily limited to, execution of Agreement, Agreement amendments and exhibits, signing of claims, and authorization of payment on invoices. The list shall be updated as necessary to accurately reflect such authorizations.

**Notice.** All notices required hereunder will be in writing and served personally or by certified mail, return receipt requested, postage prepaid, at the addresses shown below:

**CONTRACTOR:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COUNTY:** Contracts Office

**Alameda County Social Services Agency**  Thomas L. Berkley Square

2000 San Pablo Avenue, 4th Floor

Oakland, Ca 94612

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first mentioned above.

### COUNTY OF ALAMEDA CONTRACTOR

By**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Contractor Name

President Alameda County Board of Supervisors

Street Address

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature of Contractor

**Approved as to form:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

Federal ID No **\_\_\_\_**

, County Counsel

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy County Counsel

**EXHIBIT B**

**INTENTIONALLY OMITTED**

**EXHIBIT** **C**

**INSURANCE REQUIREMENTS**

Insurance certificates are not required at the time of submission; however, by signing Attachment No. 1 – Bid Packet, the bidder agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit C – Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP:

\*\*\* see next page for county of alameda minimum insurance requirements \*\*\*

**EXHIBIT C**

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

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

|  |  |  |
| --- | --- | --- |
| **TYPE OF INSURANCE COVERAGES** | | **MINIMUM LIMITS** |
| **A** | **Commercial General Liability**  Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability | $1,000,000 per occurrence (CSL)  Bodily Injury and Property Damage |
| **B** | **Commercial or Business Automobile Liability**  All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities | $1,000,000 per occurrence (CSL)  Any Auto  Bodily Injury and Property Damage |
| **C** | **Workers’ Compensation (WC) and Employers Liability (EL)**  Required for all contractors with employees | WC: Statutory Limits  EL: $100,000 per accident for bodily injury or disease |
| **D** | **Professional Liability/Errors & Omissions**  Includes endorsements of contractual liability | $1,000,000 per occurrence  $2,000,000 aggregate |
| **E** | **Endorsements and Conditions**: ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, Personal Automobile Liability, Workers’ Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives.  1. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination 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. 2. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). 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 a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to the County. Acceptance of Contractor’s insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 4. **SUBCONTRACTORS:** Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. 5. **JOINT VENTURES:** If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any 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. * Joint insurance program with the association, partnership or other joint business venture included as a “Named Insured.  1. **CANCELLATION OF INSURANCE:** All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation. 2. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The require certificate(s) and endorsements must be sent to:  * **Alameda County Social Services/Contracts Office, 2000 San Pablo Avenue, 4th Floor, Oakland, CA 94612**   **Attn: Insurance Unit**  - With a copy to Risk Management Unit (1106 Madison Street, Room 233, Oakland, CA 94607) | |

**EXHIBIT D**

**EXAMPLE - ANNUAL QUALITY ASSURANCE REPORT**

Insert Contractor Name

FY Insert Annual Quality Assurance Report

1. Describe the data collection process your agency developed to track RBA Performance Measures (include all database systems used for this program, the process for entering data in the database, the staff responsible for this collection process and how you gather individual client data and aggregate this into your SSA report).

|  |
| --- |
|  |

1. Describe the quality assurance methods used to ensure data quality and accuracy (frequency of internal data audits, process for internal audits, and staff person assigned to conduct internal audits).

|  |
| --- |
|  |

1. Describe the limitations or challenges that the program experienced in the data collection process and/or ensuring data quality.

|  |
| --- |
|  |

1. What strategies are you implementing to address these challenges and/or limitations?

|  |
| --- |
|  |

**ATTACHMENT NO. 1**

**RESPONSE PACKET (separate file)**