COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. 902360

### for

JUVENILE JUSTICE LANDSCAPE ANALYSIS –

PROGRAM & SERVICE NEEDS ASSESSMENT SERVICES

**Networking/Bidders Conference Held on October 6, 2023**

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

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Thank you for your participation and interest in the County of Alameda Request for Proposal (RFP) for Juvenile Justice Landscape Analysis – Program & Service Needs Assessment Services.

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

**Questions and Answers:**

1. What is the date and time of the bidder’s conference?
	1. **The Bidders Conference was held on October 6, 2023 @ 10:30 AM as stated on the Calendar of Events on page 2 of the Request for Proposal (RFP), along with other important dates. Please note that all dates are tentative and subject to change.**
2. Is there a budget for this project and timeline?
	1. **Cost is evaluated as part of this bid, and in order to evaluate cost competitiveness, Alameda County, GSA-Procurement will not be disclosing budget amounts, maximum award amounts, or other funding descriptions that would otherwise preclude competition in cost.**

**The County intends to award a one-year contract (with the option to renew for four years) to the Bidder selected as the most responsible Bidder whose response conforms to the RFP and meets the County’s requirements.** **The Contract is expected to start on March 15, 2024.**

1. On page 9 under Gap Analysis, part 6 lays out the requirements for a comparative analysis to be completed from a minimum of three similar sized jurisdictions and.or neighboring counties. Is there an expectation that the data used for this analysis be collected through publicly available data (county records, JJCPA data, or YOBG consolidated annual reports for BSCC) or is it expected that this data be collected through primary sources by direct contract with the identified counties?
	1. **Publicly available sources are acceptable.**

1. What is the ballpark figure the County has set aside for this award?
	1. **Cost is evaluated as part of this bid, and in order to evaluate cost competitiveness, Alameda County, GSA-Procurement will not be disclosing budget amounts, maximum award amounts, or other funding descriptions that would otherwise preclude competition in cost.**
2. Does Alameda County have an anticipated level of effort for this requirement?
	1. **The County is looking for the vendor’s expertise to determine the level of effort for this RFP.**
3. Does Alameda County have a budget ceiling that bidders should respect?
	1. **Please see A4.**
4. Are large businesses required to engage a SLEB subcontractor in order be eligible award?
	1. **All businesses that is not Small Local Emerging Business (SLEB) certified is required to subcontract 20% of the total contract amount to be eligible for award. Page 22 of the RFP, Section N (AWARD), Item 2. b, stated:**
5. As a result of the County’s commitment to advancing the economic opportunities of these businesses, **Bidders must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:
6. [**Alameda County SLEB Program Overview**](http://acgov.org/auditor/sleb/overview.htm) [<http://acgov.org/auditor/sleb/overview.htm>]; and
7. [**Alameda County SLEB Program Additional Information**](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) [<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
8. Section I - C(1)(a), p 5.: Bidder must be regularly and continuously engaged in the business of providing Juvenile Justice Landscape Analysis – Program & Service Needs Assessment services for at least three (3) years, which must be clearly stated or demonstrated in the bid response.

May the bidder meet the County’s minimum qualification by demonstrating its collective performance (both prime and sub) performing the described activities of a Juvenile Justice Landscape Analysis?

* 1. **No, the Primary Bidder must be regularly and continuously engaged in the business of providing Juvenile Justice Landscape Analysis – Program & Service Needs Assessment services for at least three (3) years, which must be clearly stated or demonstrated in the bid response.**
1. Section I - D(1)(b)(4): Contractor must meet with and conduct key stakeholder interviews…, p. 7

May stakeholder interviews be conducted remotely as opposed to in-person?

* 1. **Meeting may be remote but only if the stakeholder has the ability and willingness to conduct the interviews remotely. There is no guarantee that all stakeholder meetings will be remote, though it will likely be the preference of most.**
1. Section I - D(1)(b)(4)(l) through (n), p. 7: Contractor must meet with and conduct key stakeholder interviews with various members of the following agencies, including but not limited to…(l) advocate groups, (m) community-based providers who provide community based services, (n) community-based providers providing in-custody services…

Does the County have a minimum and maximum requirement for the number of groups that the contractor must interview in the following categories – (l) advocate groups, (m) community-based providers who provide community-based services and (n) community-based providers providing in-custody services? Can the Country provide a list of these groups?

* 1. **The County can provide a list of the contractors (approximately 40). However, the County does not necessarily know what other city based or school based programs exist. That is part of the purpose of this body of work is to determine what resources exist within the county but are not County sponsored. Therefore, a max or min on the number of groups that will be surveyed in each category cannot be estimated.**
1. Section I - D(1)(c)(6) p. 9: Contractor must compile the collected information into a comprehensive database or mapping tool, including relevant details such as service descriptions, target population, eligibility criteria, and contact information.

Does the County have an existing database that is being used? If the County does not have an existing database, what are the specific requirements for a database or mapping tool or is the contractor able to propose a solution?

* 1. **The County has a spreadsheet of contractors and is in the process of converting those entities into a map as described above. The County does not have an exhaustive list of all service providers and therefore would expect the contractor to add to the existing database.**
1. Exhibit A, p. 11: Description of Proposed Services. ”At minimum, the Bidder must include the following details:… 3. Provide a sample analysis from either a Community-Based Organization (CBO) or public agencies”.

Is the sample analysis referenced in “Description of Proposed Services”, Item #3 expected to be provided within the maximum length for this section (2 pages) or can it be provided as an attachment without a page limit?

* 1. **An attachment exceeding two pages is acceptable.**
1. Section II – G(3), p 13: Unrealistic Bids. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical knowledge or indicative of a failure to comprehend the complexity and risk of the County’s requirements as set forth in this RFP.

As this is a one-year contract with four option years, would the County provide the expected milestones for each of the four option years?

* 1. **The option years are standard language for County contracts, the expectation is that the body of work will be completed within one year but if there is follow up work there will be an option to extend the contract beyond one year.**
1. Is there a specific budget in mind for this contract?
	1. **Please see A4.**
2. Is there an estimated budget and/or not-to-exceed amount allocated for this project?
	1. **Please see A4.**
3. Who is the incumbent for this project, if any?
	1. **There is no incumbent for this project.**
4. Are virtual meetings for both project management and primary data collection (e.g. key informant interviews) allowable?
	1. **Please see A9.**
5. The RFP states that the County intends to award a one-year contract with the optionto renew for four years. Should the proposal reflect what a longer term engagement could include?
	1. **Please see A13.**
6. Who will determine the need to extend the contract?
	1. **The Alameda County Probation Department.**
7. Is there a suggested level of effort for the project or a maximum bid amount?
	1. **The County is looking for the vendor’s expertise to determine the level of effort for this RFP. Cost is evaluated as part of this bid, and in order to evaluate cost competitiveness, Alameda County, GSA-Procurement will not be disclosing budget amounts, maximum award amounts, or other funding descriptions that would otherwise preclude competition in cost.**
8. Is there any additional guidance or clarification for what is meant around the minimum qualification that that the bidder be“regularly and continuously engaged in the business of providing juvenile justice landscape analysis” beyond that this involves showing “Program & Service Needs Assessment services for at least three (3) years, which must be clearly stated or demonstrated in the bid response”?
	1. **Regularly and continuously engaged means interacting with local service providers, local government agencies, and community stakeholders for the purpose of documenting existing services and identifying gaps or redundancies in services for justice involved or at promise youth.**

VENDOR BID LIST

**RFP No. 902360 – JUVENILE JUSTICE LANDSCAPE ANALYSIS –**

**PROGRAM & SERVICE NEEDS ASSESSMENT SERVICES**

This Vendor Bid List is being provided for informational purposes to assist bidders in contacting other businesses as needed to develop local small and emerging business subcontracting relationships to meet the [Small Local Emerging Business (SLEB) Program](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/) requirement.

This Q&A is being issued to all vendors on the Vendor Bid List; the following revised vendor bid list includes contact information for each vendor attendee at the Networking/Bidders Conferences.

| ***Business Name*** | ***Contact Name*** | ***Contact Phone*** | ***Address*** | ***City*** | ***State*** | ***Email*** |
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|   @LINK Communications | Sara Chan | ( 925 ) 426-0703 | 4512 Mirador Dr | PLEASANTON | CA | rschan2000@yahoo.com |
|   4 Points Counseling / 4 Points Holistic Wellness LLC | Kimberli Porter | ( 510 ) 274-1621 | 17259 Hesperian Blvd, Suite 15 | SAN LORENZO | CA | kimberli.porter@4pointscounseling.org |
|   A.L. Chandler Consulting | Chandler Arnold | ( 510 ) 364-6989 | PO Box 28911 | OAKLAND | CA | arniec1@gmail.com |
|   Abner J. Boles III PhD | Abner Boles | ( 510 ) 882-8780 | 4310 Mountain Blvd | OAKLAND | CA | ajb@netwiz.net |
|   Abode Services | Louis Chicoine | ( 510 ) 657-7409 | 40849 Fremont Blvd | FREMONT | CA | lchicoine@abodeservices.org |
|   Acts Full Gospel Church | Mark Claybrooks | ( 510 ) 567-1300 | 1034 66th Avenue | OAKLAND | CA | mclaybrooks@actsfullgospel.org |
|   Agape Enterprises Consulting | Don Stoneham | ( 925 ) 803-5736 | 7223 Avon Court | DUBLIN | CA | stoneham@agape1.biz |
|   Alameda County Deputy Sheriffs' Activities League | Hilary Bass | ( 415 ) 425-1578 | 16378 E. 14th Street, Ste 204 | SAN LEANDRO | CA | hbass@acgov.org |
|   Alameda Family Services | Katherine Schwartz | ( 510 ) 629-6301 | 2325 Clement Ave | ALAMEDA | CA | kschwartz@alamedafs.org |
|   Allen Temple Health & Social Services Ministries | Gloria Crowell | ( 510 ) 544-8947 | 8501 International Blvd., Office #C104 | OAKLAND | CA | gcrowell@allen-temple.org |
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|   Angelyne Arellano | Angelyne Arellano | ( 510 ) 910-2942 | 3751 Harrison Street, #302 | OAKLAND | CA | Angelyne.Arellano@gmail.com |
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|   Asian Community Mental Health Services | Phillip Sun | ( 510 ) 869-6000 | 310 8th Street, Suite 201 | OAKLAND | CA | phillips@acmhs.org |
|   ASIAN, Inc. | Heystek Lamar | ( 510 ) 899-9848 | 211 10th Street, Suite 300 | OAKLAND | CA | president@asianinc.org |
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|   Balance Hydrologics, Inc. | Colleen Haraden | ( 510 ) 704-1000 | 800 Bancroft Way, Suite 101 | BERKELEY | CA | charaden@balancehydro.com |
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|   Bay Area Chapter of the Association of Black Psychologists | Tony Jackson | ( 510 ) 847-4380 | 459 W MacArthur Blvd. | OAKLAND | CA | baabpsiprez24@gmail.com |
|   Bay Area One Health Coalition | Marshall Williams | ( 424 ) 202-7812 | 2323 Broadway | OAKLAND | CA | marshall@projectpet.org |
|   Bay Area Structural, Inc. | David Helfant | ( 510 ) 547-8250 | 1185 Ocean Avenue | OAKLAND | CA | davidbhelfant@consultant.com |
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|   Blue Sky Consulting Group LLC | Newman Matthew | ( 510 ) 654-6100 | 1999 Harrison Street, Suite 1800, Office #1860 | OAKLAND | CA | kgordon@emailbluesky.com |
|   Bonnewit Development | Natalie Bonnewit | ( 510 ) 325-3601 | 297 Lee Street | OAKLAND | CA | natalie@bonnewit.com |
|   Boss Effectiveness Institute | Brenda Mabry | ( 510 ) 839-2335 | 965 Underhills Rd. | OAKLAND | CA | bmabrybei@aol.com |
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|   Bounce Back Generation, Inc. | Jennifer Dhillon | ( 415 ) 830-1882 | 2006 Monterey Circle Unit E | ALAMEDA | CA | jennifer@bouncebackgeneration.org |
|   Brian Fulfrost | Brian Fulfrost | ( 831 ) 566-7686 | 56 Rio Vista Avenue | OAKLAND | CA | bfaconsult@gmail.com |
|   Bright Research Group, Inc. | Brightstar Ohlson | ( 510 ) 238-9948 | 1211 Preservation Park Way | OAKLAND | CA | bohlson@brightresearchgroup.com |
|   Brighter Beginnings | Fei Yuan Fei Huang | ( 510 ) 903-7503 | 2744 E 11th St., Suite E01 | OAKLAND | CA | yhuang@brighter-beginnings.org |
|   Brilliant Ink | Anna Downing | ( 510 ) 987-8600 | 492 - 9th Street, Suite 330 | OAKLAND | CA | anna@brilliantink.net |
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|   Cargo Velocity Inc. | Daniel Johnson Johnson | ( 510 ) 913-6558 | 2140 Shattuck Ave, Suite 903 | BERKELEY | CA | dan.johnson@cargovelocity.com |
|   Carl B. Metoyer Center For Family Counseling | Kelly Thompson | ( 510 ) 562-3731 | 9925 International Blvd., Suite 6 | OAKLAND | CA | kthompson@cbmcffc.org |
|   Carroll & Ramsey Associates | Fred Ramsey | ( 510 ) 559-8153 | 950 Gilman St | BERKELEY | CA | fred@carroll-ramsey.com |
|   Catholic Charities of the Diocese of Oakland | Margaret Peterson | ( 510 ) 768-3100 | 433 Jefferson Street | OAKLAND | CA | mpeterson@cceb.org |
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|   CDX Wireless Inc | Robert Simmons | ( 925 ) 218-4213 | 4435 Shearwater Court | PLEASANTON | CA | bob.simmons@cdxwireless.com |
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|   Crisis Support Services of Alameda County | Narges Dillon | ( 510 ) 420-2460 | PO Box 3120 | OAKLAND | CA | ndillon@crisissupport.org |
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