



# COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. ACH-900925

for

## Alameda County Flexible Housing Subsidy Pool

For complete information regarding this project, see Request for Proposal (RFP) posted at [Alameda County Current Contracting Opportunities \[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) or contact the County representative listed below.

**Thank you for your interest!**

**Contact Person: Mona Palacios**

**Phone Number: (510) 520-8200**

**Email Address: [mona.palacios@acgov.org](mailto:mona.palacios@acgov.org)**

**Alameda County Health - Housing and Homelessness Services**

**RESPONSE DUE by 2:00 p.m.**

on

**June 3, 2025**

at

**Alameda County Health**

**1000 San Leandro Blvd, Suite 300**

**San Leandro, CA 94577**



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## CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. ACH-900925  
Alameda County Flexible Housing Subsidy Pool

EVENT	DATE/LOCATION
Request Issued	May 7, 2025
Networking/Bidders Conference No.1	<p>May 12, 2025, <b>10:00 am</b></p> <p><i>TO ATTEND ONLINE:</i></p> <p><a href="#">Join the meeting now</a> Meeting ID: 239 157 843 102 Passcode: EG2tY32U</p> <hr/> <p>Dial in by phone <a href="#">+1 415-915-3950,,378860728#</a> United States, San Francisco <a href="#">Find a local number</a> Phone conference ID: 378 860 728#</p>
Networking/Bidders Conference No. 2	<p>May 13, 2025, <b>3:30 pm</b></p> <p><i>TO ATTEND ONLINE:</i></p> <p><a href="#">Join the meeting now</a> Meeting ID: 265 802 692 092 Passcode: ih9aR3SL</p> <hr/> <p>Dial in by phone <a href="#">+1 415-915-3950,,33508831#</a> United States, San Francisco <a href="#">Find a local number</a> Phone conference ID: 335 088 31#</p>
Written Questions Due via Email: Mona Palacios, RFP Lead mona.palacios@acgov.org	May 14, 2025 by 5:00 p.m.
List of Attendees	May 15, 2025
Questions & Answers Issued	May 23, 2025
Addendum Issued [only if necessary to amend RFP]	May 23, 2025

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<b>Response Due and Submitted:</b>	<b>June 3, 2025 by 2:00 p.m.</b>
<b>Evaluation Period</b>	<b>June 3, 2025 – June 27, 2025</b>
<b>Optional Vendor Interviews</b>	<b>Week of June 24, 2025</b>
<b>Notice of Intent to Award Issued</b>	<b>July 1, 2025</b>
<b>Board Consideration Award Date</b>	<b>September 9, 2025</b>
<b>Contract Start Date</b>	<b>October 1, 2025</b>

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

**COUNTY OF ALAMEDA**  
**REQUEST FOR PROPOSAL No. ACH-900925**  
**SPECIFICATIONS, TERMS & CONDITIONS**  
**for**  
**Alameda County Flexible Housing Subsidy Pool**

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EXHIBIT A - **BID RESPONSE PACKET**

**I. STATEMENT OF WORK**

**A. INTENT**

It is the intent of these specifications, terms, and conditions to describe the Alameda County Flexible Housing Subsidy Pool (Flex Pool). The awarded Bidder will provide Flex Pool services as part of a coordinated response system to prevent and end homelessness. Specifically, Alameda County Health (herein referred to as AC Health or the 'County') seeks to award one (1) contract to a qualified Bidder selected as the most responsible whose proposal conforms to the Request for Proposal (RFP) and meets the County's requirements.

The Flex Pool described under this RFP is intended to identify a single, lead operator to act as a fiscal intermediary for rental subsidies that can utilize multiple funding streams to decrease the time it takes for households to access and maintain permanent housing. Initial funding sources include, but are not limited to, local General Fund, Behavioral Health Services Act (BHSA), and Housing and Disability Advocacy Program (HDAP) funding. The intent is to add additional funding streams as they become available, including, but not limited to, funding through the Managed Care Plans for CalAIM Transitional Rent, a fifteenth Community Support. For more information about Flexible Housing Subsidy Pools, please see the [Department of Health Care Services Technical Assistance Resource Guide](#).

The following three service categories are required as the role of the lead operator of the Alameda County Flexible Housing Subsidy Pool:

- 1. Act as a fiscal intermediary for rental subsidies**
  - a. Expedite timely payments to property owners/manager
  - b. Track eligibility of households by funding source
  - c. Have the ability to track and provide reports on expenditures by household, and funding source(s)
- 2. Identify, secure, and maintain units across Alameda County appropriate for the target population**
  - a. Maintain database of units;
  - b. Cultivate relationships with property owners/managers;
  - c. Management of incentive and risk mitigation fund;
  - d. Sustain relationships with property owners/managers;
  - e. On-going coordination with Housing Community Supports (HCS) providers, tenants and property owners/managers
- 3. Connect people to housing**
  - a. Match available housing units to participant households referred through AC Health for people eligible for scattered-site rental assistance;
  - b. Host housing fairs at interim housing settings identified by AC Health

Bidders must submit a bid response for all three service categories and demonstrate how these services will be provided throughout Alameda County. **Failure to include all service categories may be grounds for bid disqualification. Bidder CAN use subcontractors to perform one or more of the service categories, and/or one or more service category in a specific geographic region. Each category of services shall be evaluated separately in accordance with the Evaluation Criteria outlined in Section II.G.14 of this RFP.**

The County intends to enter into one five (5) year contract, with an option to renew for an additional five (5) years. The actual funding award amount will be determined by the development of the service delivery models and financing plans proposed by the bidder and will be negotiated and finalized by the County, in conjunction with the selected bidder during the contract negotiation period. Actual award amounts will be dependent upon the availability of funding and may therefore differ than those originally proposed in bidders' response. Renewal of contracts with the selected bidder is contingent upon meeting performance measures and contract deliverables, as set forth by the County and subject to periodic review, and is dependent upon the availability of funding.

**B. SCOPE AND BACKGROUND**

Alameda County is seeking to increase the rate at which people experiencing homelessness secure and retain permanent housing. Multiple flex pool-like programs (currently serving over 1,000 households) already exist within Alameda County; however, with new funding sources and policy changes, there is an opportunity to streamline existing programs and contracts and build a more consolidated infrastructure within a Flexible Housing Subsidy Pool to expand, engage more property owners/managers to participate in scattered-site housing for people experiencing homelessness, and house people more quickly.

Relevant changes include:

- A potential new local funding for scattered site housing through Measure W, the County's 2020 general revenue measure.
- Transitional Rent, a 15<sup>th</sup> CalAIM Community Support, providing rental subsidies through Managed Care Plans, with a requirement to begin by January 1, 2026.
- State requirements that 30% of Behavioral Health Services Act funding be spent on housing.

**Target Population**

Alameda County residents who are homeless or at risk of homelessness in Alameda County. All eligible clients will be referred to Contractor by AC Health (AC Health will be responsible for ensuring eligibility based on funding source and funder requirements).

C. BIDDER QUALIFICATIONS

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

1. Bidder and any subcontracting partner(s) for **identifying and securing units** shall have at least three (3) years of experience in Alameda County serving the target population of households experiencing homelessness and working with property owner/ managers with a demonstrated portfolio of units that have been identified.
2. Bidder and any subcontracting partner(s) for **rental administration** shall have been regularly and continuously engaged with rental assistance programs and the regional housing market for at least three (3) years.
3. Bidder and any subcontracting partner(s) must have capacity and willingness to establish and operate services by **October 1<sup>st</sup>, 2025**.
4. Bidder shall possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP.
5. Bidder must demonstrate willingness to participate in health care data collection and reporting as required by AC Health, in addition to participation in the County's Homeless Management Information System (HMIS).

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

D. SPECIFIC REQUIREMENTS

The successful Bidder(s) shall meet the above-mentioned minimum qualifications and shall also meet the following specific service model requirements and timelines to develop and deliver County-wide services in ALL three service categories during the contract term.

Service Categories

**1) Act as a fiscal intermediary for rental subsidies**

Contractor shall serve as the administering agent for the rental assistance for referred households (unless the household receives another subsidy source such as a housing voucher). Contractor shall provide the following subsidy management responsibilities:

- Expedite rental subsidy payments to property owners/manager
- Administer flexible funding for households to support one-time services, goods and modifications necessary to enable a person to establish a basic household that does

not constitute room and board. Examples: security deposits, set-up fees, first and last month's rent, household items.

- Track and provide reports on expenditures by household and funding source
- Determine, and adjust tenant and subsidy portions of rent, utilizing rent reasonableness standards
- Negotiate and execute Housing Assistance Payments (HAPs), master leases, and other required agreements with property owners/managers, including careful review of all lease documentation to ensure appropriateness of all clauses, compliance with Fair Housing, and alignment with appropriate program regulations

## **2) Identify, secure, and maintain units across Alameda County appropriate for the target population**

This set of services and functions is designed to secure and maintain new units in the private housing market. Services will maintain both newly secured units and existing units that are part of current programs serving this population.

- Maintain database of all units and property owners/managers in the portfolio;
- Engage and recruit property owners/managers and cultivate and sustain relationships with property owners/managers to secure new units and maintain units for the programs and clients referred by AC Health. This includes providing a high-level of customer service and responsiveness, including a **24/7 hotline** available to all property owners/managers in the program to utilize for crisis support, property management, nuisance resolution, and problem solving;
- Management of incentive and risk mitigation fund that can pay incentives to property owner/ managers for their willingness to work with the programs, administer unit holds for efficient matching, and cover extraordinary expenses such as rent losses and repairs in situations where losses exceed security deposits;
- On-going coordination with HCS providers, other services providers, legal advocacy, tenants, and property owners/managers
- Documentation of eligibility, and verification of household size and income
- Initial and annual Housing Quality Standards (HQS) inspections (when allowed)
- Determining and documenting rent reasonableness
  1. The ability to master lease and/or offer third-party property management to property owner/ managers in order to secure units for any of the above- named purposes is a desired capacity. The ability to perform these functions as a potential option and strategy for securing more units should be considered in the bid response, and additional expenses to do so captured in the budget request.
  2. Contractor shall serve as a liaison to public housing agencies on behalf of housed and potentially housed consumers and on behalf of property owners/managers as needed to secure and/or retain such units for program participants. Agencies include the Housing Authority of the County of Alameda (HACA), Oakland

Housing Authority (OHA), Housing Authority of the City of Alameda, Berkeley Housing Authority, Livermore Housing Authority, and others, as needed.

### **3) Connect people to housing**

Bidder will assist with activities to help people transition from unsheltered, or interim housing settings into permanent housing including

- Match available housing units to participants referred through AC Health for scattered-site rental assistance;
- Conduct housing fairs and informational sessions at interim housing settings (determined in coordination with AC Health) to connect households to available units. Contractor will organize housing events, working with interim housing providers to identify who on site is eligible for housing and has completed documentation.
- Liaison with Street Outreach Teams and/or Housing Navigators to coordinate unit identification for people who are unsheltered.
- Administer flexible funds to support move-in.

#### **Additional Requirements**

Contractor shall be willing to perform the following activities during the contract term:

1. Contractor shall collect and report HMIS-required demographic and services data for all clients served.
2. Contractor must participate in the county-wide Coordinated Entry System (CES) process.
3. Contractor shall be expected to engage in collaboration and partnerships. The functions described here are part of a comprehensive system that is designed to meet the needs of people experiencing homelessness and housing crises in a fair and consistent manner across the county. Participation in this effort will require strong coordination and collaboration. Contractors must commit to:
  - Collaboration with AC Health, Alameda County Housing and Community Development (HCD), Alameda Alliance for Health (AAH), and other homeless and housing providers to coordinate client care and ensure clients receive the services and supports they need to achieve and maintain health and housing stability.
  - Coordinate with [Housing Resource Center](#) operations and related activities with other service providers to strengthen the service delivery model, and develop approaches, schedules and methods for delivering the services collaboratively.
  - Attend regularly scheduled, and as-needed coordination/team meetings with all CES partners, including the entities referenced above, to manage client care and problem solve around tenant, building, and community issues.

- Participate in CES learning collaboratives and specific county training initiatives to improve client services, develop universal language, best practices, etc.
- Ensure staff participates in regular training and skills development sessions provided by the County, or other partners.

### **Timeline**

The goal of a Flexible Housing Subsidy Pool model is to house people quickly in scattered site rental units coordinating multiple funding streams. The intent is to build the infrastructure to efficiently consolidate several existing programs and add additional services with new funding. The following services and program consolidations are required in Year 1:

#### **A. October 1, 2025:**

- Provide Landlord Engagement for approximately 1,000 clients; administer rental subsidies for a subset of approximately 400 clients currently being served under the following existing contracts:
  - i. Rental Assistance and Landlord Engagement (RALE)
  - ii. HACA Flex Pool
- Start administering risk mitigation and flexible housing funds.
- Start administering housing deposits for a designated population.

#### **B. January 1, 2026:**

- Capacity built to take on new referrals and administer additional rental subsidies, including but not limited to, CalAIM Transitional Rent subsidies.
- Initiate regular housing fairs (at least two per month) starting January 2026 at interim housing settings (sites determined in coordination with AC Health).
- Expand housing deposit administration to serve at least 500 households

#### **C. January 1, 2026- December 2026:**

- Acquire at least 250 new units for households referred by AC Health. Funding sources may include: BHSA, HDAP, HHAP and County General Fund.

### **Funding/Payment Structure**

#### **A. One-time funding Request**

Bidder may apply for up to \$500,000 for one time funding to build the internal infrastructure needed to support the administration of the Flexible Housing Subsidy Pool (FHSP). These funds can support items such as building the database of housing units, consulting services from subject matter experts (including, but not limited to existing non-profits who administer FHSPs), and other start-up funds.

#### **B. Payment Structure**

Payment is anticipated to fall into two categories, submitted through a monthly invoice process:

1. Actual costs of staffing, infrastructure, and unit holds, proportionally **allocated by funding sources**, using methodology agreed upon with AC Health.
2. Actual costs for flexible funds for move-in assistance, rental subsidies, and unit inspections tied to specific individuals and funding sources (as assigned by AC Health).

E. DELIVERABLES / REPORTS

1. All Contractors shall comply with any reporting and evaluation standards and agreements as set forth by the County. In addition, methodology for reporting performance standards will also include a Results-Based Accountability (RBA)<sup>1</sup> model. If required, County will provide technical training and support to the contractor.
2. All Contractors shall generate and maintain retrievable program records, records relating to each client that receives services under this RFP, and data collection/tracking systems as directed by the County. Contractor shall ensure appropriate safeguards are implemented to secure clients' protected health information at all times.
3. All Contractors shall maintain data systems to ensure that accurate household and service information is managed appropriately, and that protected health information is kept secure at all times. Contractors shall generate and maintain complete case files in a secure location that are accessible to authorized staff and the County upon request. Generate and maintain electronic files such as HMIS or other as directed by the County, and in compliance with federal and state confidentiality laws.
4. All Contractors shall complete and submit monthly, quarterly, and/or other reports with the required supporting documentation as requested by the County and/or its partners. Reports shall include aggregate reporting/data elements required by AC Health and shall be completed and submitted in the manner directed by the County.

Examples of reporting/data elements for property owner/ manager liaison and housing subsidy management services might include number of new units secured; number of current units maintained; number of property owner/ managers secured; number of units retained for clients at risk, etc.

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<sup>1</sup> Use of RBA methodology is to provide a framework to identify performance measures to assess the effort, quality and impact of the funded programs and services. For more information on Results-Based Accountability, see *Trying Hard is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities* by Mark Friedman (Trafford 205).

F. BIDDERS CONFERENCES

1. The Bidders Conference(s) held on the date(s) specified in the Calendar of Events will have online conference capabilities for remote participation. Bidders can participate via a computer with a stable internet connection (the recommended Bandwidth is 512Kbps) or participate via phone (audio only) utilizing the dial-in information in the Calendar of Events.
2. Information regarding the RFP will be presented during the conference(s). To get the best experience, the County recommends that Bidders who participate remotely use equipment with audio output such as speakers, headsets, or a telephone.
3. Bidders Conference(s) will be held to:
  - a. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships to participate in the contract(s) that may result from this RFP.
  - b. Provide an opportunity for Bidders to request clarification on this RFP and ask specific questions about the project, goods, and services.
  - c. Provide the County with an opportunity to receive feedback related to this RFP.
4. The Bidders Conference(s) Attendees List will be released in a separate document.
5. Written questions submitted via email by the stated deadline will be addressed in a posted RFP Questions and Answers (Q&A) following the Bidders Conference(s). Should there be a need to amend or revise the RFP, an Addendum will be issued. Any verbal statements, including at any Bidders Conference(s) are not binding. Only the written documents will be binding.
6. Questions regarding these specifications, terms, and conditions are to be submitted in writing via email by 5:00 p.m. on the date specified in the Calendar of Events to:

Mona Palacios, RFP Lead  
Alameda County Health – Housing and Homelessness Services  
E-mail: [mona.palacios@acgov.org](mailto:mona.palacios@acgov.org)
7. Attendance at the Bidders Conference(s) is highly recommended but are not mandatory. Vendors who attend the Bidders Conference(s) will be added to the Vendor Bid List.

## II. COUNTY PROCEDURES, TERMS, AND CONDITIONS

### G. EVALUATION CRITERIA / SELECTION COMMITTEE

1. **Initial Evaluation (Completeness of Response and Debarment and Suspension).** All proposals will first be reviewed to determine if they pass the initial Evaluation Criteria (Section A), which are determined on a pass/fail basis.
2. **Evaluation by County Selection Committee.** All proposals that have passed the initial Evaluation Criteria will be evaluated by a County Selection Committee (CSC). The CSC may be composed of County staff and other parties that may have expertise or experience related to the goods or services that are being procured. The CSC will score the proposals according to the Evaluation Criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals will be within the sole judgment and discretion of the CSC.
3. **Unrealistic Bids.** Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments or unrealistically high or low in cost may be deemed reflective of an inherent lack of technical knowledge or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.
4. **Price Discrepancy.** In the case of a discrepancy between the unit price and an extension, the unit price will be used for evaluation purposes.
5. **Evaluation Criteria Descriptions.** The items listed in the Evaluation Criteria should be considered as minimum requirements. All information contained in a proposal and presented in vendor interviews (if there are interviews) will be considered during the evaluation process and included in scoring within the appropriate Evaluation Criteria.
6. **Evaluation Scores.** Proposals will be evaluated and scored on the zero to five-point scale within each Evaluation Criteria below. Scores for all Evaluation Criteria (see the section below) will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a higher-weighted total will be deemed of higher quality than a proposal with a lesser-weighted total.
7. **Shortlist Process.** The evaluation process may include a two-stage approach including a preliminary evaluation of the written proposal and preliminary scoring to develop a shortlist of Bidders that will continue to the final stage of optional vendor interview, and reference checks. The preliminary scoring will be based on the total points, excluding any points allocated to references, and optional vendor interview. Bidders receiving the highest preliminary scores may

advance to the next evaluation phase. All other Bidders will be deemed eliminated from the process. All Bidders will be notified of the shortlist participants; however, the preliminary scores at that time will not be communicated to Bidders.

8. **Reference Checks.** The County reserves the right to conduct reference check(s) on all Bidders who submitted a bid proposal. The CSC will then score the reference check(s), as identified in the Evaluation Criteria below, which will then be included in the final score.
9. **Optional Vendor Interviews.** The County may in its sole discretion, conduct vendor interviews. Should the County opt to conduct a vendor interview, the interview may include responding to standard and specific questions from the CSC regarding the Bidders' proposal. Whether or not a shortlist process is used, the score of any evaluation criterion below may be revised or informed based on the vendor interview.
10. **Final Score.** The final maximum score for any procurement is 550 points, including the possible 50 points for local and small, local and emerging, or local preference points (maximum 10% of the final score; derived from 5% for local preference and 5% for either Small and Local or Emerging and Local preference). Proposals will be ranked by their final scores.
  - a. Without Vendor Interview. In procurements where there are no vendor interviews, the score received by the evaluation of the written proposal with the references score added will be the final score.
  - b. With Vendor Interview. In procurements where there are vendor interviews, the CSC will consider the interview and may adjust the scores received by the evaluation of the written proposal which, with the reference scores added, will be the final score.
11. **Contact During Evaluation Process.** All contact during the evaluation phase must be through the RFP Lead only. Bidders must neither contact nor lobby CSC members during the evaluation process. Attempts by Bidders to contact and/or influence members of the CSC may result in disqualification of Bidders.
12. **Determining Award.** As a result of this RFP, the County intends to award a contract to the highest-ranked responsible Bidder(s), as determined by the combined weight of the Evaluation Criteria, whose response conforms to the RFP and whose bid presents the greatest value to the County considering all Evaluation Criteria. The combined weight of the Evaluation Criteria is greater in importance than the cost in determining the best value to the County. The County may award a contract of higher qualitative competence over the lowest priced response.

13. The zero to five-point scale range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. If the unmet specification is a mandatory requirement, this score may result in the disqualification of the proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success; however, some objectives may not be met.
3	Average	Acceptable and likely to achieve all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on the interpretation of the proposal by CSC members.
4	Above Average / Good	Better than that which is average or expected as the norm. Excellent probability of success in achieving all objectives of the RFP requirements and expectations.
5	Excellent / Exceptional	Exceeds expectations, is very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success in achieving all objectives and meeting RFP specifications.

14. The Evaluation Criteria and their respective weights are as follows:

	<b>Evaluation Criteria</b>	<b>Weight</b>
	<b><i>Threshold/Minimum Requirements</i></b>	
A.	<p><b>Completeness of Response:</b> 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.</p> <p>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.</p>	Pass/Fail
	<b>Debarment and Suspension:</b>	Pass/Fail

	<b>Evaluation Criteria</b>	<b>Weight</b>
	Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at <a href="http://www.sam.gov">www.sam.gov</a> .	
	<b>References (See Exhibit A – Bid Response Packet)</b>	Pass/Fail
	<b><i>Ranking Criteria</i></b>	
B.	<p><b>Cost:</b> The points for Cost will be computed by dividing the amount of the lowest responsive bid received by each bidder’s total proposed cost.</p> <p>An evaluation will also be made of:</p> <ol style="list-style-type: none"> <li>1. <b>Reasonableness</b> (i.e., does the proposed pricing accurately reflect the bidder’s effort to meet requirements and objectives?);</li> <li>2. <b>Realism</b> (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?);</li> </ol> <p>Consideration of price in terms of overall affordability may be controlled in circumstances where two or more proposals are otherwise judged to be equal, or when a superior proposal is at a price that the County cannot afford.</p>	15 Points
C.	<p><b>Applicant Experience:</b> Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. Has Bidder demonstrated experience in providing the functions outlined in this RFP?</li> <li>2. Has Bidder demonstrated the fiscal capacity to administer rental subsidies?</li> <li>3. Has Bidder demonstrated the financial and data infrastructure required to track units and expenditures by individual and funding source.</li> <li>4. Do the individuals assigned to the project have experience on similar projects (e.g. working with property owner/managers in other programs)?</li> <li>5. Does Bidder have experience managing a risk mitigation or similar flexible fund?</li> <li>6. Does Bidder demonstrate a history of strong performance data from similar projects?</li> </ol>	25 Points

	<b>Evaluation Criteria</b>	<b>Weight</b>
D.	<p><b>Description of Proposed Services:</b> An evaluation will be made of the quality of proposed services, including how the services will integrate with the County’s coordinated system to prevent and end homelessness.</p> <ol style="list-style-type: none"> <li>1. Has Bidder demonstrated ability to coordinate with identified partners (including cities, Housing Resource Centers, and service providers) throughout the County?</li> <li>2. Has Bidder demonstrated capacity to consistently provide all three service categories across Alameda County including identifying units throughout the county?</li> <li>3. Has the bidder demonstrated understanding of the target population and proposed culturally and linguistically appropriate services (CLAS) standards?</li> <li>4. Does Bidder demonstrate capacity for third-party property management or master leasing and included it as an option for securing more units?</li> <li>5. Has Bidder included a thoughtful approach to being responsive to property owner/ managers? (Property owner/ manager Liaison Services only)</li> <li>6. Has Bidder demonstrated that it understands the deliverables the County expects it to provide?</li> <li>7. Does Bidder’s plan to collect data to monitor the progress of the proposed services reflect a thorough and thoughtful approach?</li> <li>8. Does Bidder demonstrate adequate reporting capacity and provide details on existing capacity and any necessary upgrades required to ensure all requirements are met.</li> <li>9. Does Bidder demonstrate a plan for obtaining customer feedback from property owner/managers, clients, service providers, as applicable, to inform their service delivery model?</li> </ol>	40 Points
E.	<p><b>Implementation Plan and Schedule:</b> Bidder will be evaluated on the proposed implementation plan and schedule that will meet County requirements and</p>	10 Points

Evaluation Criteria	Weight
specifications as outlined in the RFP, including a start date of October 1, 2025 for services and the questions below: 1. Has Bidder demonstrated a thorough understanding of the purpose and scope of the project?  2. Has the bidder laid out a reasonable implementation timeline with an understanding of the required services?  3. Has Bidder demonstrated that it understands the County’s time schedule and can meet it?  4. Has Bidder committed to participating in the final design phases and ongoing implementation and learning activities?	
<b>G. Overall Proposal and/or Oral Interview:</b> Should oral interview take place, the oral interview on the proposal shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. The scoring may be revised based on the oral interview.	10 Points
<b>SMALL, LOCAL AND EMERGING BUSINESS PREFERENCE (SLEB)</b>	
Local Preference: Points equaling five percent (5%) of bidder’s total score, for the above Evaluation Criteria, will be added. This will be the bidder’s <u>final score</u> for purposes of award evaluation.	5%
Small and Local or Emerging and Local Preference: Points equaling five percent (5%) of bidder’s total score, for the above Evaluation Criteria, will be added. This will be the bidder’s <u>final score</u> for purposes of award evaluation.	5%

I. CONTRACT EVALUATION AND ASSESSMENT

1. During the initial 120-day period of any contract awarded, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.
2. The County reserves the right to determine, at its sole discretion, whether:
  - a. The Contractor has complied with all terms of this RFP and the contract; and
  - b. Any problems or potential problems with the proposed goods and/or services were evidenced, which makes it unlikely (even with possible modifications) that such goods and/or services have met or will meet the County requirements.

3. If, as a result of such determination, the County concludes that it is not satisfied with the Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated. The Contractor must be responsible for returning County facilities to their original state at no charge to the County. The County will have the right to invite the next qualified Bidder(s) to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so. The County's right to go to the next qualified Bidder(s) and/or rebid is not limited by the award of a contract or the 120-day period.

J. NOTICE OF INTENT TO AWARD

1. At the conclusion of the RFP response evaluation period, all Bidders will be notified in writing by email or US Postal Service mail of the contract award recommendation, if any, by RFP Lead. The document providing this notification is the Notice of Intent to Award/Non-Award.

The Notice of Intent to Award/Non-Award will provide the following information:

- a. The name(s) of the Bidder(s) being recommended for contract award;  
and
  - b. The names of all other parties that submitted proposals.
2. The submitted proposals will be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be considered by the Board of Supervisors.

K. BID PROTEST / APPEALS PROCESS

The County of Alameda prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidders wish to protest the bid process or appeal the recommendation to award a contract once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

1. Any bid protest must be submitted in writing by 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award, not the date received by the Bidder. The bid protest must be submitted to the office that has been designated for review of protests for this procurement (the Protest Evaluator). For this procurement, the Protest Evaluator is:

James Nguyen, Administrative and Financial Services Manager  
1000 San Leandro Blvd., Suite 300  
San Leandro, CA 94577  
Email: [James.Nguyen@acgov.org](mailto:James.Nguyen@acgov.org)

A bid protest received after 5:00 p.m. is considered received as of the next calendar day. A protest received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the Notice of Intent to Award/Non-Award will not be considered under any circumstances by the Protest Evaluator or their designee.

Generally, the County will promptly send an email acknowledging receipt of the protest; it is the responsibility of the protestor to confirm that the protest was timely received.

- a. The bid protest must contain a complete statement of the reasons and facts for the protest.
  - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
  - c. The protest must include the name, address, email address, and telephone number of the person submitting the protest on behalf of the protesting party.
  - d. The Department Representatives will send a notification to Bidders if a protest is received.
2. The Protest Evaluator, or their designee, will review and evaluate the protest and issue a written decision. The Protest Evaluator may, at its discretion, do any of the following: investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest must be final prior to the Board hearing.

A notification of the decision will be communicated by email to the protestor. Notification will be provided to Bidders when a decision has been made on the protest and whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award/ Non-Award will stand.

3. The decision on the bid protest by the Protest Evaluator may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Email: [OCCR@acgov.org](mailto:OCCR@acgov.org), unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be

performed by the alternate. The Bidder whose bid is the subject of the protest, all Bidders affected by the Protest Evaluator's decision on the protest, and the protestor have the right to appeal if they feel the Protest Evaluator's decision is incorrect. All appeals to the Auditor-Controller's OCCR must be in writing and submitted within SEVEN (7) calendar days following the issuance of the decision, not the date the decision is received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next calendar day. An appeal received after 5:00 p.m. on the SEVENTH (7th) calendar day following the date of issuance of the decision by the Protest Evaluator will not be considered under any circumstances by the Auditor-Controller OCCR or their designee.

- a. The appeal must specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
  - b. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR must be limited to a review of the procurement process to determine if the contracting department materially erred in following the bid or, if applicable, County contracting policies or other laws and regulations.
  - c. The appeal to the OCCR must be limited to the grounds raised in the original protest and the written decision by the Protest Evaluator. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
  - d. The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
  - e. The finding of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the finding of the Auditor-Controller's OCCR will be furnished to the protestor.
  - f. The finding on the appeal must be issued before a recommendation to award the contract is considered and contract awarded by the Board of Supervisors.
4. The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of a bid protest. A Bidder's failure to timely complete both the bid protest and appeal procedures will be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures,

will constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

L. TERM / TERMINATION / RENEWAL

1. The contract term, which may be awarded pursuant to this RFP, will be five years.
2. By mutual agreement, any contract, which may be awarded pursuant to this RFP, may be extended for up to an additional five years.
3. The County has and reserves the right to suspend, terminate or abandon the execution of any work, services and/or providing of goods by the Contractor without cause at any time upon giving the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor's work, services and/or providing of goods, the Contractor will be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. The County may terminate the contract at any time for cause without written notice upon a material breach of contract or substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor. In the event of such termination, with or without cause, the County reserves the right to invite the next highest-ranked Bidder to enter into a contract or rebid the project if it is determined to be in its best interest to do so.

M. QUANTITIES

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

N. PRICING

1. All pricing as quoted will not increase, but except as noted below remain fixed and firm for the term of any contract that may be awarded as a result of this RFP.
2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such a lower price will be extended to the County.
3. Reasonable price increases or decreases for subsequent contract terms may be negotiated between Contractor and County after completion of the initial term.
4. All prices quoted must be in United States dollars.

5. Price quotes must include any and all payment incentives available to the County.
6. In the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension, and the Bidder must honor the unit price quoted.
7. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

O. AWARD

1. Most Responsive and Responsible Bidder(s)
  - a. The award will be made to the highest-ranked Bidder(s) who meet the requirements of these specifications, terms, and conditions.
  - b. Awards may also be made to the subsequent highest ranked Bidder(s) who will be called in order should the County need to contract with another Bidder(s).
  - c. An award will be recommended for the Bidder(s) that submitted the proposal(s) that best serves the overall interests of the County by attaining the highest overall point score. The award may not necessarily be made to the Bidder(s) with the lowest price.
2. Small Local Emerging Business (SLEB) Program
  - a. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.
  - b. As a result of the County's commitment to advancing the economic opportunities of these businesses, **Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:
    - (1) [Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)  
[<http://acgov.org/auditor/sleb/overview.htm>]; and
    - (2) [Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)  
[<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]

- c. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 624221, 624229, 925110.
  - d. A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.
  - e. An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.
  - f. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over \$25,000.
  - g. If a Bidder is located within Alameda County, the County may provide a 5% local bid preference.
3. County Rights
- a. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP, including Exhibits and any Addendums, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity will be made solely at the discretion of the County.
  - b. Any bid proposals that contain false or misleading information may be disqualified by the County.
  - c. The County reserves the right to award to a single or multiple Contractors.
  - d. The County reserves the right to conduct additional procurements for the same or similar goods and/or services or to award to additional contract(s), including to other Bidder(s), during the term of the contract if it determines that additional Contractors are needed to supplement goods and/or services being provided.
  - e. The County has the right to decline to award this contract or any part thereof for any reason.

4. Procedures

- a. Board approval to award a contract is required.
- b. A contract must be fully executed by the recommended awardee and the County prior to any services and goods being provided or work being performed.
- c. The County uses its Standard Services Agreement terms and conditions for purchases and services. Any terms that are not acceptable to a Bidder must be identified on the [Exceptions and Clarifications](#) form in Exhibit A - Bid Response Packet. Bidder may access a copy of the Standard Services Agreement template at:

**[Alameda County Federal Standard Services Agreement Template](#)**

[\[https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EcP9Z6qYJsVetFJU8ZTS-7MBs6nT4AjOufE4yZTg-KoJGA?e=yyvBfu\]](https://acgovt.sharepoint.com/:w:/s/GSADigitalLibrary/EcP9Z6qYJsVetFJU8ZTS-7MBs6nT4AjOufE4yZTg-KoJGA?e=yyvBfu)

The template contains minimal standard language and specific contract terms, including the scope of services that may be drafted and negotiated based on this RFP and the bid proposal(s).

- d. The RFP specifications, terms, conditions, Exhibits, RFP Addenda, and Bidder's proposal may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

P. METHOD OF ORDERING

1. A written Purchase Order (PO) will be issued after an executed contract and Board approval. If there is any conflict in terms of any PO and the executed contract, the contract will control, even if a PO is issued later. Payment cannot be made to any Contractor until a PO is issued.
2. POs and payments for goods and/or services will be issued only in the name of the Contractor, as identified on the contract.
3. The Contractor must adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
4. Any change orders must be agreed upon in writing by Contractor and County and issued as needed by County.

Q. INVOICING

1. Contractor must invoice the requesting department, unless otherwise directed by County, upon satisfactory receipt of goods and/or performance of services.

2. County will use reasonable efforts to make payment within 45 days following receipt and review of invoice and complete satisfactory receipt of goods and/or performance of services.
3. County will notify the Contractor of any adjustments or corrections that must be made to receive payment on an invoice.
4. Invoices submitted by the Contractor must contain the County PO number, invoice number, remit to address, itemized goods and/or services description, and price as quoted and must be accompanied by an acceptable proof of delivery and any other information requested by the County.
5. Contractor must utilize a standardized invoice format upon request.
6. Invoices must be issued by, and payments made to, the Contractor who is awarded a contract.
7. The County will pay the Contractor, after receipt and approval of an invoice, monthly or as agreed upon, not to exceed the total contract amount.
8. In the event the Contractor's performance and/or deliverable goods have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and/or deliverable goods are deemed satisfactory.

R. ACCOUNT MANAGER / SUPPORT STAFF

1. The Contractor must provide dedicated support staff to be the primary contact for all issues regarding the response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor must also provide adequate, competent support staff that will be able to service the County during normal working hours, Monday through Friday, or as otherwise identified in this RFP. Such representative(s) must be knowledgeable about the contract, products, and/or services offered and able to identify and resolve quickly any issues, including but not limited to order and invoicing problems.
3. Contractor must provide a dedicated, competent account manager who will be responsible for the County account/contract and receive all orders. Contractor account manager must be familiar with County requirements and standards and work with AC Health staff to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

### III. INSTRUCTIONS TO BIDDERS

#### S. COUNTY CONTACTS

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

Mona Palacios, RFP Lead  
Alameda County Health – Housing and Homelessness Services  
1000 San Leandro Blvd, Suite 300  
San Leandro, CA 94577  
Email: [mona.palacios@acgov.org](mailto:mona.palacios@acgov.org)  
Phone: (510) 520-8200

4. The GSA Contracting Opportunities website and [County of Alameda, CA Procurement Portal](#) will be the official notification posting place of all bid documents related to this RFP. Each Bidder is responsible for checking the website for any Addendums and other notices related to this RFP. Go to [Alameda County Current Contracting Opportunities](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/) [https://gsa.acgov.org/do-business-with-us/contracting-opportunities/] and [County of Alameda, CA Procurement Portal](https://procurement.opengov.com/portal/acgov) [https://procurement.opengov.com/portal/acgov] to view the posting for this RFP and other current contracting opportunities..

#### T. SUBMITTAL OF PROPOSALS

1. Document Submittal
  - a. All bids must be SEALED and must be received at the AC Health agency BY 2:00 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.

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 Procurement department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

b. Bids are to be addressed and delivered to:

AC Health – Housing and Homelessness Services  
RFP No. ACH-900925  
Attn: Mona Palacios  
1000 San Leandro Blvd, Suite 300  
San Leandro, CA 94577

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

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

- d. Bidders **must** submit one original hardcopy bid (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures. 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.
- e. Bidders **must submit a USB flash drive with an exact version of their paper proposal**. The electronic copy must be in a single file (PDF with OCR preferred), if 20MB or less, and shall be an exact scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation.
- f. All signatures must be present in the electronic bid response (e.g., Bidders may want to sign any pages that require signature, scan them, and make them part of the electronic file).
- g. The submitted proposal must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**

- h. In whole or in part, proposal responses are NOT to be marked confidential or proprietary. The County may refuse to consider any proposal or part thereof so marked. Bid proposals submitted in response to this RFP may be subject to public disclosure, even if marked confidential or proprietary. The County will not be liable in any way for disclosure of any such records. Please refer to the County's website at [Alameda County Proprietary and Confidential Information Policies](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/) [https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/].
- i. For the proposals to be considered complete, the Bidder **must** provide responses to all information requested in Exhibit A – Bid Response Packet, as revised by any Addenda.

2. Submissions Processes

- a. All costs required for the preparation and submission of a proposal must be borne by the Bidder.
- b. Only one bid proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, "partnership" will mean, and is limited to, a legal partnership formed under one or more of the provisions of California or other state's Corporations Code or an equivalent statute.
- c. The County reserves the right to reject any proposal.
- d. All bid proposals must remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.

3. Legal Requirements

- a. "In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder". (California Government Code Section 4552).

- b. By submitting a bid proposal, the Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. Such actions may also be considered fraud and subject to criminal prosecution.
- c. The Bidder, by submitting a proposal, certifies that it is, at the time of bidding, and will be, throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the RFP and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the RFP and contract documents.
- d. The Bidder, by submitting a proposal, certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).



## EXHIBIT A

### BID RESPONSE PACKET

#### INSTRUCTIONS

1. Please read **EXHIBIT A – Bid Response Packet** carefully; **INCOMPLETE BID PROPOSALS MAY BE REJECTED.** Alameda County will not accept submissions or documentation after the bid response due date.
2. The bid proposal must comply with all requirements contained in the RFP. **It is strongly recommended that Bidders verify and review all Addenda to confirm the use of the most current forms and provide all information requested.**
3. The bid proposal submission must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
4. The following pages require confirmation, declaration, and /or a signature (✍). These must be printed and have an original signature. All signatures must be by an individual authorized to bind the Bidder.
  - a. Exhibit A – Bid Response Packet, [Bidder Acceptance](#)
  - b. Exhibit A – Bid Response Packet, [Debarment and Suspension Certification](#)
  - c. Exhibit A – Bid Response Packet, [Small Local Emerging Business \(SLEB\) Information Sheet](#)
    - (1) [Must be signed by Bidder](#)
    - (2) [Must be signed by SLEB Partner](#) if subcontracting to a SLEB
5. Any pages of the Bid Response Packet not applicable to the Bidders are to be submitted with such pages or items clearly marked “N/A” or the bid proposal may be disqualified as incomplete.
6. Bidders must not modify the Bid Response Packet or any other County-provided document unless instructed to do so, or the bid proposal may be disqualified.
7. Bidders must quote price(s) as specified in the RFP, using the form(s) as amended or revised by any Addenda.
8. Any clarifications or exceptions to policies or specifications of this RFP, including all Addenda and other documents must be submitted in the [Exceptions and Clarifications](#) form of the Bid Response Packet.

9. **Bidders who do not comply with the requirements and/or submit incomplete bid proposal packages are subject to disqualification and their bid proposals rejected.**



# **COUNTY OF ALAMEDA**

## **EXHIBIT A**

### **BID RESPONSE PACKET**

RFP No. ACH-900925

**Alameda County Flexible Housing Subsidy Pool**

## BIDDER INFORMATION

Official Name of Bidder (Company):					
Street Address Line 1:					
Street Address Line 2:					
City:		State:		Zip Code:	
Webpage:					

### Type of Entity / Organizational Structure (check one):

- Corporation
  Joint Venture
  Partnership  
 Limited Liability Partnership
  Limited Liability Corporation
  Sole Proprietor  
 Non-Profit
  Other:

Jurisdiction of Organizational Structure:	
Date of Organizational Structure:	
Federal Tax Identification Number:	
Alameda County Supplier Identification Number (if applicable):	
DIR Contractor Registration Number (if applicable):	

### Primary Contact Information:

Name / Title:			
Telephone Number:		Alternate Number:	
Email Address:			

## BIDDER ACCEPTANCE


1. The undersigned declares that the procurement bid documents, including, without limitation, the RFP, Q&A, Addenda, and Exhibits (the Bid Documents), have been read and accepted.
2. The undersigned has reviewed the Bid Documents and fully understands the requirements for this RFP, including, but not limited to, general County requirements, and that each Bidder who is awarded a contract must be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its bid proposal, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
  - a. **[General Requirements](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)
  - b. **[Debarment & Suspension Policy](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)
  - c. **[Iran Contracting Act \(ICA\) of 2010](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)
  - d. **[General Environmental Requirements](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)
  - e. **[Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)** Use this section if SLEB requirement is required.  
Remove if the funding specifies prohibition of local preference  
[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm)
  - f. **[Alameda County SLEB Program Additional Information](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)**  
[\[https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/\]](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)
  - g. **[First Source](http://acgov.org/auditor/sleb/sourceprogram.htm)**  
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)
  - h. **[Online Contract Compliance System](http://acgov.org/auditor/sleb/elation.htm)**  
[\[http://acgov.org/auditor/sleb/elation.htm\]](http://acgov.org/auditor/sleb/elation.htm)
4. The undersigned acknowledges that Bidder is and will remain in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and any contract that is awarded.
5. The undersigned acknowledges that it is the responsibility of each Bidder to be familiar with all of the specifications, terms, and conditions of the RFP and, if applicable, the site condition. By the submission of a bid proposal, the Bidder certifies that if awarded a contract, they will make

no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

6. The undersigned acknowledges that Bidder has accurately completed the SLEB Information Sheet.
7. Bidder agrees to hold the County of Alameda, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright, or other proprietary rights, secret process, patented or unpatented invention, article or appliance furnished or used in connection with bid proposal and/or any resulted contract or purchase order.
8. The undersigned acknowledges **ONE** of the following (please check only one box):
  - Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
  - Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#)); **OR**
  - Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:
    - Copy of a verifiable business license issued by the County of Alameda or a City within the County; and
    - Proof of six months of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency.
9. By signing below, the signatory warrants and represents that the signer has completed, acknowledged, and agreed to this Bidder Acceptance in their authorized capacity and that by their signature on this Bidder Acceptance, they and the entity upon behalf of which they acted, acknowledged and agreed to this Bidder Acceptance and that all are true and correct and are made under penalty of perjury pursuant to the laws of California.

**BIDDER (COMPANY):** \_\_\_\_\_

NAME/TITLE OF AUTHORIZED SIGNER: \_\_\_\_\_

SIGNATURE:  \_\_\_\_\_ DATE: \_\_\_\_\_


**DEBARMENT AND SUSPENSION CERTIFICATION (PROCUREMENTS \$25,000 AND OVER)**

The Bidder, under penalty of perjury, certifies that, except as noted below, Bidder, its principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Exceptions will not necessarily result in denial of the award but will be considered in determining Contractor responsibility.

Note: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Response on the signature portion thereof will also constitute the signature of this Certification.

<p><b>BIDDER (COMPANY):</b> _____</p> <p><b>NAME/TITLE OF AUTHORIZED SIGNER:</b> _____</p> <p><b>SIGNATURE:</b>  _____ <b>DATE:</b> _____</p>
--

## SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET

**Instructions:** On the following page is the **SLEB Information Sheet**. Every Bidder must complete and submit a signed SLEB Information Sheet indicating their SLEB certification status. If the Bidder is not certified, the information sheet must be completed with the name, identification information, and goods/services to be provided by the CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement. The Exhibit must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

If a bidder is unable to meet the SLEB requirements, they must take exception to this requirement in the [Exceptions and Clarifications](#) section of this solicitation. Please note that the County is under no obligation to accept any exceptions or clarifications, and any exceptions or clarifications may be the basis for bid disqualification.

SLEB certification must be **valid** at the time of bid proposal submittal for SLEB primes and SLEB subcontractor(s).

- For SLEB Subcontracting Questions: Please contact the General Services Agency - Office of Acquisition Policy, [GSA.OAP@acgov.org](mailto:GSA.OAP@acgov.org).

For questions/information regarding SLEB certification, including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit, [OCCR@acgov.org](mailto:OCCR@acgov.org), (510) 891-5500.

## SLEB INFORMATION SHEET

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all Bidders must complete this form. If a bidder is unable to meet the SLEB requirements, they must take exception to this requirement in the [Exceptions and Clarifications](#) section of this solicitation. Please note that the County is under no obligation to accept any exceptions or clarifications, and any exceptions or clarifications may be the basis for bid disqualification.

Bidders that are not certified SLEBS (for the definition of a SLEB, see [Alameda County SLEB Program Overview; \[http://acgov.org/auditor/sleb/overview.htm\]](#)) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be eligible for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. A copy of this form must be submitted for each SLEB that the Bidder will subcontract with as evidence of a firm contractual commitment to meeting the SLEB participation requirement.

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economical, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, substitutions of the named subcontractor(s) are not allowed without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments, prime, and subcontractors are required to use the web-based Elation Systems to monitor SLEB subcontractor compliance with [Elation Systems; \[http://www.elationsys.com/elationsys/\]](#).

**BIDDER IS A CERTIFIED SLEB (sign at bottom of page)**

SLEB BIDDER Business Name: \_\_\_\_\_

SLEB Certification #: \_\_\_\_\_ SLEB Certification Expiration Date: \_\_\_\_\_

NAICS Codes Included in Certification: \_\_\_\_\_

**OR**

**BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT \_\_\_\_% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES:** \_\_\_\_\_


SLEB Subcontractor Business Name: \_\_\_\_\_

SLEB Certification #: \_\_\_\_\_ SLEB Certification Expiration Date: \_\_\_\_\_

SLEB Certification Status:  Small /  Emerging

NAICS Codes Included in Certification: \_\_\_\_\_

SLEB Subcontractor Principal Name: \_\_\_\_\_

SLEB Subcontractor Principal Signature:  \_\_\_\_\_

**Upon award, Bidder (the Prime Contractor) and all SLEB subcontractors agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation, including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.**

**Prime Bidder Authorized Signatory Name/Title:** \_\_\_\_\_ / \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Bidder Signature:**  \_\_\_\_\_ **Date:** \_\_\_\_\_

## BIDDER MINIMUM QUALIFICATIONS

**Instructions:** Bidder must respond and/or provide support documentation that fulfills all the minimum qualifications as identified in the RFP documents.

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

Initial	Minimum Qualifications
	Bidder and any subcontracting partner(s) for <b>identifying and securing units</b> has at least three (3) years of experience in Alameda County serving the target population of households experiencing homelessness and working with property owner/ managers with a demonstrated portfolio of units that have been identified.
	Bidder and any subcontracting partner(s) for <b>rental administration</b> has regularly and continuously engaged with rental assistance programs and the regional housing market for at least three (3) years.
	Bidder and any subcontracting partner(s) has capacity and willingness to establish and operate services by <b>October 1<sup>st</sup>, 2025</b> .
	Bidder possesses all permits, licenses and professional credentials necessary to perform services as specified under this RFP.
	Bidder is willing to participate in health care data collection and reporting as required by AC Health, in addition to participation in the County’s Homeless Management Information System (HMIS).

**Maximum Length: None**

## BUDGET DETAIL AND NARRATIVE

**Instructions:** Bidder is to provide a detailed budget and budget narrative. Ensure that the budget and narrative clearly reflect the projection of clients to be served, as well as the following:

1. One-time funding request for infrastructure development
  - Specify how much funding is being requested (not to exceed \$500,000) and what it will be used for. If there is a request for one-time funding this should be reflected in a separate budget than the program budget
2. Program budget (including line-item budget summary)
  - Clearly show funding request for the following time periods (along with a total)
    - (1) September 1- September 30, 2025: Start-up period
    - (2) October 1, 2025- June 30, 2026
    - (3) July 1, 2026- June 30, 2027
  - Separate pass-through funding for clients, from staffing and administrative costs (for example rental subsidies, flex funds, operations, etc) and clearly explain assumptions in terms of per client cost, and number of clients served per month
  - Explain staffing assumptions for landlord engagement and liaison services

**Maximum Length: No maximum page length**

## TABLE OF KEY PERSONNEL

**Instructions:** Bidder is to provide a **Table of Key Personnel**. The table is to include all essential personnel associated with providing services to the County, including collaborating partners.

To appropriately evaluate Bidder's qualifications, the table should include the following information for each key person:

1. The person's relationship with Bidder, including job title and years of employment with Bidder.
2. Work contact information includes, but is not limited to, the following: work address, office telephone number, mobile work number, and work email address.
3. The person's role in connection with the RFP and any awarded contract.
4. Educational background; and
5. Related experience on similar projects, certifications, and merits.

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

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

## APPLICANT EXPERIENCE

**Instructions:** Bidder is to provide details on **Applicant Experience**. Applicant must demonstrate in writing that the Bidder has been regularly and continuously engaged in the business of providing: 1) rental subsidy administration AND 2) identifying, securing, and maintaining units throughout Alameda County for at least three years.

### **Service Category 1: Rental Subsidy Administration:**

Please specify:

- Bidder experience
- Whether you intend to include any subcontractors and if so their experience, and
- Capacity to provide services throughout Alameda County
- Capacity to sustain existing landlord liaison services, serving approximately 1,000 households, with seamless integration into the proposed Flex Pool model
- Experience with target population

### **Service Category 2: Identify, secure and maintain units**

Please specify:

- Bidder experience
- Whether you intend to include any subcontractors and if so their experience, and
- Capacity to provide services throughout Alameda County
- Experience with target population
- Experience and/or capacity for third-party property management or master leasing

**Maximum Length: 2 pages**

## DESCRIPTION OF PROPOSED SERVICES

**Instructions:** Bidder is to provide a **Description of Proposed Services**.

The *Description of Proposed Service* must describe the overall services. The Bidder must address how they will meet or exceed each requirement listed in Section D (Specific Requirements) and Section E (Deliverables/Reports).

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

1. Describe how Bidder will meet the program's desired overall goals, anticipated outcomes, measurable objectives, and critical tasks, including how key personnel will be responsible for achieving them. Please respond to the following questions:
  - a. Which, if any, services will be provided by a subcontractor?
  - b. How will Bidder successfully transition existing programs/contracts under this consolidated program/contract including strategies to effectively partner with existing service providers to ensure continuity of care to existing service recipients?
  - c. How will the program and services be integrated into Alameda County's coordinated response system to end homelessness?
  - d. How will Bidder ensure services are provided throughout Alameda County?
  - e. What is the staffing structure that will support successful service provision?
  - f. Please describe any innovations for successful implementation.
  - g. How will Bidder address the needs of the target population and provide culturally and linguistically appropriate services (CLAS) standards?
  - h. Please provide detail on data management and fiscal infrastructure that will support the program.
2. Describe how you will partner with AC Health on the development of the Alameda County Flex Pool and what you believe it will take on both sides for an effective partnership.
3. Explain any unique resources, procedures, or approaches that make the services of Bidder responsive to meeting the minimum qualifications and requirements of the RFP.
4. Explain what measures will be taken to adequately provide the services. Identify any limitations or restrictions that exist for the Bidder to provide the services and explain what measures the Bidder will take to mitigate barriers as well as any requests of AC Health to assist with barrier mitigation. (Please note any requests for exceptions or clarifications **MUST** be identified on the [Exceptions and Clarifications](#) form. **The County is under no obligation to accept any exceptions or clarifications, and any such exceptions and clarifications may be a basis for bid disqualification.**)

**Maximum Length: 6 pages**

## IMPLEMENTATION PLAN AND SCHEDULE

**Instructions:** Bidder is to provide an **Implementation Plan and Schedule**. The ideal Implementation Plan and Schedule will provide a clear picture of what the County can expect during the contract term and in preparing to start the contract. Bidders should consider the information and questions contained in the Evaluation Criteria and Specific Requirements in preparing the Implementation Plan and Schedule.

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

1. How and when each of the proposed services will be implemented including how and when each service will be scaled, the key personnel assigned to each and timeline for incorporating existing services.
2. Launch of a comprehensive database of units.
3. Database upgrades to ensure invoicing and reporting can be provided by client, by month and by funding source.

**Maximum Length: 2 pages**

## **DATA COLLECTION AND REPORTING CAPACITY**

**Instructions:** Bidder is to provide details on data collection and reporting capacity. Please address both existing capacity and any upgrades that would be made to ensure that all requirements can be met.

**Maximum Length: 1 page**

## REFERENCES

**Instructions:** On the following page is the templates that Bidders are to use for providing references. Bidders are to provide a list of 3 references. References must be satisfactory as deemed solely by County.

Services or goods provided by Bidders to the references should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.

Bidder must currently be providing goods and/or services for at least two of the references or have done so within the last five years.

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

Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

The County may contact some or all the references provided in order to determine items such as Bidders' years of experience and performance records on work similar to that described in this request.

The County reserves the right to contact individuals/entities for references other than those provided in the Response and to use any information obtained in the evaluation process.

**NOTE:** Bidders should not list the County department requesting services/goods as part of the references.

**REFERENCES**

**RFP No. ACH-900925**

**Alameda County Flexible Housing Subsidy Pool**

**Bidder Name:** \_\_\_\_\_

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

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

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

\*Use additional pages as necessary

## EXCEPTIONS AND CLARIFICATIONS

**Instructions:** Bidders must use the **Exceptions and Clarifications** form to identify and list below any and all exceptions and/or clarifications to the RFP and associated Bid Documents and submit them with the bid proposal.

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

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

\*Use additional pages as necessary

## **INSURANCE REQUIREMENTS**

**Instructions:** Insurance certificates are not required at the time of submission; however, by signing the Bid Response Packet and submitting a bid proposal, the Bidder agrees to meet the minimum insurance requirements and provide any documentation requested by County upon request.

Insurance documentation must be provided to the County before award and include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

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

**SEE NEXT PAGE FOR COUNTY OF ALAMEDA  
MINIMUM INSURANCE REQUIREMENTS**

**COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

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

	TYPE OF INSURANCE COVERAGES	MINIMUM LIMITS
<b>A</b>	<b>Commercial General Liability</b> 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>B</b>	<b>Commercial or Business Automobile Liability</b> 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
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> Required for all contractors with employees	WC: Statutory Limits EL: \$1,00,000 per accident for bodily injury or disease
<b>D</b>	<b>Employee Dishonesty and Crime</b>	\$1,000,000 per occurrence
<b>E</b>	<p><b>Endorsements and Conditions:</b></p> <ol style="list-style-type: none"> <li><b>ADDITIONAL INSURED:</b> All insurance required above with the exception of Commercial or Business 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, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li><b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.</li> <li><b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. 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.</li> <li><b>INSURER FINANCIAL RATING:</b> Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.</li> <li><b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li><b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> <li>Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above.</li> <li>Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".</li> </ul> </li> <li><b>CANCELLATION OF INSURANCE:</b> All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation.</li> <li><b>CERTIFICATE OF INSURANCE:</b> 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 required certificate(s) and endorsements must be sent as set forth in the Notices provision.</li> </ol>	