

**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (BHCS)
REQUEST FOR QUOTES (RFQ) 17-08
SPECIFICATIONS, TERMS & CONDITIONS
For
AFRICAN AMERICAN FOCUSED MENTAL HEALTH PROGRAMS**

INFORMATIONAL MEETING/ BIDDERS' CONFERENCES

Date	Time	Location
Tuesday August 8, 2017	3:00 pm – 4:30 pm	Alameda County Behavioral Health Care Services 1900 Embarcadero Cove, Oakland Brooklyn Basin Suite 101
Wednesday August 9, 2017	2:00 pm – 3:30 pm	Public Works Agency 951 Turner Court, Hayward Conference Room 230ABC

BIDS DUE
by 2:00 pm on
Thursday August 31, 2017
to
RFQ# 17-08 c/o Rachel Garcia
1900 Embarcadero Cove Suite 205
Oakland, CA 94606
Bids received after this date/time will NOT be accepted
Contact: Rachel Garcia
Email: Rachel.Garcia2@acgov.org Phone: 510.383.1744

ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES

RFQ# 17-08 AFRICAN AMERICAN FOCUSED MENTAL HEALTH PROGRAM

TABLE OF CONTENTS

I. STATEMENT OF WORK.....	3
A. INTENT.....	3
B. BACKGROUND	4
C. SCOPE	5
D. BIDDER MINIMUM QUALIFICATIONS.....	5
E. SPECIFIC REQUIREMENTS AND DELIVERABLES.....	5
II. CALENDAR OF EVENTS.....	10
F. BIDDERS' CONFERENCES.....	10
III. COUNTY PROCEDURES, TERMS, AND CONDITIONS.....	12
G. CONTRACT EVALUATION AND ASSESSMENT	12
H. NOTICE OF INTENT TO AWARD	12
I. BID PROTEST/ APPEALS PROCESS	13
J. TERM/TERMINATION/RENEWAL.....	15
K. PRICING.....	15
L. AWARD	15
M. INVOICING	16
IV. INSTRUCTIONS TO BIDDERS	17
N. COUNTY CONTACTS.....	17
O. SUBMITTAL OF BIDS	17
P. RESPONSE FROMAT.....	19
V. APPENDICES	20
A. GLOSSARY & ACRONYM LIST	20
B. MHSA PEI REGULATIONS OVERVIEW	22
C. PEI CATEGORIES DATA AND REPORTING REQUIREMENTS	23

ATTACHMENTS

REQUIRED DOCUMENTATION AND SUBMITTALS

EXHIBIT A - BID RESPONSE PACKET

EXHIBIT B - BID BUDGET PACKET

EXHIBIT C – INSURANCE REQUIREMENTS

SMALL LOCAL EMERGING BUSINESS (SLEB)

I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms, and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or County) to seek quotes for the provision of mental health services specifically designed for Alameda County African American communities.

The table below details the breakdown of programs, location and funding amount per program.

Program	Service Area	Maximum Contract Amount per Year
a. Support Services for Genesis House	Residents at Genesis House in North County	\$80,000
b. Faith-Based Mental Health Trainings	Faith-Based groups in North County	\$95,000
c. Emotional Support Groups	African American adults in North County	\$95,000
d. LGBTQ Youth Development Workshops	Lesbian Gay Bisexual Transgender Queer Questioning (LGBTQ) Transitional Age Youth (TAY) ages 16 to 26 in North County	\$75,000

BHCS will use this Request for Quotes (RFQ) to establish four contracts, for each, with up to four agencies. Bidders must submit a separate bid and budget for each program if applying for multiple programs. Bidders may apply for multiple programs; BHCS will only award one agency with up to two contracts with the greatest maximum contract amount under this RFQ process. However, the maximum number of programs that will be awarded to any one agency is two.

Contracts will be awarded to the lowest bid by a responsible bidder who meets the requirements of these minimum qualifications, specifications, terms and conditions.

Any contract/s that results from this RFQ process will be prorated for the fiscal year (FY) at the contract start date.

Bids shall form the basis for any subsequent awarded contract. Staffing levels and operating costs must accurately reflect the Bidder's costs for the program. BHCS reserves the right to dissolve a contract if/when awarded Contractor materially alters staff, budgets, deliverables and outcomes any time after the contract award.

The County is not obligated to award any contract as a result of this RFQ process. The County may, but is not obligated to, renew any awarded contract. Any renewal of an

awarded contract shall be contingent on the availability of funds, awarded Contractor's performance, and continued prioritization of the activities and priority populations as defined and determined by BHCS.

BHCS intends to award contracts up to the allocated amounts included in the table above per contract year.

This RFQ is the first of several procurement processes to distribute funds based on the recommendations of the African American Steering Committee for Health and Wellness.

B. BACKGROUND

The overt and subtle impacts of racism, discrimination and stress have a deleterious impact on the mental and psychological health of African Americans. To better serve Alameda County's African American communities, BHCS collaborated with various community groups and leaders to develop an African American Utilization Report in 2011. One of the recommendations included in the report was to form an African American advisory group to support County leadership. BHCS formed that African American advisory group in early 2014 to consult with BHCS on how to address the needs of inappropriately served African American consumers more effectively.

In the Mental Health Services Act (MHSA) Three Year Plan (Fiscal Years 2014/2015-2016/2017) BHCS directed two million dollars in funding to provide ongoing mental health treatment and prevention services to the African American community. The original intent of the funds was to allocate one million dollars of the Community Services and Support (CSS) funding to design and implement a MHSA Full Service Partnership (FSP) for African American males and one million dollars from Prevention and Early Intervention (PEI) funding to design and implement culturally responsive PEI programs for the African American community. These funding amounts were identified by looking at the funding levels of other successful FSPs and the funding levels allocated to the underserved ethnic communities.

PEI funding was not allocated for the African American Community when the Underserved Ethnic Language Programs (UELPP) were being developed because BHCS leadership identified African Americans as being inappropriately served in our highest and most restrictive levels of care as opposed to being historically underserved.

A multidisciplinary African American Steering Committee for Health and Wellness was formed in 2015 consisting of community members and leaders to recommend specific strategies and services to be implemented using MHSA funding. The African American Steering Committee for Health and Wellness provided input on culturally responsive services needed in the community and put forth recommendations which provided a guide in the development of various mental health service programs included in this RFQ. All services will be funded using MHSA CSS or PEI dollars.

C. SCOPE

The African American Focused Mental Health Programs will provide services to meet the following goals:

- Support access and linkage to services as needed;
- Improve timely access to mental health services for individuals and their families;
- Reduce negative feelings, attitudes, beliefs, perceptions, stereotypes and/or discrimination related to being diagnosed with mental illness or seeking mental health services; and
- Increase acceptance, dignity, inclusion, and equity for individuals with mental health illness and members of their families.

D. BIDDER MINIMUM QUALIFICATIONS

To be eligible to participate in this RFQ, Bidders must successfully demonstrate in their bid how they meet all of the following Bidder Minimum Qualifications:

- Bidder must have a demonstrated understanding of African American experiences around mental health issues; and
- Bidder must have at least three years experience providing services to the priority populations.
 - If applying for Faith Based Mental Health Trainings program, have at least one year experience working with Faith Based groups

Bidders must provide a brief description that demonstrates how they successfully demonstrate in their bid how they meet the Bidder Minimum Qualifications in their bid.

Bids that exceed the contract maximum amounts or are unreasonable and/or unrealistic in terms of budget, as solely determined by BHCS shall be disqualified from moving forward in the evaluation process.

BHCS will disqualify bids that do not demonstrate that Bidder meets the specified Bidder Minimum Qualifications, and these disqualified bids will not be eligible for contract award under this RFQ.

E. SPECIFIC REQUIREMENTS AND DELIVERABLES

The scope of work for awarded contracts from this RFQ will include conformance with all of the following by the end of the first year of the contract period and throughout the program period as needed:

- Capacity and ability to meet all MHSA reporting requirements;
- Provision of services that are age appropriate, culturally responsive and strength based to address the needs of the priority population;

- Services must be designed, implemented and promoted using strategies that are non-stigmatizing and non-discriminatory;
- Appropriate staffing to provide services including recruiting, hiring, and training staff with lived experiences and/or experience working with the priority populations;
- Complete required trainings for using BHCS' information management system; and
- The awarded contractors will be required to regularly track data and report on services and deliverables using BHCS approved tracking and reporting systems.

The awarded contractors will be required to track and report on Medical Administrative Activities (MAA) after FY 2017/2018. Bidders must have the organizational capacity to track, report and bill MAA after the first year of the project. This will include completing required County trainings and adhering to regulations and reporting requirements.

a. *Support Services for Genesis House*

Genesis House is currently under construction and will be a four unit housing facility for individuals with mental health issues who lack stable housing. Residents may also include their immediate family members. The awarded contractor will provide site-based supportive services complementary to the intensive case management provided by external case managers and/or service providers. Residents of two other MHSA-funded residential sites in East Oakland, MacArthur Apartments and Brookfield Place, may also be served depending on the awarded Contractor's capacity and the needs of the Genesis House residents. Priority will be given to Genesis House residents.

The awarded contractor will provide services to accomplish the following goals:

- Support tenants in securing permanent, sustainable housing including coordination with property management and support with following lease expectations;
- Expand consumers' network of social support outside of the health care system;
- Foster increased client involvement in personally meaningful activities;
- Improve client health status through linkages to health care coverage, health care providers, and services as appropriate; and
- Support tenants increase annual incomes and access through effective linkages to clinical, social services, employment, education or public benefits.

BHCS expects the awarded contractor to provide support services for Genesis House residents, as well as MacArthur Apartments and Brookfield Place residents as needed, that takes into account meeting the above program goals.

b. *Faith-Based Mental Health Trainings*

The awarded contractor will develop a training curriculum geared towards faith-based groups including leadership and their members. Faith-based groups may include churches, congregations, religious organizations, etc. Trainings will provide information on understanding mental health, how to support individuals with mental health needs, addressing mental health stigma, resources available to improve timely access to mental health services, and using religion or spirituality to support individual's well-being.

The awarded contractor will provide trainings and technical assistance to faith-based communities to address stigma and discrimination around mental health to accomplish the following goals:

- Support African American faith-based communities in addressing the mental health needs of African American consumers and family members;
- Eliminate stigmatizing language, practices, and interactions in regard to mental illness;
- Reduce negative feelings, attitudes, belief, perception, stigma, stereotypes and/or discrimination related to being diagnosed with mental illness, or to seeking mental health services;
- Increase acceptance, dignity, inclusion, and equity for individuals with mental health illness, and members of their families; and
- Faith-based groups are empowered to identify mental health trauma and provide referrals/ link to resources needed.

BHCS expects the awarded contractor to meet the following deliverables:

- Develop a training/ workshop curriculum for faith-based groups;
- Outreach to twelve faith-based groups to build relationships and identify groups interested in receiving trainings;
- Provide at least four three-hour workshops during the contract period;
 - Workshops may be located at a location or congregation and/or target multiple congregations;
 - If the bidder is an existing congregation, only one workshop can be provided to its congregation;

BHCS reserves the right to increase the deliverables for outreach and workshops in subsequent years.

c. *Emotional Support Groups*

The awarded contractor will develop and implement an Emotional Support Group curriculum and Train the Trainer curriculum to support participants in using their voices and experiences to address their mental health needs. The Emotional Support Groups will be designed to provide services to African American adults ages 18 and over in North County.

Individuals who have participated in an Emotional Support Group can later elect to complete the Train the Trainer training. The trainings will provide participants with the curriculum and tools needed to facilitate Emotional Support Groups in additional settings agreed upon between BHCS and the contracted provider.

The awarded contractor will provide services to accomplish the following goals:

- Address the mental health needs of African American consumers and family members through eliminating stigmatizing language, practices, and interactions;

- Support participants in developing emotional wellness/ coping skills to navigate their circumstances;
- Support participants in understanding the history of trauma in the African American context; and
- Support participants understand and identify signs of macroaggression and seek care/ additional resources as needed.

BHCS expects the awarded contractor to meet the following deliverables:

- Develop an Emotional Support Groups curriculum;
 - Emotional Support Groups should provide Afrocentric appropriate trainings covering information on culturally specific trauma-informed care, stress responses as it relates to African American communities, address mental health challenges, and resources available and linkages with additional services as needed;
- Outreach to recruit participants;
- Facilitate at least three Emotional Support Group cohorts during the contract period;
 - Provide a safe space to build community and social capital;
- Develop a train the trainer curriculum for individuals that have completed the Emotional Support Groups to provide Emotional Support Groups in additional settings; and
- Provide at least one train the trainer training during the contract period.

The curriculums may be revised during the first year and subsequent years to support continuous quality improvement. BHCS reserves the right to increase deliverables for the Emotional Support Group cohorts and Train the Trainer trainings in subsequent years.

d. *LGBTQ Youth Development Workshops*

The LGBTQ Youth Development workshops will provide culturally and age appropriate workshops targeting LGBTQ African American TAY ages 16 to 26 at risk for developing mental health disorders due to social determinants of mental health. The program will provide workshops and events for LGBTQ TAY to increase social support networks and build communities.

The awarded contractor will provide services to accomplish the following goals:

- Provide safe spaces and services to decrease social isolation and marginalization of African American LGBTQ Transitional Age Youth (TAY); and
- Provide opportunities for LGBTQ TAY to develop life skills and raise awareness of resources available.

BHCS expects the awarded contractor to provide the following deliverables:

- Develop LGBTQ Youth Development workshop curriculum;
 - Topics covered during workshop/s may include anger management and/or conflict resolution; sexuality and gender identities; stress management and

reduction; healthy choices around sexual, physical, and mental health; and life skills including money management;

- Workshops should be at least one hour in length;
- Outreach and identify African American LGBTQ TAY to participate in workshops;
- Facilitate at least five workshops; and
- Provide at least one large cultural or social event during the winter and two large events during the summer;
 - One large event may include community events, outings, visiting a museum, or going to a sporting event.

BHCS reserves the right to increase the deliverables for workshops and events in subsequent years during contract negotiation for the upcoming contract renewal year.

II. CALENDAR OF EVENTS

Calendar of Events	Date/Location	
Request for Quotes (RFQ) Issued	Tuesday August 1, 2017	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 nd Bidder's Conference. BHCS strongly encourages Bidders to submit written questions earlier.	
Bidders Conference	Tuesday August 8, 2017	3:00 – 4:30 pm 1900 Embarcadero Cove, Oakland Brooklyn Basin, Suite 101
Bidders Conference	Wednesday August 9, 2017	2:00 -3:30 pm 951 Turner Court, Hayward Conference Rooms 230ABC
Addendum Issued	Wednesday August 16, 2017	
Bids Due	Thursday August 31, 2017	
Award Recommendation Letters Issued	Tuesday September 5, 2017	
Board Agenda Date	October 2017	
Contract Start Date	October 1, 2017	

Note: Award Recommendation, Board Agenda and Contract Start dates are approximate. Other dates are subject to change. Bidders will be notified of any changes via email. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions. By submission of a bid, Bidder certifies that if awarded a contract Bidder shall make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

F. BIDDERS' CONFERENCES

BHCS strongly recommends that Bidders thoroughly read the RFQ prior to attending any Bidders' Conferences. BHCS shall hold two Bidders' Conferences. Bidders' Conferences will be held to:

- Provide an opportunity for Bidders to ask specific questions about the program and request RFQ clarification; and
- Provide the County with an opportunity to receive feedback regarding the program and RFQ.

BHCS shall respond to written questions submitted prior to the Bidders' Conferences, in accordance with the Calendar of Events and verbal questions received at the Bidders Conferences, whenever possible at the Bidders' Conferences. BHCS shall address all questions and include the list of Bidders' Conferences attendees in an Addendum following the Bidders Conferences in accordance with the Calendar of Events section of this RFQ.

Bidders are not required to attend the Bidders' Conferences. However, attendance to at least one Bidders' Conference is strongly encouraged in order to receive information to assist Bidders in formulating bids.

Failure to participate in a Bidders' Conference shall in no way relieve the Bidder from furnishing program and services requirements in accordance with these specifications, terms and conditions and those released in any Addenda.

III. COUNTY PROCEDURES, TERMS, AND CONDITIONS

G. CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, which may be awarded to Contractor, the County may review the bid, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.

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

1. Contractor has complied with all terms of this RFQ; and
2. Any problems or potential problems with the proposed goods and services were evidenced which make it unlikely (even with possible modifications) that such goods and services have met or will meet the County requirements.

If, as a result of such determination, the County concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor will be notified that the contract is being terminated. Contractor shall 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 highest ranked bidder to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

H. NOTICE OF INTENT TO AWARD

At the conclusion of the RFQ process, all Bidders will be notified in writing by e-mail, fax, or US Postal Services mail of the contract award recommendation, if any, by BHCS. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award shall provide the following information:

- The name of the Bidder being recommended for contract award; and
- The names of all other Bidders that submitted bids..

At the conclusion of the RFQ response process and negotiations, debriefings for unsuccessful Bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful Bidder's bid.

- Under no circumstances shall any discussion be conducted with regard to contract negotiations with the recommended /successful Bidder.

All submitted bids shall be made available upon request no later than five (5) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

I. BID PROTEST/ APPEALS PROCESS

Alameda County prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidders wish to protest the bid process or the recommendation to award a contract for these programs once the Notices of Intent to Award/Non-Award have been issued.

The following describes two separate processes: Bid Protests and Appeals. Bid Protests submitted prior to issuance of the Notices of Intent to Award/Non-Award shall not be accepted by the County.

Bid Protests from any Bidder related to this RFQ must be submitted in writing to the BHCS Director located at 2000 Embarcadero Cove, Suite 400, Oakland, CA 94606 Fax: 510.567.8180, before 5:00 p.m. of the **fifth (5th)** business day **following the date of issuance of the Notice of Intent to Award/Non-Award, not the date it is received by the Bidder**. Any Bid Protest received after 5:00 p.m. shall be considered received as of the next business day.

- The Bid Protest must contain a complete statement of the reasons and facts for the protest.
- The Bid Protest shall refer to the specific portions of documents that form the basis for the protest.
- The Bid Protest shall include the name, address, email address, fax number and telephone number of the person representing the protesting party.
- BHCS shall transmit a copy of the Bid Protest to all Bidders as soon as possible after receipt of the protest.

Upon receipt of written Bid Protest, the BHCS Director, or designee shall review and evaluate the protest and issue a written decision. The BHCS Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as determined appropriate by the BHCS Director) to discuss the Bid Protest. The decision on the bid protest shall be issued at least ten (10) business days prior to the date the Board is considering the recommendation and award of contract.

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

The decision of the BHCS Director on the Bid Protest may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax: 510.272.6502 unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose bid is the subject of the Bid Protest, all Bidders affected by the BHCS Director's decision on the Bid Protest, and the protesting Bidder have the right to appeal if not satisfied with the BHCS Director's Bid Protest decision. **All Appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five (5) business days following the issuance of the decision by the BHCS Director, not the date received by the Bidder.** Appeals received after 5:00 p.m. is considered received as of the next business day.

- The Appeal shall specify the Bid Protest decision being appealed and all the facts and circumstances relied upon in support of the Appeal.
- In reviewing Appeals, the OCCR shall not re-judge the bids. The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFQ or, where appropriate, County contracting policies or other laws and regulations.
- The Appeal to the OCCR also shall be limited to the grounds raised in the original Bid Protest and the decision by the BHCS Director. As such, a Bidder is prohibited from stating new grounds for a Bid Protest in its Appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by BHCS, and will determine whether to uphold or overturn the protest decision.
- 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.
- The decision of the Auditor-Controller's OCCR is the final step of the Appeal process. A copy of the decision of the Auditor-Controller's OCCR shall be furnished to the protestor, the Bidder whose bid is the subject of the Bid protest, and all Bidders affected by the decision.

The County shall complete the Bid Protest/Appeal procedures set forth in this before a recommendation to award the contract is considered by the Board of Supervisors.

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 Bid Protest. A Bidder's failure to timely complete both the Bid Protest and Appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid Protest, including filing a Government Code Claim or legal proceedings.

J. TERM/TERMINATION/RENEWAL

The term of the contract, which may be awarded pursuant to this RFQ, will be one year and may be renewed thereafter, contingent on the availability of funds, Contractor's performance, continued prioritization of the activities and priority populations, as defined and determined by BHCS.

K. PRICING

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.

L. AWARD

1. The award will be made to the lowest responsible bidder who meets the requirements of these minimum qualifications, specifications, terms and conditions.
2. Awards may also be made to the subsequent lowest responsible bidders who will be considered the Back-Up contractors and who will be called in ascending order of amount of their quotation.
3. 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.

Small and Emerging Locally Owned Business (SLEB) requirements can be found online at:

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this bid, applicable industries include, but are not limited to, the following NAICS Code(s): 624110 and 624190.

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.

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.

4. The County reserves the right to reject any or all bids that materially differ from any terms contained in this RFQ or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders

to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.

5. Any bids that contain false or misleading information may be disqualified by the County.
6. The County reserves the right to award to a single or multiple Contractors.
7. The County has the right to decline to award a contract in whole or any part thereof for any reason.
8. BOS approval to award a contract is required.
9. A contract must be negotiated, finalized, and signed by the intended awardee prior to BOS approval.
10. Final terms and conditions shall be negotiated with the Bidder recommended for award. The successful Bidder may request a copy of the Master Agreement template from the BHCS RFQ contact. The template contains the agreement boilerplate language only.
11. The RFQ specifications, terms, conditions, Exhibits, 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 RFQ.

M. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment will be made within thirty days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain County purchase order (PO) number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.

IV. INSTRUCTIONS TO BIDDERS

N. COUNTY CONTACTS

All contact during the competitive RFQ process shall be through the RFQ contact, only.

The BHCS website <http://www.acbhcs.org/Docs/docs.htm#RFP> and the General Services Agency (GSA) website https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp are the official notification and posting places for this RFQ and any Addenda.

All questions regarding these specifications, terms and conditions shall be submitted in writing, preferably via e-mail, as specified in the Calendar of Events to:

Rachel Garcia
1900 Embarcadero Cove, Suite 205
Oakland, CA 94606
Email: Rachel.Garcia2@acgov.org

O. SUBMITTAL OF BIDS

1. All bids must be SEALED and received by BHCS **no later than 2:00 pm on the due date and location specified on the RFQ cover and Calendar of Events in this RFQ.** BHCS cannot accept late and/or unsealed bids. If hand delivering bids, please allow time for parking and entry into building.

BHCS shall only accept bids at the address and by the time indicated on the RFQ cover and in the Calendar of Events. Any bids received after said time and/or date or at a place other than the stated address cannot be considered and shall be returned to the Bidder unread/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 delivery address prior to the time designated. BHCS' timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bidders must submit bids which clearly state Bidder and RFQ program/s applying for. Bidders must complete and submit their bid using the Exhibit A, Exhibit B, Exhibit C, and Exhibit D forms included in the Appendices. Bids shall include:
 - a. One original hard copy bid with original ink signatures. Original bid is to be clearly marked on the cover (it should be clear who the Bidder is on the front of the binder);
 - The original bid must include evidence that the person(s) who signed the bid is/are authorized to execute the bid on behalf of the Bidder. A signed statement by either the Executive Director or the Board President on an agency letterhead will meet this requirement.

- b. One copy of the bid. Copies must be either stapled or paper clipped together.
- c. Enclosed with the hard copy include, a USB flash drive clearly marked with the Bidder and RFQ name with the following saved on it:
 - An electronic copy of the bid, saved with Bidder's name;
 - An electronic Excel copy of the completed Exhibit B-1 Program Budget, saved with the Bidder's name.

The County requests that all bids submitted shall be printed double-sided and on minimum thirty percent post-consumer recycled content paper.¹

3. The County will not consider telegraphic, electronic or facsimile bids.
4. Bidder agrees and acknowledges all RFQ specifications, terms and conditions and indicates ability to perform by submission of bid.
5. Submitted bids shall be valid for a minimum period of eighteen months.
6. All costs required for the preparation and submission of a bid shall be borne by Bidder.
7. Proprietary or Confidential Information: No part of any bid is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFQ may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all bids shall become the property of County. County reserves the right to make use of any information or ideas contained in submitted bids. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of "trade secrets" protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).
8. The submitted bids shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors. All parties submitting bids, either qualified or unqualified, shall receive mailed intent to award/non-award notification, which shall include the name of the Bidder(s) recommended for award of this service. In addition, recommended award information will be posted on the BHCS website.
9. Each bid received, with the name of the Bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the negotiations and award of the order or contract, be open to public inspection.
10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the

¹ Inability to comply with this recommendation will have no impact on the evaluation and scoring of bids.

purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder.

11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
12. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
13. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
14. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

P. RESPONSE FROMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder must provide responses to all information requested. See Exhibit A – Bid Response Packet
3. Bid responses, in whole or in part, are not to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFQ may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.

V. APPENDICES

A. GLOSSARY & ACRONYM LIST

Administrative Costs	A budgetary term used to describe non-direct services costs. Costs of operating and managing programs. These costs cannot be tied to the provision of specific services.
Agreement	The formal contract between BHCS and the Contractor. Also referred to as Contract
BHCS	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency
Best Practice	A body of knowledge that may include scientific, practical or anecdotal elements and that is perceived as an effective method of treatment.
Bid	A Bidders' response to this Request; used interchangeably with proposal
Bidder	The specific person or entity responding to this RFQ
Board	Shall refer to the County of Alameda Board of Supervisors
Client	The recipient of services; used interchangeably with beneficiary and consumer
Consumer	The recipient of services; used interchangeable with beneficiary and consumer.
Community-Based Organization	A non-governmental organization that provides direct services to beneficiaries
Contractor	When capitalized, shall refer to selected Bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
Cultural Responsiveness	The practice of continuous self-assessment and community awareness on the part of service providers to assure a focus on the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems relative to their care.
Culture	Refers to a group's pattern of communications, actions, customs, beliefs, values and institutions of racial, ethnic or social groups
Deliverable	A term used in project management or contract monitoring to describe a tangible or intangible object produced as a result of the project that is intended to be delivered to a customer.
Disparities	Markedly distinct in quality or character, especially in regards to accessing mental health services.
Family member	A person, who has provided primary support for, is a primary caregiver of, or whose daily life is impacted by, being a family member (by personal or biological definition) of a person who is

	living with symptoms of mental illness. Family members may be the biological parents, foster parents, siblings, spouses, children, aunts, uncles, cousins, friends, or anyone else whom the client defines as “their family members.”
Federal	Refers to United States Federal Government, its departments and/or agencies
Full Time Equivalent (FTE)	A budgetary term used to describe the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For example, if the normal schedule for a staff person is 40 hours per week (40*52 weeks–4 weeks for vacation=1,920). Someone working 1,440 hours during the year represents $1,440/1,920=.75$ FTE
FY	Fiscal Year
LGBTQ	Lesbian Gay Bisexual Transgender Queer Questioning
Mental Health Services Act (MHSA)	Proposition 63, also known as the Mental Health Services Act was passed by the California voters in November 2004. The MHSA provides funding to counties to expand mental health services to those who are unserved or underserved.
Outcomes	The extent of change in attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be short, intermediate, and longer-term outcomes.
Outreach	The act of extending services or assistance to those in the community who may benefit from care but who have not, or have not been able to come forth to seek it.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Referral	When used in a contract, it means to a process by which an individual and/or organization must follow before receiving/ providing services.
Request for Quote (RFQ)	Shall mean this document, which is the County of Alameda’s request for quotes to provide the services being solicited herein; also referred herein as RFQ.
Response	Shall refer to Bidder’s bid submitted in reply to RFQ
Social Capital	Networks of relationships among people who live and work in a particular society, enabling the society to function effectively
Social Determinants of Mental Health	Social, economic, and physical environments in which people live that shape mental health and mental disorders.
State	Refers to State of California, its departments and/or agencies

B. MHSA PEI REGULATIONS OVERVIEW

In October 2015 the Mental Health Services Oversight and Accountability Commission (OAC) adopted a new set of MHSA Prevention and Early Intervention (PEI) fiscal and programmatic regulations. These regulations will help compare data across the State, highlight needs and services to many underserved populations and provide evaluation feedback for the goal of continuous program improvement.

PEI programs will be categorized into six different groups and based on their classification each program will have specific reporting and evaluation requirements that will start July 1, 2016. The first PEI tracking and evaluation report will be due to the OAC as part of the MHSA Three-Year Program and Expenditure Plan Update for FY 17/18-19/20 and then as part of the Annual Update each year thereafter.

Below is a summary of the new regulations that went into effect on October 6, 2015. To see the full text of the actual regulations click or type in the following link:

http://mhsoac.ca.gov/sites/default/files/documents/2016-03/PEI_Final_Adopted_Oct_2015.pdf

PEI Component General Requirements

1. PEI Program Categories

- a. Early Intervention
- b. Prevention Program
- c. Access and Linkage to Treatment
- d. Stigma and Discrimination Reduction Program
- e. Outreach for Increasing Recognition of Early Signs of Mental Illness Program

2. Requirements for Services

- a. All ages must be served in one or more PEI programs (except small counties).
- b. At least 51% of PEI Fund must be used to serve individuals who are 25 years or younger (except small counties). Programs that serve parents, caregivers, or family members with the goal of addressing outcomes for children/youth at risk of or with early onset of mental illness *can be included*.

3. Required Strategies

- a. Be designed and implemented to help create Access and Linkage to Treatment.
- b. Be designed, implemented, and promoted in ways that Improve Timely Access to Mental Health Services for Individuals and/or Families from Underserved Populations.
- c. Be designed, implemented, and promoted using Strategies that are Non-Stigmatizing and Non-Discriminatory.

4. Required Effective Methods

- a. Evidence-based practice standard
- b. Promising practice standard
- c. Community and/or practice-based evidence standard

C. PEI CATEGORIES DATA AND REPORTING REQUIREMENTS

1. **Prevention**: A set of related activities to reduce risk factors for developing a potentially serious mental illness and to build protective factors. Services may include relapse prevention for individuals in recovery from a serious mental illness. Programs may include universal prevention if there is evidence to suggest that it is an effective method for those whose risk of developing a serious mental illness is greater than average. A Prevention program can be combined with an Early Intervention program.

Tracking Requirements:

Each Prevention program will need to **annually** report the following information:

- Description of the target population (including participant's risk level for developing a potentially serious mental illness);
- Criteria for establishing and identifying those at risk;
- Description of the type(s) of problems and need(s) the program will address and the strategies and activities used to address these need(s);
- **Unduplicated # of individuals served in the preceding year;**
- Types of evidence-based or promising practices used and methods for high fidelity to practice;
- All demographic variables on the clients served, see list on back page, and
- Description of significant challenges, successes, lessons learned and relevant examples.

Evaluation Requirements

In addition to the annual reporting requirements each Prevention program will need to report **every three years** in the County's three year MHSA Plan the following **evaluation data** and information:

- Measurement of impact to 1 or more of the negative outcomes listed in the Act *including prolonged suffering* (suicide, incarcerations, school failure or dropout, unemployment, homelessness, and removal of children from their homes). This will also include:
 - A description of the outcomes and indicators selected for each program;
 - Data on the identified indicators;
 - The approaches used to select the outcomes and indicators, collect data, and determine results for the evaluation of each Program, and
 - How often the data were collected for the evaluation of each program.

Even though the evaluation data is only to be reported every three years, ALL programs within the MHSA PEI component should be continually evaluating their services on an annual basis.

Required Strategies

- Be designed and implemented to help create Access and Linkage to Treatment.

- Be designed, implemented, and promoted in ways that Improve Timely Access to Mental Health Services for Individuals and/or Families from Underserved Populations.
- Be designed, implemented, and promoted using Strategies that are Non-Stigmatizing and Non-Discriminatory.

Optional Strategies

- Outreach for Increasing Recognition of Early Signs of Mental Illness (see Section 3560.020).

2. **Stigma and Discrimination Reduction:** the County's direct activities to reduce negative feelings, attitudes, beliefs, perceptions, stereotypes and/or discrimination related to being diagnosed with a mental illness, having a mental illness, or to seeking mental health services and to increase acceptance, dignity, inclusion, and equity for individuals with mental illness, and members of their families.

Tracking Requirements:

Each Stigma and Discrimination Reduction program will need to **annually** report the following information:

- Description of who the campaign intends to influence;
- **Available overall # of individuals reached through the campaign (can be a duplicative count)**
- **# of individuals reached by activity** (e.g., # trained, # who accessed web site, can be duplicative count).
- Demographic variables for all individuals *reached*, (this type of program does not need to collect all demographic variables listed under section 3560.010 (5) pages 4-6 of the approved PEI regulations.
- Description of the methods and activities used to change attitudes, knowledge and/or behavior;
- Description of evidence-based or community-practice methods and how the practice's effectiveness has been demonstrated.
- Identification and description of measurement tool used to either measure changes in attitude, knowledge, and/or behavior related to seeking mental health services or to mental illness, and
- Description of significant challenges, successes, lessons learned and relevant examples.

Evaluation Requirements:

- A description of the outcomes and indicators selected to measure a change in attitude, knowledge, and/or behavior related to seeking mental health services or to mental illness;
- Data on the identified indicators;
- The approaches used to select the outcomes and indicators, collect data, and determine results for the evaluation of each Program; and

- How often the data were collected for the evaluation of each Program.

Strategies:

- Be designed and implemented to help create Access and Linkage to Treatment.
- Be designed, implemented, and promoted in ways that Improve Timely Access to Mental Health Services for Individuals and/or Families from Underserved Populations.
- Be designed, implemented, and promoted using Strategies that are Non-Stigmatizing and Non-Discriminatory.

ATTACHMENTS

REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.). Bidder must submit all required documents listed under 1 through 3 below for each program applying for.

- ☐ 1. **Table of Contents:** Bid responses shall include a table of contents listing the individual sections of the proposal/quotation and their corresponding page numbers. Tabs should separate each of the individual sections.
- ☐ 2. **Letter of Transmittal:** Bid responses shall include a brief one page description of Bidder's ability to meet Minimum Qualifications:
 - Bidder must have a demonstrated understanding of African American experiences around mental health issues; and
 - Bidder must have at least three years experience providing services to the priority populations.
 - If applying for b. Faith Based Mental Health Trainings, Bidder must have at least one year experience providing services to the priority population.
- 3. **Bid Response Packet:** Every bidder must fill out and submit the following completed information:
 - ☐ (a) **Exhibit A, Bidder Information and Acceptance** - Every Bidder must submit:
 - (1) Exhibit A Bidder Information Sheet
 - (2) Exhibit A Bidder Information and Acceptance - select one choice under Item 9 and must fill out, sign and complete the last page of the Exhibit A.
 - (b) **Exhibit B, Budget Forms** - Every Bidder must submit:
 - (1) Exhibit B
 - (2) Exhibit B-1 (Excel workbook)
 - (3) Exhibit B-2 Budget Justification.
 - ☐ (c) **SLEB Partnering Information Sheet:**
 - (1) Every bidder must fill out and submit a signed SLEB Partnering Information Sheet, indicating their SLEB certification status. If bidder is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the bidder will subcontract to meet the County SLEB participation requirement must be stated. Any CERTIFIED SLEB subcontractor(s) named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subcontractor(s) must be certified by the time of bid submittal.

EXHIBIT A - BID RESPONSE PACKET

EXHIBIT A – BIDDER INFORMATION SHEET

Select program/s included in Bid:

☐ a. Support Services for Genesis House

☐ b. Faith-Based Mental Health Trainings

☐ c. Emotional Support Groups

☐ d. LGBTQ Youth Development Workshops

To: The County of Alameda

From: _____

(Official Name of Bidder)

- **AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFQ, BIDDERS ARE TO SUBMIT ONE ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS ONE COPY AND ONE ELECTRONIC COPY OF THE BID IN PDF (with OCR preferred)**
- **ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED “N/A”**
- **BIDDERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF EXHIBIT A – BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT**
- **ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID**
- **BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFQ.**
- **BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL**
- **IF BIDDERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFQ, INCLUDING THOSE TO THE COUNTY SLEB POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE**

BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the RFQ, Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFQ No. 17-08 – African American Focused Mental Health Programs.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, 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.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
 - **Debarment / Suspension Policy**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm)
 - **Iran Contracting Act (ICA) of 2010**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm)
 - **General Environmental Requirements**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm)
 - **Small Local Emerging Business Program**
[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm)
 - **First Source**
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)
 - **General Requirements**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/genregs.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/genregs.htm)
 - **Proprietary and Confidential Information**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm)
6. The undersigned acknowledges that Bidder will be 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 RFQ and associated Bid Documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, 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.
8. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

9. 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 business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Official Name of Bidder: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Non-Profit / Church |
| <input type="checkbox"/> Other: _____ | |

Jurisdiction of Organization Structure: _____

Date of Organization Structure: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Signer: _____

Dated this _____ day of _____ 20_____

EXHIBIT B - BID BUDGET PACKET

EXHIBIT B

BID FORM

a. SUPPORT SERVICES FOR GENESIS HOUSE

COST SHALL BE SUBMITTED ON EXHIBIT B AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED. Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the three-year term of any contract that is a result of this bid.

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

Bidder hereby certifies to County that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Service	Estimated Quantity	Cost Per Unit	Extended Cost (Estimated Quantity X Cost per Unit)
Support Services	1	\$	\$
TOTAL			\$

EXHIBIT B-2

BUDGET JUSTIFICATION

a. SUPPORT SERVICES FOR GENESIS HOUSE

In the table below, please provide a brief justification to explain the costs and calculations in the Exhibit B-1, Budget. Briefly describe how your proposed program budget is aligned with the program Specific Requirements and Deliverables under Section I. E. a.

Budget Section	Description
Personnel Staffing and FTE Salaries and Benefits	
Operating Expenses Line items associated with service delivery.	
Administrative Costs	

EXHIBIT B

BID FORM

b. FAITH-BASED MENTAL HEALTH SERVICES

COST SHALL BE SUBMITTED ON EXHIBIT B AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED. Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the three-year term of any contract that is a result of this bid.

By submitting a bid, Bidder certifies to County that all representations, certifications, and statements made by Bidder, and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Service	Estimated Quantity	Cost Per Unit	Extended Cost (Estimated Quantity X Cost per Unit)
Outreach	12	\$	\$
Training/ Workshop Curriculum Development	1	\$	\$
Workshops	4	\$	\$
TOTAL			\$

EXHIBIT B-2

BUDGET JUSTIFICATION

b. FAITH-BASED MENTAL HEALTH SERVICES

In the table below, please provide a brief justification to explain the costs and calculations in the Exhibit B-1, Budget. Briefly describe how your proposed program budget is aligned with the program Specific Requirements and Deliverables under Section I. E. b.

Budget Section	Description
Personnel Staffing and FTE Salaries and Benefits	
Operating Expenses Line items associated with service delivery.	
Administrative Costs	

EXHIBIT B

BID FORM

c. EMOTIONAL SUPPORT GROUPS

COST SHALL BE SUBMITTED ON EXHIBIT B AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED. Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the three-year term of any contract that is a result of this bid.

By submitting a bid, Bidder certifies to County that all representations, certifications, and statements made by Bidder, and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Service	Estimated Quantity	Cost Per Unit	Extended Cost (Estimated Quantity X Cost per Unit)
Emotional Support Groups Curriculum Development	1	\$	\$
Train the Trainer Curriculum Development	1	\$	\$
Emotional Support Groups	3	\$	\$
Train the Trainer Trainings	1	\$	\$
TOTAL			\$

EXHIBIT B-2

BUDGET JUSTIFICATION

c. EMOTIONAL SUPPORT GROUPS

In the table below, please provide a brief justification to explain the costs and calculations in the Exhibit B-1, Budget. Briefly describe how your proposed program budget is aligned with the program Specific Requirements and Deliverables under Section I. E. c.

Budget Section	Description
Personnel Staffing and FTE Salaries and Benefits	
Operating Expenses Line items associated with service delivery.	
Administrative Costs	

EXHIBIT B

BID FORM

d. LGBTQ YOUTH DEVELOPMENT WORKSHOPS

COST SHALL BE SUBMITTED ON EXHIBIT B AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED. Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the three-year term of any contract that is a result of this bid.

By submitting a bid, Bidder certifies to County that all representations, certifications, and statements made by Bidder, and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Service	Estimated Quantity	Cost Per Unit	Extended Cost (Estimated Quantity X Cost per Unit)
LGBTQ Youth Development Workshop Curriculum Development	1	\$	\$
LGBTQ Youth Development Workshops	5	\$	\$
Winter Event	1	\$	\$
Summer Events	2	\$	\$
TOTAL			\$

EXHIBIT B-2

BUDGET JUSTIFICATION

d. LGBTQ YOUTH DEVELOPMENT WORKSHOPS

In the table below, please provide a brief justification to explain the costs and calculations in the Exhibit B-1, Budget. Briefly describe how your proposed program budget is aligned with the program Specific Requirements and Deliverables under Section I. E. d.

Budget Section	Description
Personnel Staffing and FTE Salaries and Benefits	
Operating Expenses Line items associated with service delivery.	
Administrative Costs	

EXHIBIT C – INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing Exhibit A – Bid Packet, the bidder agrees to meet the minimum insurance requirements stated in the RFQ, prior to award. This documentation must be provided by the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit B – Insurance Requirements.

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

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

EXHIBIT C
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

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

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or
D	Professional Liability/Errors & Omissions Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
Endorsements and Conditions: <ol style="list-style-type: none"> 1. ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, 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. 2. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained 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. 3. REDUCTION OR LIMIT OF OBLIGATION: 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. 4. INSURER FINANCIAL RATING: 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. 5. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 6. JOINT VENTURES: 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"> – Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. – Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". 7. CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. 8. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision. 		

SMALL LOCAL EMERGING BUSINESS (SLEB)
PARTNERING INFORMATION SHEET

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFQ, all bidders must complete this form as required below.

Bidders not meeting the [definition of a SLEB \(http://acgov.org/auditor/sleb/overview.htm\)](http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be considered 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. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

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 economic, 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, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments and the OCCR will use the web-based Elation Systems to monitor contract compliance with the SLEB program (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: _____

☐ BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT ____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: _____

SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

SLEB Certification Status: ☐ Small / ☐ Emerging

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature: _____ Date: _____

Upon award, prime Contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed Name/Title: _____

Street Address: _____ City _____ State _____ Zip Code _____

Bidder Signature: _____ Date: _____