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

 **ONLINE BIDDING PROCESS**

* Bid pricing must be submitted online through Alameda County [Strategic Sourcing Supplier Portal](https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=DEFAULT).
* The following pages require signatures and must be scanned and uploaded to Alameda County Strategic Sourcing Supplier Portal:
1. Exhibit A – Bid Response Packet, [Bidder Information and Acceptance](#BidderAcceptance) page
	1. [Must be signed by Bidder](#BidderAcceptance)
2. Exhibit A – Bid Response Packet,
	1. [Must be signed by Bidder](#SLEBPrime)

Please read **EXHIBIT A – Bid Response Packet** carefully, **INCOMPLETE BIDS WILL BE REJECTED.** Alameda County will not accept submissions or documentation after the bid response due date. Successful uploading of a document does not equal acceptance of the document by Alameda County.

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 901757

**for**

Neighborhoods Ready for School Initiative

|  |
| --- |
| **For complete information regarding this project, see** **RFP posted at** [**http://www.acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) **or contact the County representative listed below. Thank you for your interest!** **Contact Person: Tarana Malmirchegini, Procurement & Contracts Specialist****Phone Number: (510) 208-9614****E-mail Address: Tarana.Malmirchegini@acgov.org** |

**RESPONSE DUE**

by

**2:00 p.m.**

on

**April 2, 2019**

through

**Alameda County, GSA-Procurement**

 **Strategic Sourcing Supplier Portal**

<https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=DEFAULT>

Alameda County is committed to reducing environmental impacts across our entire supply chain.

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

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 901757

SPECIFICATIONS, TERMS & CONDITIONS

 for

**Neighborhoods Ready for School Initiative**

**TABLE OF CONTENTS**

 **Page**

[I. STATEMENT OF WORK 4](#_Toc465753981)

[A. INTENT 4](#_Toc465753982)

[B. SCOPE 4](#_Toc465753983)

[C. BACKGROUND 4](#_Toc465753984)

[D. BIDDER QUALIFICATIONS 5](#_Toc465753985)

[E. SPECIFIC REQUIREMENTS 5](#_Toc465753986)

[F. DELIVERABLES / REPORTS 6](#_Toc465753987)

[II. CALENDAR OF EVENTS 6](#_Toc465753988)

[G. NETWORKING / BIDDERS CONFERENCES 7](#_Toc465753989)

[III. COUNTY PROCEDURES, TERMS, AND CONDITIONS 8](#_Toc465753990)

[H. EVALUATION CRITERIA / SELECTION COMMITTEE 8](#_Toc465753991)

[I. CONTRACT EVALUATION AND ASSESSMENT 13](#_Toc465753992)

[J. NOTICE OF INTENT TO AWARD 14](#_Toc465753993)

[K. Bid Protest/Appeals Process 14](#_Toc465753994)

[L. TERM / TERMINATION / RENEWAL 16](#_Toc465753995)

[M. BRAND NAMES AND APPROVED EQUIVALENTS 17](#_Toc465753996)

[N. QUANTITIES 18](#_Toc465753997)

[O. PRICING 18](#_Toc465753998)

[P. AWARD 20](#_Toc465753999)

[Q. METHOD OF ORDERING 22](#_Toc465754000)

[R. WARRANTY 23](#_Toc465754001)

[S. INVOICING 23](#_Toc465754002)

[T. LIQUIDATED DAMAGES 23](#_Toc465754003)

[U. PERFORMANCE BOND 24](#_Toc465754004)

[V. PERFORMANCE REQUIREMENTS 24](#_Toc465754005)

[W. ACCOUNT MANAGER / SUPPORT STAFF 24](#_Toc465754006)

[IV. INSTRUCTIONS TO BIDDERS 25](#_Toc465754007)

[X. COUNTY CONTACTS 25](#_Toc465754008)

[Y. SUBMITTAL OF BIDS 25](#_Toc465754009)

[Z. RESPONSE FORMAT 27](#_Toc465754010)

ATTACHMENTS

EXHIBIT A -BID RESPONSE PACKET

EXHIBIT B - INSURANCE REQUIREMENTS

EXHIBIT C - VENDOR BID LIST

# STATEMENT OF WORK

## INTENT

The intent of this contract is to locate qualified vendors with the capacity to lead the design and implementation of a community-based research project that supports and informs the development and implementation of a neighborhood family support and school readiness initiative in the San Antonio neighborhood of Oakland. The goal of this project is the development of a community-driven policy agenda that identifies the changes at the neighborhood, school district, city, and County levels necessary for true neighborhood transformation that increases the overall health and wellbeing of San Antonio residents (particularly families with children ages 0-5).

The total amount of funding available for the Request for Proposal (RFP) is $150,000. The project period will be from the execution of this contract (estimated May 2019) through September 2021.

The County intends to award a two-year contract (with the option to renew) to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the RFP and meets the County’s requirements.

## SCOPE AND BACKGROUND

ALL IN Alameda County (ALL IN) has secured grant funding from First 5 Alameda County to support the development and implementation of a neighborhood based initiative to increase family wellbeing and school readiness for families and children in the San Antonio area of Oakland. First 5 Alameda County’s Neighborhoods Ready for School Initiative (NRSF) seeks to develop and implement neighborhood-based strategies to increase family wellbeing and school readiness for families and children. The principal goal of the NRFS initiative is to foster a community in which the majority of children enter kindergarten ready to learn and succeed in school.

As a part of this initiative, ALL IN is partnering with local community-based organizations in the San Antonio neighborhood of Oakland to develop a family resource center at Garfield Elementary school as a series of pathways that families can follow to a continuum of information, supports, services, and leadership opportunities from the time their child is born through the end of 5th grade. The San Antonio Family Resource Center project will also support the development of a network of parent outreach workers, infrastructure connecting resources/supports for families with children ages 0-5, and empowering community to identify and advocate for solutions.

In addition to connecting families to concrete supports, the project aims to develop parent and community leaders and advocates to strengthen a pipelines of parent leaders who are involved in the day-to-day life of the community, and in local advocacy. Parents and community members will be engaged in the governance structure though a number of committees to ensure that the SAFRC is being developed in close collaboration with families who have young children, live in San Antonio, and interact with local organizations and institutions and that the pathways developed meet the unique needs of the San Antonio Community, the SAFRC is being developed in close collaboration with families who have young children, live in San Antonio, and interact with local organizations and institutions.

The funder (First 5 Alameda County) is requiring the use of Results Based Accountability framework to support evaluation and data collection activities and will be looking at how the project impacts children’s kindergarten readiness within the target neighborhoods, families’ feelings of connection to neighborhood supportive infrastructure, and knowledge of child development milestones and resources. Data collection activities to support the funder’s evaluation aims are being implemented by the project team. The contractor will not be asked to manage this process, but should be comfortable enough with the RBA framework and evaluation practices to ensure project activities are complimentary.

This project seeks to supplement the funder’s evaluation activities through engaging parents and community residents in a participatory research project to identify a community-derived concept of a “neighborhood ready for school,” support the implementation of the SAFRC project to ensure the programs developed are rooted in community strengths, leverage existing supports and resources, document outcomes that may not be captured through the funder’s evaluation activities, and identify critical changes at the neighborhood, school district, city, and county level that promote “school readiness” as defined by the community.

The aim of the project is to enrich and complement existing evaluation and data collection activities and bolster the overall parent and community leadership development efforts by engaging parents and community members in a community-led participatory research process that will identify community strengths and supportive factors, opportunities for problem solving, and ultimately inform and support the strategic direction of the SAFRC project, the NRFS initiative, and policies impacting and supporting neighborhood transformation more broadly.

The contractor will design and implement, in partnership with lead agencies, a community-based participatory research project that meets the aims stated above, provides regular and feasible opportunities for community members to engage in designing, implementing, and reporting outcomes of the research (including through creative methods such as photo voice, storytelling, etc.), and results in regular recommendations for ongoing SAFRC implementation and improvement and ultimately a community-driven set of recommendations for policy and systems changes necessary to increase the “school readiness” of the San Antonio neighborhood.

Parent and community participants will be compensated for their participation in this project. Implementing partners will distribute stipends to participants, however the contractor will be expected to assist in outreach, recruitment, and engagement. The contract will also be expected to assist in community capacity building related to research and evaluation, including training sessions on topics relevant to school readiness, child development, family strengthening, support and resources in the community, and advocacy. Participants will also receive training in research methods, including communication and outreach, research methods and design, community engagement, and other topics as identified.

## BIDDER QUALIFICATIONS

* + 1. Bidder and/or all key personnel assigned to the project shall be regularly and continuously engaged in designing and facilitating community-based participatory research or participatory action research projects for at least five (5) years.
		2. Bidder and/or key personnel assigned to the project shall have demonstrated expertise/experience in topics related to early childhood development, school readiness, and family strengthening principles
		3. Bidder and/or key personnel assigned to the project must demonstrate experience conducting community-based work in similar communities and/or lived experience within similar linguistically and culturally diverse communities.
		4. Contractor shall have experience implementing, evaluating or designing family support and school readiness strategies at the local level, ideally in Oakland, for at least three (3) years.
		5. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.

## SPECIFIC REQUIREMENTS

* + 1. The contractor shall, in partnership with implementing organizations, develop a scope of work with clear timelines and deliverables to accomplish the objectives stated in this RFP.
		2. The contractor shall work with partner organizations to identify and recruit parents and community members who are already engaged for initial research activities.
		3. Contractor shall facilitate a minimum of 4 meetings or trainings to orient participants to the project, provide trainings on research methods, basic data analysis on neighborhood specific data, and coordinate research activities.
		4. Contractor is encouraged to propose creative methods (photo voice, video, etc) to conduct and present this community research.
		5. Contractor shall engage participants in evaluation design including but not limited to:
			1. the co-development of research questions; and
			2. data collection tools and procedures and receive training on their use.
		6. Contractor shall ensure that community and parent participants shall drive all aspects of data collection using the methods created in the design phase and actively engage community members in the research process.
		7. Contractor shall ensure that participants have the tools to analyze and interpret data, develop findings, and recommend to the SAFRC partners and others as identified (eg. County, City, School Board) to inform future program planning, implementation, and policy change efforts.
		8. Contractor shall submit a proposal that includes an initial implementation plan and schedule that will meet the project objectives described above, and shall include the following activities:
			1. Work with partner organizations and parent outreach workers to identify and recruit parents and community members;
			2. Plan, organize, and facilitate community training events (with food, childcare, and translation as necessary;
			3. Attend/facilitate bi-monthly evaluation committee meetings during school year (months of September-June) to engage project partners and community members
			4. Coordinate monthly project management calls as needed to ensure success;
			5. In the first year, work with community participants to develop a definition of “neighborhood ready for school” and present findings to project partners and others at a community event
			6. In the second year, work with community participants to design and implement research that results in recommendations for necessary (infrastructure, policy, administrative) changes to increase neighbor “school readiness” as defined by community
			7. Organize a culminating “back to school” community event to present community research in September 2021.

## DELIVERABLES / REPORTS

* + 1. Initial Statement of Work (SOW) or process for developing a community-based research plan, including development of research questions and tools, with opportunities for parents and community to be engaged along a participation spectrum (eg., continuous engagement, one-off events, etc.,).
		2. Community outreach and training plan that describes outreach process and training events to ensure participants are engaged and able to participate
		3. Initial community derived concepts of “school readiness” and community event to present finding.
		4. Community-based research plan, research tools, and at least 1 interim report to document project progress, identify preliminary findings, and make recommendations
		5. Culminating report based on community research and event to disseminate findings

# CALENDAR OF EVENTS

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| Request Issued | January 31, 2019  |
| Written Questions Due | by 5:00 p.m. on February 19, 2019 |
| Vendor Outreach Event | February 6, 2019@ 1:00 p.m. – 2:00 p.m. | at: San Lorenzo Library395 Paseo GrandeSan Lorenzo, CA 94580 |
| Networking/Bidders Conference(Online conference option enabled for remote participation) | February 19, 2019 @ 1:00 p.m.  | at: Lakeside Building1401 Lakeside Drive11th Floor, Room 1107Oakland, CA 94612OR remotely @ <http://gsaalamedacounty.adobeconnect.com/admin/show-event-catalog> |
| List of Attendees | February 21, 2019 |
| Q&A Issued(Only if necessary) | March 14, 2019 |
| Addendum Issued(Only if necessary to amend RFP) | March 14, 2019 |
| Response Due | April 2, 2019 by 2:00 p.m.  |
| Evaluation Period | April 2 – May 6, 2019 |
| Vendor Interviews | Week of May 6, 2019 |
| Board Letter Recommending Award Issued | June 28, 2019 |
| Board Consideration Award Date | July 9, 2019 |
| Contract Start Date | July 11, 2019 |

\* Includes a tutorial of how to register and use Online Bid Process.

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

## NETWORKING / BIDDERS CONFERENCES

* + 1. The bidders conference held on February 19, 2019 will have an online conference option enabled for remote participation. Bidders can opt to participate via a computer with a stable internet connection (the recommended Bandwidth is 512Kbps) at [[http://gsaalamedacounty.adobeconnect.com/admin/show-event-catalog](http://gsaalamedacounty.adobeconnect.com/rfp901106/)](http://gsaalamedacounty.adobeconnect.com/admin/show-event-catalog). In order 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. Bidders may also attend this conference in person.
		2. Networking/bidders conferences will be held to:
			1. Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
			2. Provide the County with an opportunity to receive feedback regarding the project and RFP.
			3. Provide the bidders with tutorials on how to bid online through Alameda County’s Strategic Sourcing Supplier Portal.
		3. The list of bidder conference attendees and vendor outreach will be released in a separate document.
		4. Questions will be addressed in an RFP Question and Answer (Q&A) Report following the networking/bidders conference(s). Should there be a need to amend or revise the RFP, an addendum will be issued following the Networking/Bidders Conferences.
		5. Potential bidders are strongly encouraged to attend networking/bidders conference(s) in order to further facilitate subcontracting relationships. Vendors who attend a networking/bidders conference will be added to the Vendor Bid List. Failure to participate in a networking/bidders conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions. Attendance at a networking/bidders conference is highly recommended but is not mandatory.

# COUNTY PROCEDURES, TERMS, AND CONDITIONS

## EVALUATION CRITERIA / SELECTION COMMITTEE

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

All contact during the evaluation phase shall be through the GSA-Procurement department only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of Bidder.

The CSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County’s requirements as set forth in this RFP.

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

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

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

Each of the Evaluation Criteria below will be used in ranking and determining the quality of bidders’ proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is 550 points, including the possible 50 points for local and small, local and emerging, or local preference points (maximum 10% of final score).

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

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

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

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

The Evaluation Criteria and their respective weights are as follows:

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Completeness of Response:**Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.  | Pass/Fail |
|  | **Debarment and Suspension:**Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at [www.sam.gov](http://www.sam.gov) . | Pass/Fail |
|  | **Implementation Plan and Schedule:** An evaluation will be made of the likelihood that Bidder’s implementation plan and schedule will meet the County’s needs as specified in this RFP.  | 10 Points |
|  | **Relevant Experience and Key Personnel:**Proposals will be evaluated against the RFP specifications and the questions below:1. Do the individuals assigned to the project have experience on similar projects?
2. How extensive is the applicable education and experience of the personnel designated to work on the project?
 | 20 Points |
|  | **References (See Exhibit A – Bid Response Packet)**  | 15 Points |
|  | **Oral Interview:**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. | 25 Points |
|  | **Description of the Proposed Services**: Bid response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder’s and County personnel involved, and the number of hours scheduled for such personnel. Finally, the description must: 1. Specify how the services in the bid response will meet or exceed the requirements of the County;
2. Explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County; and
3. Identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this RFP.
 |  20 Points |
|  | **Budget Detail:** Bid response shall include a Budget Detail that explains and provides a detailed breakdown of the Bidder’s cost as submitted on the Bid Form.  The budget detail shall include, at minimum, the following:  1. The work to be performed:
* The work to be performed should clearly match up with work performed in the RFP
1. The names and/or positions of all individuals that will provide services;
* Names of Key Personnel should be listed whenever appropriate
1. The estimated number of hours for each individual, corresponding hourly rates per individual, and extended costs.
 | 10 Points |

## CONTRACT EVALUATION AND ASSESSMENT

During the initial 60 day period of any contract which may be awarded to Contractor, 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.

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

1.                  Contractor has complied with all terms of this RFP; and

2.                  Any problems or potential problems with the proposed 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.

## NOTICE OF INTENT TO AWARD

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

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

* + - 1. The name of the bidder being recommended for contract award; and
			2. The names of all other parties that submitted proposals.
		1. At the conclusion of the RFP response evaluation process and negotiations, debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror’s bid. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder.
		2. The submitted proposals 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.

## Bid Protest/Appeals Process

GSA-Procurement prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following 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 for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

* + 1. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County’s GSA–Office of Acquisition Policy, ATTN: Contract Compliance Officer, located at 1401 Lakeside Drive, 10th Floor, Oakland, CA 94612, Fax: (510) 208-9720, before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day
			1. The Bid protest must contain a complete statement of the reasons and facts for the protest.
			2. The protest must refer to the specific portions of all documents that form the basis for the protest.
			3. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
			4. The County Agency/Department will notify all bidders of the protest as soon as possible.
		2. Upon receipt of written protest, GSA–Office of Acquisition Policy, or designee, will review and evaluate the protest and issue a written decision. The GSA–Office of Acquisition Policy, may, at its discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing or GSA award date.

		The decision will be communicated by e-mail, fax, or US Postal Service mail, and will inform the bidder whether or not the recommendation to the Board of Supervisors or GSA in the Notice of Intent to Award is going to change. A copy of the decision will 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 protest could have resulted in the Bidder not being the apparent successful Bidder on the Bid.
		3. The decision of the GSA-Office of Acquisition Policy on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 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 protest, all Bidders affected by the GSA-Office of Acquisition Policy's decision on the protest, and the protestor have the right to appeal if not satisfied with the GSA-Office of Acquisition Policy's 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 GSA-Office of Acquisition Policy, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the GSA-Office of Acquisition Policy shall not be considered under any circumstances by the GSA or the Auditor-Controller OCCR.
			1. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
			2. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). 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 Bid or, where appropriate, County contracting policies or other laws and regulations.
			3. The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by the GSA-Office of Acquisition Policy. 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 the GSA-Office of Acquisition Policy or department designee, and will determine whether to uphold or overturn the protest decision.
			4. The Auditor’s Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest
			5. The 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 will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.
		4. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisor or GSA.
		5. The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder’s failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

## TERM / TERMINATION / RENEWAL

* + 1. The term of the contract, which may be awarded pursuant to this RFP, will be 2 years.
		2. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for an additional two-year term at agreed prices with all other terms and conditions remaining the same.

## PRICING

* + 1. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
		2. All prices are to be F.O.B. destination. Any freight/delivery charges are to be included.
		3. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.
		4. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
		5. Price quotes shall include any and all payment incentives available to the County.
		6. Bidders are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.
		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.
		8. Prevailing Wages:  Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

## AWARD

* + 1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled “Evaluation Criteria/Selection Committee.”
		2. The committee will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
		3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
		4. Any proposal/bids that contain false or misleading information may be disqualified by the County.
		5. The County reserves the right to award to a single or multiple Contractors.
		6. The County has the right to decline to award this contract or any part thereof for any reason.
		7. Board approval to award a contract is required.
		8. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
		9. Final Standard Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:

<http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>

The template contains minimal Agreement boilerplate language only.

* + 1. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder’s proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

## METHOD OF ORDERING

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

## INVOICING

* + 1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
		2. County will use best efforts to make payment within 30 days following receipt and review of invoice and upon complete satisfactory receipt of product and performance of services.
		3. County shall notify Contractor of any adjustments required to invoice.
		4. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
		5. Contractor shall utilize standardized invoice upon request.
		6. Invoices shall only be issued by the Contractor who is awarded a contract.
		7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
		8. The County will pay Contractor monthly or as agreed upon, not to exceed the total quoted in the bid response.

## ACCOUNT MANAGER / SUPPORT STAFF

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

# INSTRUCTIONS TO BIDDERS

## COUNTY CONTACTS

GSA-Procurement is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the GSA-Procurement department only.

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

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. on February 19, 2019 to:

Tarana Malmirchegini, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

E-Mail: Tarana.Malmirchegini@acgov.org

PHONE: (510) 208-9614

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

## SUBMITTAL OF BIDS

* + 1. All bids must be completed and successfully uploaded through Alameda County Strategic Sourcing Supplier Portal BY 2:00 p.m. on the due date specified in the Calendar of Events. Technical difficulties in downloading/submitting documents through the Alameda County Strategic Sourcing Supplier Portal shall not extend the due date and time.
		2. Bidders **must** also submit an attached electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an **exact** scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation.
		3. No email (electronic) or facsimile bids will be considered.
		4. All costs required for the preparation and submission of a bid shall be borne by Bidder.
		5. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
		6. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee completed its evaluation, a recommended award has been made by the County Selection Committee, and the contract has been fully negotiated with the intended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five calendar days before the recommendation to award and enter into a contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will be sent recommend to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project.  In addition, award information will be posted on the County’s “Contracting Opportunities” website, mentioned above.
		7. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
		8. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
		9. 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.
		10. 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.
		11. 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).
		12. 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.

## RESPONSE FORMAT

* + 1. Bid responses must be submitted online through Alameda County Strategic Sourcing Supplier Portal.
		2. Bid responses are to be straightforward, clear, concise and specific to the information requested.
		3. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Exhibit A – Bid Response Packet.
		4. 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 RFP 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.

### EXHIBIT A

**BID RESPONSE PACKET**

**RFP No. 901757 –**  **Neighborhoods Ready for School Initiative**

To: The County of Alameda

From:

(Official Name of Bidder)

* **AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE ELECTRONIC COPY OF THE BID IN PDF (with OCR preferred). THE ELECTRONIC COPY MUST HAVE ALL APPROPRIATE PAGES SIGNED**
* **ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED THROUGH STRATEGIC SOURCING SUPPLIER PORTAL AS PDF ATTACHMENT(S) 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 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 RFP** **document and as specified in the STRATEGIC SOURCING SUPPLIER PORTAL event**
* **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 RFP, 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 RFP, 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 RFP No. 901757– Neighborhoods Ready for School Initiative.
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>]

* [**General Requirements**](http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm)

[<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.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>]

1. 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 RFP and associated Bid Documents.
2. 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.
3. 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.
4. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bid Response Packet, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

Official Name of Bidder:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Webpage:

Type of Entity / Organizational Structure (check one):

 [ ]  Corporation [ ]  Joint Venture

 [ ]  Limited Liability Partnership [ ]  Partnership

 [ ]  Limited Liability Corporation [ ]  Non-Profit / Church

 [ ]  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

#### BID FORM

[**Online**](https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=DEFAULT) **Bid Process**

<https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=DEFAULT>

**COST SHALL BE SUBMITTED ON EXHIBIT A 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 on Bid Formare estimates and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

By submission through the Alameda County Strategic **Sourcing Supplier Portal** Bidder certifies to County that all representations, certifications, and statements made by Bidder, as set forth in each entry in the Alameda County Strategic **Sourcing Supplier Portal** and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

**The total budget proposed below shall not exceed $150,000**

|  |  |
| --- | --- |
| **Service/Milestone & Deliverable** | **Total** |
| **Contractor shall facilitate a minimum of 4 meetings or trainings to orient participants to the project, provide trainings on research methods, basic data analysis on neighborhood specific data, and coordinate research activities.** | **$** |
| **Initial Statement of Work (SOW) or process for developing a community-based research plan, including development of research questions and tools, with opportunities for parents and community to be engaged along a participation spectrum (eg., continuous engagement, one-off events, etc.,)** | **$** |
| **Community outreach and training plan that describes outreach process and training events to ensure participants are engaged and able to participate.** | **$** |
| **Initial community derived concepts of “school readiness” and community event to present finding.** | **$** |
| **Community-based research plan, research tools, and at least 1 interim report to document project progress, identify preliminary findings, and make recommendations.** | **$** |
| **Culminating report based on community research and event to disseminate finding** | **$** |
| **Grand Total**  | **$** |

By submission through the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=CLASSIC) Bidder certifies to County that all representations, certifications, and statements made by Bidder, as set forth in each entry in the Alameda County [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/psp/SS/SUPPLIER/ERP/h/?tab=CLASSIC) and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

#### 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.) and attached it as PDF file(s) to their online bid submissions through Strategic Sourcing Supplier Portal.**

[ ]  1. **Table of Contents**: Bid responses shall include a table of contents listing the individual sections of the proposal and their corresponding page numbers.

[ ]  2. **Letter of Transmittal**: Bid responses shall include a description of Bidder’s capabilities and approach in providing its services to the County, and provide a brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the County. This synopsis should not exceed three pages in length and should be easily understood.

 3. **Exhibit A – Bid Response Packet:** Every bidder must fill out and submit the complete Exhibit A – Bid Response Packet.

[ ]  **(a)** **Bidder Information and Acceptance:**

 (1) Every Bidder must fill out and submit a signed page 4 of Exhibit A.

[ ]  **(c)** **References:**

 (1) Bidders must use the templates on pages 9 - 10 of this Exhibit A – Bid Response Packet to provide references.

 (2) Bidders are to provide a list of five current and five former clients. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

* + Bidders must verify the contact information for all references provided is current and valid.
	+ Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

 (3) The County may contact some or all of the references provided in order to determine Bidder’s performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

[ ]  **(d)** **Exceptions, Clarifications, Amendments:**

1. This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on page 11 of this Exhibit A – Bid Response Packet.
2. **THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.**

[ ]  4. **Key Personnel**: Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to County staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:

 (a) The person’s relationship with Bidder, including job title and years of employment with Bidder;

 (b) The role that the person will play in connection with the RFP;

 (c) Address, telephone, fax numbers, and e-mail address;

 (d) Person’s educational background; and

 (e) Person’s relevant experience, certifications, and/or merits.

[ ]  5. **Description of the Proposed Services**: Bid response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder’s and County personnel involved, and the number of hours scheduled for such personnel. Finally, the description must:

* + - * 1. Specify how the services in the bid response will meet or exceed the requirements of the County;
				2. Explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County; and
				3. Identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this RFP.

[ ]  6. **Budget Detail:** Bid response shall include a Budget Detail that explains and provides a detailed breakdown of the Bidder’s cost as submitted on the Bid Form.  The budget detail shall include, at minimum, the following:

The work to be performed should clearly match up with work performed in the RFP;

The names and/or positions of all individuals that will provide services. Names of Key Personnel should be listed whenever appropriate;

The estimated number of hours for each individual, corresponding hourly rates per individual, and extended costs.

[ ]  7. **Implementation Plan and Schedule**: The bid response shall include an implementation plan and schedule. In addition, the plan shall include a detailed schedule indicating how Bidder will ensure adherence to the timetables set forth herein for the final services.

[ ]  8. **Credentials:** Copies of any licenses, certifications, or other third party verification of credentials stated as BIDDER QUALIFICATIONS in the RFP must be submitted with the bid response; Documents must be clearly identified as to which requirement they are responsive.

#### CURRENT REFERENCES

RFP No. 901757 - Neighborhoods Ready for School Initiative

Bidder Name:

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

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

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

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

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

#### FORMER REFERENCES

RFP No. 901757 - Neighborhoods Ready for School Initiative

Bidder Name:

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

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

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

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

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

#### EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

RFP No. 901757 - Neighborhoods Ready for School Initiative

Bidder Name:

List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and submit with your bid response.

The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

|  |  |
| --- | --- |
| **Reference to:** | **Description** |
| Page No. | Section | Item No. |  |
| **p. 23**EXAMPLE | **D** | **1.c.** | ***Vendor takes exception to…*** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

\*Print additional pages as necessary

### EXHIBIT B

**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 RFP, prior to award. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit 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 RFP:

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



### EXHIBIT C

**VENDOR BID LIST**

RFP No. 901757 - Neighborhoods Ready for School Initiative

Below is the Vendor Bid List for this project consisting of vendors who have responded to RFI No. 901757 and/or been issued a copy of this RFP. This Vendor Bid List is being provided for informational purposes.

|  |
| --- |
| **RFP No. 901757** |
| **Business Name** | **Email** |
| Resource Development Associates | ahamburg@resourcedevelopment.net |
| Engage R+D | cnolan@engagerd.com |
| Bright Research Group | bohlson@brightresearchgroup.com |
| Shiree Teng | shireeteng@gmail.com |
| Partners for Collaborative Change | info@collabchange.org |