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

**ONLINE BIDDING PROCESS**

* Bid pricing must be submitted online through Alameda County [EZSourcing Supplier Portal](https://ezsourcing.acgov.org/).
* The following pages require signatures and must be scanned and uploaded to Alameda County [EZSourcing Supplier Portal](https://ezsourcing.acgov.org/):

1. Exhibit A – Bid Response Packet, [Bidder Information and Acceptance](#_BIDDER_INFORMATION) page
   1. [Must be signed by Bidder](#BidderSignature)
2. Exhibit A – Bid Response Packet, [SLEB Information Sheet](#SLEBPrime)
   1. [Must be signed by Bidder](#SLEBPrime)
   2. [Must be signed by SLEB Partner](#SLEBSubcontractor) if subcontracting to a SLEB

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. 901870

**for**

Probation Youth Employment Program

|  |
| --- |
| **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: Lovell Laurente, Procurement & Contracts Specialist**  **Phone Number: (510) 208-9621**  **E-mail Address:** [**lovell.laurente@acgov.org**](mailto:lovell.laurente@acgov.org) |

**RESPONSE DUE**

by

**2:00 p.m.**

on

**March 19, 2020**

through

**Alameda County, GSA-Procurement**

[**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org/)

<https://ezsourcing.acgov.org/>

Description: Description: Description: branding.jpg

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# CALENDAR OF EVENTS

REQUEST FOR PROPOSAL No. 901870

Probation Youth Employment Program

|  |  |
| --- | --- |
| **EVENT** | **DATE/LOCATION** |
| **Request Issued** | **February 4, 2020** |
| **Written Questions Due** | **February 21, 2020 by 5:00 p.m.** |
| **Networking/Bidders Conference** | **February 20, 2020 @ 2:00 p.m.**  **GSA-Procurement**  **Room 1107, 11th Floor**  **1401 Lakeside Drive**  **Oakland, CA 94612**  ***TO ATTEND ONLINE*:**  [<http://gsaalamedacounty.adobeconnect.com/admin/show-event-catalog>](http://gsaalamedacounty.adobeconnect.com/admin/show-event-catalog) |
| **List of Attendees** | **February 24, 2020** |
| **Q&A Issued** | **March 5, 2020** |
| **Addendum Issued** | **March 5, 2020** |
| **Response Due**  <https://ezsourcing.acgov.org/> | **March 19, 2020 by 2:00 p.m.** |
| **Evaluation Period** | **March 19, 2020 – April 9, 2020** |
| **Vendor Interviews Announced** | **March 31, 2020** |
| **Board Letter Recommending Award Issued** | **May 12, 2020** |
| **Board Consideration Award Date** | **May 26, 2020** |
| **Contract Start Date** | **July 1, 2020** |

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

|  |  |
| --- | --- |
| ***Alameda County Vendor Outreach*** | |
| Wednesday, February 19, 2020  1:00 p.m. – 2:00 p.m.  Castro Valley Library  3600 Norbridge Avenue  Castro Valley, CA 94546 | ***COME MEET ALAMEDA COUNTY’S***  ***PROCUREMENT TEAM!***  This is a public event where vendors can speak with GSA professionals, get to know them, and learn more about contracting opportunities with the County. |

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. 901870

SPECIFICATIONS, TERMS & CONDITIONS

for

Probation Youth Employment Program

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# STATEMENT OF WORK

## INTENT

It is the intent of these specifications, terms and conditions to describe the Probation Youth Employment Program (PYEP) services being requested by the County.

The total amount of funding available for this Request for Proposal (RFP) is $2,000,000 over the initial two-year term (or $1,000,000 per year).

The County intends to award a two-year contract (with options to renew for up to five total years) to no more than twelve successful Bidders (up to two per region) to serve six designated regions of Alameda County:

* **Region 1** (Oakland)
* **Region 2** (Hayward)
* **Region 3** (Castro Valley, San Leandro, San Lorenzo)
* **Region 4** (Fremont, Newark, Union City)
* **Region 5** (Alameda, Albany, Berkeley, Emeryville, Piedmont)
* **Region 6** (Dublin, Livermore, Pleasanton, Sunol)

In their proposal, Bidders should specify the region(s) for which its organization has capacity and intention to provide services.

The purpose of this youth employment program is to enhance the well-being and increase the self-sufficiency of probation-involved youth. By assisting probation youth in improving their employment skills and obtaining jobs, it is expected that those youth will become more autonomous and self-reliant. Alameda County Probation Department (ACPD) will enter into an agreement with successful Bidders to provide the following services to program Participants:

* + 1. Assessment of Participant;
    2. Employment Skills;
    3. Job Readiness Preparation Workshops;
    4. Job Recruitment and Job Placement; and
    5. Case Management and Follow-up services.

In addition, ACPD expects successful Bidders to provide services that will enable program Participants to be ready for employment in no more than 60 days from the referral date.

## SCOPE and BACKGROUND

ACPD is committed to protecting the public’s safety by providing supervision, support services, and opportunities to our clients. The ACPD’s Juvenile Field Services Division is committed to promoting the use of best practices through data driven, performance-based supervision, support services, and opportunities that will result in positive behavior change and life options for youth actively supervised on probation.

* + 1. **Target Population**

The target population for this program are Probation clients who meet all three conditions below:

* + - 1. Are under the care and supervision of the ACPD Juvenile Field Services;
      2. Have been arrested for criminal offenses or referred to ACPD for truancy; and
      3. Are between the ages of 14-21 years old.

This target population may have limited or no previous work experience. These clients also experience socioeconomic barriers that impede access to and/or navigation of systems containing pertinent documentation needed to be considered employable (e.g., birth certificates, social security cards, identification cards, work permits, etc.).

* + 1. **Geographic Breakdown**

Due to the geographic distribution of the target population, ACPD must ensure that employment services procured through this RFP adequately cover all areas of the County.

In Juvenile Field Services, there are approximately 447 youth with open cases in the North and South County regions. Percentage of youth actively supervised on probation broken down by region is as follows:

* + - 1. **Region 1** **(Oakland)**: Approximately 46% of youth on probation reside in this area;
      2. **Region 2** **(Hayward)**: Approximately 21% of youth on probation reside in this area;
      3. **Region 3** **(Castro Valley, San Leandro, San Lorenzo)**: Approximately 10% youth on probation live in this area;
      4. **Region 4 (Fremont, Newark and, Union City)**: Approximately 9% of youth on probation reside in this area**;**
      5. **Region 5** **(Alameda, Albany, Berkeley, Emeryville, and Piedmont)**: Approximately 9% of youth on probation live in this area;
      6. **Region 6** **(Dublin, Livermore, Pleasanton, and Sunol)**: Approximately 5% of youth on probation reside in this area.
    1. **Funding Information**

The estimated total budget allocation for this RFP currently amounts to $2,000,000 over the initial two-year term (or $1,000,000 per year). **However, County funds awarded through this RFP may not represent more than 50% of an organization’s Annual Operating Budget**.

The fee structure of awarded contracts will be either cost reimbursement or fee-for-service, as negotiated between the parties. If the parties negotiate a cost-reimbursement fee structure, administrative overhead costs will not exceed 10% of the available funding. Cost reimbursement shall be of actual, reasonable, necessary, and allowable costs incurred up to the maximum compensation for the performance of services as specified in the contract. Submission of invoices, reports, and deliverables must be made in a timely manner along with supporting documentation.

The following table summarizes the award information:

**Table 1**

|  |  |
| --- | --- |
| **FUNDING INFORMATION TABLE** | |
| **Estimated Total Funding – Region 1** | **$460,000/year** |
| **Estimated Total Funding – Region 2** | **$210,000/year** |
| **Estimated Total Funding – Region 3** | **$100,000/year** |
| **Estimated Total Funding – Region 4** | **$90,000/year** |
| **Estimated Total Funding – Region 5** | **$90,000/year** |
| **Estimated Total Funding – Region 6** | **$50,000/year** |
| **Anticipated Start Date** | **July 1, 2020** |
| **Length of Initial Contract Period** | **Two Years** |

The County reserves its right to decline to award contracts, or any part thereof, under this RFP for any reason. In the event that multiple awardees are assigned within a specific region, the County reserves it right to adjust total award amounts in order to stay within the total funding amount.

In addition, if there are any gaps in regions, the County reserves its right to select from Bidders that were evaluated in order to cover such gaps.

## BIDDER QUALIFICATIONS

* + 1. A Bidder may be a single vendor that provides services, or a consortium/coalition of vendors working collaboratively to provide services. Collaborating vendors must name a *single, lead prime Bidder* that will submit on behalf of collaborating vendors; the prime Bidder shall coordinate all fiscal and administrative duties as needed to provide services under and contract resulting from this RFP.

Bidder and/or its Principal shall meet the following requirement:

* + - 1. Shall be regularly and continuously engaged in the business of providing successful community outreach and engagement of youth in employment activities for at least three years.
         1. Minimum years of providing services must be verifiable through references and/or other submittals provided in Exhibit A – Bid Response Packet.
         2. If bidding as a collaboration, the minimum years of experience must be met by the lead prime Bidder.
    1. **Bidder shall be a local vendor, based in Alameda County.** All and any parties of any bidding consortium must also meet this requirement. An Alameda County vendor is a firm or dealer:
       1. With fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP; and
       2. Which holds a valid business license issued by the County or a city within the County.

The County is requesting that the providers be local to Alameda County because services requested under this RFP are to be provided to Alameda County youth who need to be able to access local resources, particularly those with transportation challenges.

* + 1. **Bidder shall have a facility (or facilities), in Alameda County in the service region(s) for which they are bidding**, to adequately conduct all meetings with youth and/or their families.
    2. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.

## PROGRAM REQUIREMENTS

* + 1. Contractor shall, at a minimum, provide the following core services to program Participants:
       1. **Assessment of Participant**

Assessment shall include, at a minimum, the following:

1. An initial evaluation of Participant’s current level in each of the following categories:
2. Employment Skills;
3. Job Readiness; and
4. Job Recruitment and Job Placement.
5. An individualized employment development plan with identified goals and strategies.
6. Follow-up with assigned Deputy Probation Officer (DPO) as needed and identified by the County.
   * + 1. **Employment Skills**

Employment skills shall include, at minimum, the following:

* + - * 1. Job etiquette skills;
        2. Interpersonal skills;
        3. Verbal communication skills; and
        4. Time management.
      1. **Job Readiness Workshops**

Contractor shall train Participants to seek and obtain employment, and to keep their jobs once they are hired. These workshops shall include, at minimum, the following:

* + - * 1. Preparation tips and strategies for cover letter and résumé writing;
        2. Interviewing techniques and presentation skills;
        3. Education on workplace expectations;
        4. Effective job seeking (e.g., online job searching);
        5. Improving financial literacy and fiscal responsibility;
        6. Conflict resolution and problem solving skills; and
        7. Documentation review and assistance (Social Security card, California Identification, etc.).
      1. **Job Recruitment and Job Placement**

Job recruitment and job placement services shall include, at minimum, the following:

* + - * 1. Educating and assisting Participants on the job recruitment process;
        2. Matching the Participant to temporary or permanent positions afterschool, summer, or full-time; and
        3. Educating the Participant about the responsibilities, pay, and benefits of job in question (e.g. job orientation).
      1. **Case Management Services & Follow-up**

Follow-up services provided by the Contractor shall include, at minimum, the following:

* + - * 1. Adequate support to Participants for optimal employment outcomes;
        2. Monitor Participants and provide them with appropriate services, referrals, barrier removal support, and linkage to meet their employment needs;
        3. Maintaining accurate records of relevant information for each Participants, and ensuring Participants meet eligibility criteria for services;
        4. Regularly assessing each Participant’s level of skills and functioning to ensure employment in the appropriate job field; and
        5. Engaging and motivating Participants.
    1. Employment placements must be suitable Participant’s qualifications and in alignment with his or her background and skillset. Contractor(s) shall work with DPO’s to ensure that employment placements are appropriate and in line with the youth terms and conditions of Alameda County’s Probation Department.
    2. Contractor(s) shall provide necessary services to **ensure that all Participants serviced under this RFP will be ready for employment in no more than 60 days from the referral date**. An additional 15-day extension might be granted in cases where extra time is necessary.
    3. Contractor shall meet or exceed the following programmatic requirements:
       1. **Referral Process**:
          1. Clients will come to the Contractor in several ways, but the eligibility of each referral must be verified by ACPD.
          2. Referrals may be identified and referred to the Contractor by the client’s DPO.

Referrals from the DPOs will be comprised of clients who have been assessed as meeting programmatic prerequisites.

Referrals to the program may also be identified by the Contractor or other contracted organizations of ACPD. In this event, Contractor must verify the eligibility of those referrals with ACPD through a standardized referral verification process.

* + - 1. **Staffing Requirements:** Contractor(s) must staff their proposed program with staff members who have qualifications and experience relevant to training in the proposed sector(s) in which the training will be provided.
      2. **Program Completions, Early Exits, and/or Discharges:** Contractors shall have a process for documenting, collecting, and tracking program completions, early exits, or discharges from the program and these shall be reported to ACPD on a monthly basis. Each Contractor will detail in their proposal what constitutes as a “program completion” and what measures are used to track program progress.
      3. **Data Collection Requirements:** Contractors shall regularly collect and track data about referred, enrolled, and completed participants. While each Contractor may use its own system for data collection, all requested participant and outcome data must be shared with ACPD. Contractors must agree to the County’s standard data sharing agreement terms.
      4. **Program Coordination:** Contractor shall attend and participate in regularly scheduled meetings conducted by ACPD, as well as various training meetings designed to facilitate communication and coordination with ACPD and other service providers.
      5. **Participant Satisfaction Survey:** Contractor shall conduct their agency developed participant satisfaction survey for all participants enrolled in their program. This information will be used in the Performance Measures (see section G. Deliverables & Reports).
    1. Café Services at the Juvenile Justice Center

The Juvenile Justice Center (JJC), located at 2500 Fairmont Drive in San Leandro, houses a café. One of the primary purposes of the JJC café is to offer at-risk youth with positive work experience, training, and confidence as they transition into adulthood and independence.

* + - 1. At the County’s sole discretion, the County may request a vendor awarded a contract under this RFP to staff and operate the JJC café as part of its youth employment program, **at no additional cost to the County (other than those costs outlined below)**, utilizing the target population under this RFP and/or other Probation-referred clients. While the County may take into consideration the contracted vendor’s programs, services, and awarded Region(s), the County will have sole discretion as to which contracted vendor will staff and operate the JJC café and reserves its right to change the contracted vendor at any time.
      2. The County will work with the selected contracted vendor to finalize contractual obligations. However, a brief summary of potential requirements is as follows:
         1. Staffing and Operations:

Contractor shall staff and operate the JJC café Monday through Friday, 8:00 a.m. to 5:00 p.m.

Contractor shall operate the café as a “cart” style model with *grab-an-go* food items that require minimal to no on-site prep.

ACPD will reimburse the Contractor for any food vouchers remitted to the café.

Contractor shall have plans in place to work with the County to furnish and equip the space to County specifications that will be determined after contract award.

Upon termination of contract and/or provision of services, County in its sole discretion may take possession of any items purchased using contract funds.

The County reserves its right to change how it operates the café, and Contractor agrees to have plans in place to reasonably accommodate operational changes requested by the County.

* + - * 1. Internship: Contractor shall hire, train, and pay (at or above minimum wage) interns selected in cooperation with ACPD to staff and operate the café.

If not already included as part of Contractor’s Probation Youth Employment Program services, Contractor agrees to work with ACPD to negotiate subsidized wages for any youth and/or clients it refers that are used to staff the café.

* + - * 1. Training: Contractor shall provide training to interns related to operating the café. Interns should graduate with acquisition of and experience in the basic skills such as: customer service, money handling/transactions, inventory/stocking, safe food handling and preparation, proper disposal and recycling of waste materials/products, and basic business practices.

Interns who successfully complete the internship must be provided with a Food Safety Certificate (e.g., ServSafe) and a Letter of Recommendation written and signed by the Contractor.

**[NOTE: Café related services will not be part of the evaluation of bid proposals, and Bidders should not include café related services as part of their Budget Form or any other portion of the Exhibit A – Bid Response Packet.]**

## PROGRAM FRAMEWORK REQUIREMENTS

Contractor’s services shall meet and/or address the following program framework requirements, which shall take into consideration the diversity of clients overall.

* + 1. **Positive Youth Development Approach** (PYD)[[1]](#footnote-1) is a comprehensive way of thinking about the development of children and youth, and the factors that facilitate or impede their individual growth and their achievement of key developmental stages. The PYD framework is an alternative to viewing adolescent development through the lens of problems and deficits. Contractor shall use and integrate into the operation of their contract the principles of PYD. The PYD frameworks share the following five basic assumptions:
       1. Healthy messages to youth about their bodies, behaviors, interpersonal relationships, and interactions;
       2. Safe and structured places for youth to study, recreate, and socialize;
       3. Strong relationships with adult role models;
       4. Skill development in literacy competence, work readiness, and social skills; and
       5. Opportunities for youth to serve others and build self-esteem
    2. **Cultural Awareness & Sensitivity** is a critical factor in the success of supports and services to the at-risk and system-involved youth. Contractor shall have the cultural competency required to successfully serve Participants in any service categories awarded. This competency spans not just race/ethnicity and language capacity, but it includes understanding and reflecting client’s shared experiences, as well as the unique experiences of sub-groups defined by sex, race, exposure to trauma, immigration experience, mental health status, substance use, socioeconomic status and other factors.
    3. **Evidence-Based Practices**: Contractor shall incorporate practices with evidence of effectiveness. Contractor shall also use the following eight evidence-based principles in order to achieve effective interventions:
       1. Assess Actuarial Risk/Needs
       2. Enhance Intrinsic Motivation
       3. Target Interventions
       4. Skill Train with Directed Practice (Use Cognitive Behavioral Treatment methods)
       5. Increase Positive Reinforcement
       6. Engage Ongoing Support in Natural Communities
       7. Measure Relevant Processes/Practices
       8. Provide Measurement Feedback

For all service, treatment, or rehabilitative programs, the Contractor shall utilize and incorporate evidence-based correctional practices that are widely accepted as strategies to improve client mental health and behavioral outcomes. Greater consideration will be given to those programs that has demonstrated and incorporated Evidence-Based Practices in their existing program, services, and curriculum.

* + 1. **Trauma-Informed Care (TIC)**: Contractor shall design activities in such a way that prevents re-traumatization; services shall respond to maladaptive coping mechanisms in order to help Participants reframe their life narrative from one of victim to resilient survivor by creating a low anxiety atmosphere characterized by high levels of trust. Contractor(s) shall use the following guidelines in order to ensure that they are conducting a trauma-informed care approach to services:
       1. **Consumer Involvement**: Involve trauma survivors, consumers, and family members. These groups have significant involvement, voice, and meaningful choice at all levels and in all areas of organizational functioning (e.g., program design, implementation, service delivery, quality assurance, access to peer support, workforce development, and evaluation).
       2. **Cross-Sector Collaboration**: There is collaboration between adult and children/youth services, prevention and treatment, health and human service sectors, education, legal, child welfare, and criminal justice sectors and systems.
       3. **Interventions**: All interventions, including screening and assessment, are based on the best available empirical evidence, are culturally appropriate, and reflect principles of a trauma-informed approach. A trusted and effective referral system is in place, and trauma-specific interventions are acceptable, effective, and available for individuals, youth, and families seeking services.
       4. **Training and Workforce Development**: Training on trauma and how to respond is available for all staff. A human resource system incorporates trauma-informed principles in hiring, supervision, and staff evaluation. Procedures are in place to support staff with trauma histories.
       5. **Consultation and Supervision**: All levels of staff receive regular and ongoing consultation and supervision around issues of trauma, vicarious trauma, and burnout faced in the workplace, including interactions between staff and clients, and among staff themselves.
       6. **Physical Environment**: Investments are made to ensure the physical environment promotes a sense of safety for Participants, clients, and staff.
       7. **Quality Assurance**: There is ongoing assessment, tracking, and ongoing of trauma-informed principles.
    2. **Developmentally Appropriate**: Contractor shall be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure Participants develop a healthy trajectory.
    3. **Understanding Experiences**: Contractor shall address how Participants frame what has happened to them in the past and help Participants positively shape their beliefs about the future.
    4. **Coping Strategies**: Contractor shall help Participants transform maladaptive coping methods into healthier, more productive strategies.
    5. **Social Support**: Contractor shall include strategies for helping Participants build protective factors such as connections with schools, employment, health care, legal services, appropriate family members and other caring adults.

## ADMINISTRATIVE REQUIREMENTS

Contractor shall administer the Program in accordance with the following administrative requirements, including having and maintaining plans, policies, and procedures for addressing each of the following:

* + 1. Administration and Fiscal Management

Contractor shall administer the Program as a separate organizational, administrative, and fiscal activity and shall keep this program(s) separate and distinct from other activities.

* + 1. Staff Background Checks
       1. Contractor shall conduct background checks on all staff, including but not limited to employees, contractors, volunteers, and consultants, who have regular and/or unsupervised private contact with Participants served by the organization. Required background checks must include state or tribal criminal history records (including fingerprint checks), sex offender registry checks, and any other checks required by state law.
          1. Contractor shall verify compliance as requested by County.
       2. To the extent the Contractor is able, Contractor’s background checks shall include the Federal Bureau of Investigation (FBI) criminal history records, including fingerprint checks and child abuse and neglect registry checks. If a Contractor is unable to obtain FBI criminal history information or child abuse and neglect registry information, the Contractor’s must detail its efforts to obtain such information and the impediments encountered.
       3. Contractor shall include in background checks verification of educational credentials and employment experience, the individual’s driving records (for those who will transport youth), and professional licensing records.
    2. Emergency Preparedness Plan:
       1. Contractor shall have a preparedness, response, and recovery plan. The plan should contain strategies for addressing evacuation, security, food, medical supplies, and notification to Participants’ families, as appropriate. In the event of an evacuation due to specific facility issues, such as fire, loss of utilities, or at the direction of authorities, an alternative location needs to be established and posted.
    3. Participant Release/Consent Information
       1. Contractor shall obtain releases from each Participants to collect client-level data and provide such data to ACPD, including identifying information. If Contractor cannot obtain a release from any Participant because that individual refuses to sign a release, Contractor shall report the refusal to ACPD.
       2. For any Participant who refuses to sign a release, Contractor shall report the same data in a format that does not use the Participant’s name or otherwise identify the Participant.
       3. The refusal of a Participant to sign consent for release of information shall not interfere with the provision of services by Contractor or the payment to Contractor for services provided (as long as the data is provided).
    4. Staff Development and Training Plan
       1. Contractor shall ensure that all paid and volunteer workers are trained on the Core Competencies of Youth Workers[[2]](#footnote-2) necessary to carry out the objectives and activities of the contract. This shall include, but is not limited to, positive youth development, trauma-informed care, evidence-informed practices, outreach and recruitment, human trafficking prevention and intervention, harm reduction, assessment and case management, worker safety, understanding the diversity and culture of life on the street, safe and ethical practices, and community resources for well-being and self-sufficiency.
       2. Contractor shall have and maintain current job descriptions on file with ACPD for all personnel whose salaries, wages, and benefits are funded through this contract. Job descriptions shall specify the minimum qualifications for services to be performed and shall be provided to ACPD, upon request, for approval. Contractor shall submit revised job descriptions meeting to ACPD for approval prior to implementing any changes or employing persons who do not meet the minimum qualifications.
       3. Contractor shall provide staff with regular trainings, including attendance at all trainings required by County as part of this Contract. For example, trainings on core competencies for working with criminal-justice involved individuals and evidence-based practices may be required.

*[Funding for staff development shall be reflected in the Bidder’s proposed budget.]*

* + 1. Funding Acknowledgments

Contractor shall ensure all written materials, publications, electronic media which are produced with funds from this Contract and/or pertains to the target population being serviced by this Contract include a funding acknowledgment statement in the form of a sentence under a separate heading titled "Funding" directly after your acknowledgements. “Alameda County Probation Department” must be written out in full, an approved logo attached, and followed by the Contract number in square brackets. All written materials, publications, electronic media, etc. which include the funding statement and logo shall be submitted to the ACPD **prior** to mass production for approval. Please see following example of a funding statement:

*This work was supported by the Alameda County Probation Department, Probation Youth Employment Program contract [MC 901870].*

## DELIVERABLES / REPORTS

* + 1. **Performance Measures:** This will be a performance-based contract with measurements and standards. The performance measures focus on whether clients are better off as a result of the services provided, and also look at the quality and efficiency of the services provided.

The measurements outlined below, will identify the role the organizations play in community-wide impact by identifying clients who benefit from the services provided. ACPD reserves the right to request any other data measurements that are not identified in the RFP.

* + - 1. How much was done?
         1. Of clients referred by ACPD, the number/percent who enrolled in the program within 30 days of referral.
         2. Number and percent of Participants who completed orientation and assessment within 30 days of enrollment.
      2. How well was it done?
         1. Number and percentage of Participants retained in the program.
         2. Number and percentage of Participants who completed Contractor’s Participant Satisfaction Survey.
         3. Number of Participants satisfied with the following services: Employment Skills, Job Readiness Preparation Workshops, Job Recruitment & Job Placement, and Case Management and Follow-up Services
      3. Are participants better off?
         1. 100% of Participants will complete an assessment one month from program enrollment date.
         2. 80% of Participants will establish a positive relationship, facilitated through Contractor, with at least one adult (staff, case manager, mentor, etc.) that they receive support, advice, and guidance. (The above question will be included in the Satisfaction Survey, which Contractor will administer).
         3. 80% of Participants will complete the employment workshops.
         4. Within six months of program completion, 75% of Participants will not be arrested or reoffend, to be confirmed with Probation data.
         5. 75% of Participants have taken significant steps toward furthering their employment goals based on Contractor’s Assessment Tool (to be approved by ACPD).
         6. 75% of employed Participants will perform successfully in their work experiences, as indicated by a positive evaluation from their employment supervisor at the end of each program term (i.e., summer and/or school year).

Worksite Evaluation forms will be created with or approved by ACPD and be based on program design. Contractor will have employment supervisors complete the forms at the end of each program term or at exit from the program.

* + 1. Contractor shall provide monthly, quarterly, and annual written reports separate from their invoices.
       1. Monthly Reports

Monthly reports shall be submitted with monthly invoice requests by the 10th of each month (or the next business day when the 10th is on a weekend or holiday). Each monthly report should include data for the previous month of service (for example the December 10th report should include November data) and shall include, but not be limited to, the following:

* + - * 1. Names of the Participants served each month;
        2. Probation case number (if applicable);
        3. Date of birth, address, client descriptive information (referral source, gender, ethnicity etc.);
        4. Number of Participants enrolled;
        5. Number of Participants engaged;
        6. Number of Participants placed at job;
        7. Number of Participants in employment workshops;
        8. Number of workshops completed;
        9. Revenue and expenditure reports;
        10. Payroll reports; and
        11. Other information as requested.
      1. Bi-Annual Progress Reports
         1. In addition to monthly data reports, Contractor shall submit a bi-annual narrative report to ACPD. Bi-annual narrative reports will be due: January 15th (July through December) and July 15th (January through June) of each fiscal year of the contract period.
      2. Referral/Service Status Reports
         1. Contractor shall submit a written notification to the referring DPO as follows:

Before close of business on the next business day (Monday through Friday) to confirm the receipt of the referral;

Within two weeks of the receipt of referral, provide written notification regarding the status of the referral and/or services;

Within one month from the receipt of the referral, provide written notification, if applicable, and of the status of the referral and/or services; and

Provide written notification regarding the outcome of the services (successful/unsuccessful). For the duration of the referral, Contractor shall establish and maintain ongoing communication with the Participant’s assigned DPO and/or the Program Services Coordinator (as appropriate) regarding the youth’s progress.

# 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 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 probation youth services. The CSC will score and rank Bidders in accordance with the evaluation criteria set forth in this RFP.

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 bidders 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 in each service region 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.

**In addition to the highest ranked bidder in each service region, the County can—at its sole discretion—assign additional vendors in a region (based on ranking within that region) to cover the needs and population of a service area.**

**The County reserves its right to decline to award contracts, or any part thereof, under this RFP for any reason. In the event that multiple awardees are assigned within a specific region, the County reserves it right to adjust total award amounts in order to stay within the total funding amount.**

**In addition, if there are any regions for which bid proposal are not received, the County reserve its right to select from and award to Bidders that were evaluated in order to cover those regions.**

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 525 points, including the possible 25 points for local and small, local and emerging, or local preference points (maximum 5% 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 five bidders (per region) 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 may 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 [https://www.sam.gov/](https://www.sam.gov/SAM/). | Pass/Fail |
|  | **Organizational History and Capacity:**  Proposals will be evaluated against the RFP specifications and instructions, and the questions below:   1. How well has the Bidder demonstrated past and current projects to demonstrate experience and capacity for effective delivery of proposed service? 2. How well did the Bidder identify and define staffing and management roles? How appropriate to the program are those staff and their roles? How well did the Bidder identify its plan for supervision and support of direct service staff? 3. How appropriate and accessible is the service location(s)? 4. How appropriate and extensive are the educational and professional backgrounds of key personnel to deliver program services, including cultural and gender competence as well as language capacity? | 15 Points |
|  | **Cost:**  The points for Cost will be computed by dividing the amount of the lowest responsive *County Cost Per Participant* by each bidder’s *County Cost Per Participant*. **County Cost Per Participant** will be determined by dividing the *County Request (Grand Total Costs)* by the *Total Client Service Capacity*.  Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford. | 15 Points |
|  | **Fiscal Practices, Budget Form, and Budget Justification:**  Proposals will be evaluated against the RFP specifications and instructions, and the questions below:   1. How clear, realistic, and reasonable are costs in relation to the services provided? How reasonable is the *County Cost per Participant* for the services provided? 2. How well does the Bidder outline, and how diverse are, the revenue sources both for its organization as well as the proposed program? 3. How well does the Bidder describe its fiscal oversight and management practices? 4. How well do staff salaries reflect local costs of living (ideally all salaries above $50,000/year)? | 15 Points |
|  | **Program Design:**  Proposals will be evaluated against the RFP specifications and the questions below:   1. How well has the Bidder demonstrated its program design is rooted in or modeled after evidence-based practices? 2. How well has the Bidder demonstrated its awareness of the communities, as well as its experience and ability to do outreach and engage the target population and subpopulations? 3. How clearly and specifically does the Bidder outline its proposed services to meet and/or exceed the County’s requirements? 4. How well does the Bidder demonstrate its ability to engage families, caregivers, and other community support systems? | 30 Points |
|  | **Outcomes and Impact**  Proposals will be evaluated against the RFP specifications and the questions below:   1. How well does the Bidder demonstrate its ability to meet or exceed the County’s expected outcomes and performance measures? 2. How well does the Bidder demonstrate its ability to ensure all program participants are ready for employment within 60 days of referral? 3. How well does the Bidder describe its experience ability to track and record data and evaluations (including the use of database systems), as well as use them to inform and improve services? | 15 Points |
|  | **References (See Exhibit A – Bid Response Packet)**  References may be used to inform scoring in other areas. | 5 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. | 5 Points |
| **SMALL LOCAL EMERGING BUSINESS PREFERENCE** | | |
|  | Small and Local or Emerging and Local Preference: Points equaling five percent of bidder’s total score, for the above Evaluation Criteria, will be added. This will be the bidder’s final score for purposes of award evaluation. | 5% |

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

## QUANTITIES

* + 1. Quantities listed herein are estimates and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

## PRICING

* + 1. Prices quoted shall be firm for the first 24 months of any contract that may be awarded pursuant to this RFP.
    2. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the County.
    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. 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.
    7. 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. 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.

As a result of the County’s commitment to advance the economic opportunities of these businesses, **Bidders must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at:

<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): 561311, 611430, 624110, and 541990.

A small business is defined by the [United States Small Business Administration](http://www.sba.gov/) (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.

* + 1. 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.
    2. Any proposal/bids that contain false or misleading information may be disqualified by the County.
    3. The County reserves the right to award to a single or multiple Contractors.
    4. The County has the right to decline to award this contract or any part thereof for any reason.
    5. Board approval to award a contract is required.
    6. 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.
       1. At the County’s sole discretion and upon the County’s request, itemized receipts and supplemental documentation shall be provided by the Contractor for reimbursable expenses.
    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 County 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 the date/time indicated in the CALENDAR OF EVENTS:

Lovell Laurente, Procurement & Contracts Specialist

Alameda County, GSA-Procurement

1401 Lakeside Drive, Suite 907

Oakland, CA 94612

Email: [lovell.laurente@acgov.org](mailto:lovell.laurente@acgov.org)

Phone: (510) 208-9621

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 [EZSourcing Supplier Portal](https://ezsourcing.acgov.org/) 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 [EZSourcing Supplier Portal](https://ezsourcing.acgov.org) shall not extend the due date and time.

The bid shall be uploaded in a single file (PDF with OCR preferred) and shall include the Bid Response Packet and all additional required documentation.

* + 1. No email (electronic) or facsimile bids will be considered.
    2. All costs required for the preparation and submission of a bid shall be borne by Bidder.
    3. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
    4. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, 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.
    5. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
    6. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
    7. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
    8. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
    9. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
    10. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

## RESPONSE FORMAT

* + 1. Bid responses must be submitted online through Alameda County [EZSourcing Supplier Portal](https://ezsourcing.acgov.org).
    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**

**INSTRUCTIONS**

* **As described in the submittal of bids section of this RFP, bidders must submit an electronic copy of the bid in PDF (with OCR preferred). The electronic copy must have all appropriate pages signed (**✍**).**
* **Each page of the Bid Response Packet must be submitted through the** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) **as PDF attachment(s) with all required information included and documents attached; any pages of the Bid Response Packet not applicable to the bidder must be submitted with such pages or items clearly marked “N/A” or the bid may be disqualified as incomplete.**
* **Bidders shall not modify the Bid Response Packet or any other County-provided document unless instructed to do so. Modifications bidders are instructed to make include:**
  + **On the cover page of the Bid Response Packet, Bidders must replace the information in BLUE font (name of bidder organization, primary contact name, etc.).**
* **Bidder must quote price(s) as specified in the RFP, including any addendums, and as specified in the** [**EZSourcing Supplier Portal**](https://ezsourcing.acgov.org) **event.**
* **Bidders that do not comply with the requirements, and/or submit incomplete bid packages, are subject to disqualification and their bids being rejected.**
* **If a Bidder is making any clarifications, or taking exception to policies or specifications of this RFP, these must be submitted in the *Exceptions and Clarifications* form of the Bid Response Packet in order for the bid response to be considered complete.**
* **NOTE: Bidders will be evaluated and scored separately for each proposed Region.**

**Date of Submission**

**Name of Bidding Organization**

**Address 1**

**Address 2**

**City, State Zip Code**

**Proposal Contact Name**

**Proposal Contact Title**

**Proposal Contact Phone Number**

**Proposal Contact Email Address**

### BID RESPONSE PACKET

**RFP No. 901870**

**Probation Youth Employment Program**

#### BIDDER INFORMATION

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 Organizational Structure:

Date of Organizational Structure:

Federal Tax Identification Number:

Primary Contact Information:

Name / Title:

Telephone Number:  Alternate Number:

E-mail Address:

#### BIDDER ACCEPTANCE

1. The undersigned declares and agrees that the Bid Documents, including, without limitation, the RFP, Q&A, Addenda, and Exhibits have been read and accepted.
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. 901870 – Probation Youth Employment Program.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, general County requirements, 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 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>]

* [**First Source**](http://www.acgov.org/gsa/departments/purchasing/policy/first.htm)

[<http://acgov.org/auditor/sleb/sourceprogram.htm>]

* [**Online Contract Compliance System**](http://www.acgov.org/gsa/departments/purchasing/policy/compliance.htm)

[<http://acgov.org/auditor/sleb/elation.htm>]

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

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

1. The undersigned acknowledges that Bidder is and will remain in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP.
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. The undersigned acknowledges ***ONE*** of the following (please check only one box):

Bidder is LOCAL to Alameda County 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.

**\*OR\***

Bidder is a certified SLEB at the time of bid submittal and is requesting 5% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB INFORMATION SHEET](#SLEBCerta)).

**SIGNATURE:** ✍

Name/Title of Authorized Signer:

Dated this  day of  20

#### TABLE OF CONTENTS

**Instructions**: Bidder shall remove this page and replace it with a **Table of Contents** listing the individual sections of the proposal and their corresponding page numbers. The page(s) inserted shall be clearly marked *Table of Contents*.

#### ORGANIZATIONAL HISTORY and CAPACITY

**Instructions (please keep and include this page as part of the bid response)**:

1. Bidders must check the box next to each Region in the Table 2 below that it proposes to serve:

**Table 2 – Regions Proposed for Service**

|  |  |  |
| --- | --- | --- |
|  | **Proposed Service Region** | **Funding Amount** |
|  | **Region 1**  Oakland | **$460,000/year** |
|  | **Region 2**  Hayward | **$210,000/year** |
|  | **Region 3**  Castro Valley, San Leandro, San Lorenzo | **$100,000/year** |
|  | **Region 4**  Fremont, Newark, Union City | **$90,000/year** |
|  | **Region 5**  Alameda, Albany, Berkeley, Emeryville, Piedmont | **$90,000/year** |
|  | **Region 6**  Dublin, Livermore, Pleasanton, Sunol | **$50,000/year** |

**Following this page, Bidder shall provide the following information:**

1. If this is a collaborative proposal, please identify the single/lead prime bidder as well as any subcontractors and/or partnering organizations, including each’s roles and how all organizations will work together.
2. As stated in the Bidder Qualifications section of this RFP: *Bidder shall have a facility (or facilities), in Alameda County in the service region(s) for which they are bidding.*

Therefore, Bidders must identify the location(s) where services will be provided (i.e., facility name, street address, city, and zip code) within each proposed Region.

1. Bidder must describe its experience providing its proposed services, as well as those of any collaborating partners. Please include information on years of service in the Region(s) proposed, and how the program aligns with the bidding organization’s mission.
2. Bidder must briefly describe any strengths that make your program uniquely qualified to provide the proposed services. Include information on organizational language capacity, specific subpopulations served (e.g., gang-involved, LGBTQ, etc.) and/or specific services your program is qualified to offer related to proposed services.
3. Bidder must describe the staffing plan for its proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and briefly discuss their roles. If this is a collaborative proposal, please describe the key staff for each subcontractor and/or partnering organization, including each individual’s role.
4. In addition to the above, please provide a **Table of Key Personnel**. This table must include all persons who will provide direct services to youth (including those from collaborating partners), as well as any individuals who supervise or manage such persons. The table must include the following information for each person (if this is a collaborative proposal, please clearly identify from which organization the person is employed):
   1. Job title and years of employment;
   2. The role that the person will play in connection with the RFP;
   3. Identify staff, volunteers, or leadership that have a history with the criminal justice system or lived experiences;
5. Bidders must submit a complete résumé or curriculum vitae for each person listed in the Table of Key Personnel that includes educational background, relevant experience on similar projects, certifications, and merits. Bidders must provide a brief job description for any unfilled positions that are to be hired.

**Suggested Length**: 2 pages (not including the Table of Key Personnel and résumés).

#### FISCAL PRACTICES

**Instructions (please keep and include this page as part of the bid response)**:

Following this page:

1. Bidder must provide an overview of its budget, including an outline of revenue sources (e.g., donations, government contracts, foundation grants, etc.) Please also indicate the following:
   1. Does the Single/Lead Prime Bidder currently receive funds from the County of Alameda?
   2. If yes, how much and from what program(s), agencies, and/or departments?
2. Bidder must describe its experience managing performance-based contracts that include service benchmarks and reporting of related budget expenditures. Bidder must also briefly outline its practices around fiscal oversight and management.
3. Provide information on the source(s) of any matching funds, and any other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, and whether the funds have been received, committed, are pending, or will be planned to be requested.

**Suggested Length**: 2 pages

#### BUDGET FORM(S)

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, **Bidder must provide a Budget Form for each Region it is proposing to serve**. Bidders shall use the provided Budget Form Templates to **project program expenses for one program year (12 months)**.

**Budget Criteria and Definitions:**

* 1. **Total Client Service Capacity** is the estimated number of unduplicated participants the Bidder expects to service over a 12-month period, including referrals from DPO’s, other contracted agencies, and those obtained through the Bidder’s own outreach efforts.
  2. **County Request** is the portion of the total project cost for which you are requesting County of Alameda funding to support.
     1. **NOTE: County Request** totals per Budget Form/Region cannot exceed the appropriate ceilings listed in Table 2 (Regions Proposed for Service) found on page 6 of this Bid Response Packet.
  3. **Matching Funds** is the portion of total project cost the Bidder will secure from other funding sources.
  4. **Total Project Cost** is the total amount of monies allocated to run the program requested in this RFP.
  5. **Personnel** is all staff that will work directly on the proposed program. This may include direct service staff and staff who supervise direct service staff.
     1. Bidders must provide the name (first and last) of the person and position (program role) in the first column. If the individual has not yet been hired, Bidder may use “TBD” in lieu of the name.
     2. Please list all direct program staff responsible for the success of the program, even if their salaries and wages are being covered by other matching funds, to determine the total cost of operating the program.
     3. Do not include administrative staff who do not provide direct supervision of line staff.
     4. If necessary, Bidders may additional lines.
  6. **Sub-Contractors** are organizations and their staff that provide services to help enhance your program(s) and will carry out a significant portion of the Bidder’s proposed program.
     1. Bidders should use the same instructions as Personnel above, but must also include the name of sub-contractor in addition to name and position.
     2. If necessary, Bidders may additional lines.
  7. **Fringe and Benefits** represents benefits (medical, dental, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, unemployment taxes, etc. Fringe and Benefits is only for those personnel receiving benefits from the Bidder or its sub-contractor(s).
  8. **Program Costs** are other costs that directly benefit and support the operation of the Bidder’s proposed program.
     1. **Equipment/Furniture**: Durable goods such as computers and furniture.
     2. **Facility Rental**: Pro-rated costs of space rental, utilities, building maintenance, and other occupancy cost directly needed to support the program.
     3. **General Office Supplies**: Paper, pens, toner, or other reasonable program-related office supply expenses.
     4. **Professional Development**: Costs associated with professional development and training of direct staff, including seminars and training materials.
     5. **Program Supplies**: Curriculum workbooks, food, event materials (e.g., signage), and other program supply expenses that are required to support the program.
     6. **Telephone/Internet/Communications**: May include mobile phones, telephone, internet, and postage related to the proposed program.
     7. **Travel/Transportation**: Any local and non-local travel necessary to support the program.
     8. If necessary, Bidders may additional lines.
  9. **Participant Wages** represents programs that offer participants an hourly wage for experiential learning/internships for employment. All Bidders are required to comply with any local/applicable minimum wage laws.
  10. **Participant Stipends** represents funds used to remove barriers and support participants enrolled in the Bidder’s program.
  11. **Flexible Funds/Incentives** represents programs that offer incentives to participants for attendance or for completing milestones.
  12. **Indirect Costs** may be included that equal up to 10% of the Bidder’s total *County Request*. Examples of allowable expenses under Indirect Costs include, but are not limited to, the following: audit, bookkeeping, payroll/finance, facilities, maintenance, insurance, rent, storage, utilities, and allocated personnel costs (e.g., Executive’s time or any other staff who works minimally on the program).
      1. Funds already requested in other line items of the Budget Form cannot be included under Indirect Costs.
      2. This line item does not need to be further itemized, although a brief explanation must be included in the Bidder’s Budget Justification submittal.

**[NOTE: Staffing and services related to the operation of the JJC café should not be included in the Bidder’s Budget Form or any other portion of the Exhibit A – Bid Response Packet.]**

**BIDDERS WILL BE EVALUATED AND SCORED SEPARATELY ON EACH REGION PROPOSED. THEREFORE, BIDDERS MUST ENSURE THAT EACH BUDGET FORM, AS WELL AS QUANTITIES THEREIN (E.G., DOLLAR AMOUNTS, FTE%, ETC.), IS REFLECTIVE OF ONLY THAT REGION. BIDDERS CANNOT LUMP REGIONS TOGETHER OR INCLUDE PRICING, AMOUNTS, OR ANY OTHER INFORMATION THAT ARE CONDITIONAL TO OR CONTINGENT UPON SERVICING MORE THAN ONE REGION.**

**Budget Form Template: REGION 1 (Oakland)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 1** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 1** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTAL COSTS**  **(Grand Sub-Total Costs + Indirect Costs)** | **$** | **$** | **$** |

**Budget Form Template: REGION 2 (Hayward)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 2** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 2** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

**Budget Form Template: REGION 3 (Castro Valley, San Leandro, and San Lorenzo)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 3** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 3** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

**Budget Form Template: REGION 4 (Fremont, Newark, and Union City)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 4** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 4** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

**Budget Form Template: REGION 5 (Alameda, Albany, Berkeley, Emeryville, and Piedmont)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 5** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 5** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

**Budget Form Template: REGION 6 (Dublin, Livermore, Pleasanton, and Sunol)**

|  |  |
| --- | --- |
| **Total Client Service Capacity for Region 6** |  |

|  | | **A** | | **B** | | **C** | | **D** | **E** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONNEL WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Personnel** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (PERSONNEL)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Personnel** | | | | **%** | | **$** | | **$** | **$** | |
| **1** | **Total Personnel Wage Costs**  (Personnel Wages + Fringe/Benefits) | | | | | **$** | | **$** | **$** | |
| **SUB-CONTRACTOR WAGES** | | **ANNUAL SALARY** | | **% FTE ON PROJECT** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
|  | | **$** | |  | | **$** | | **$** | **$** | |
| **Sub-Totals for Sub-contractors** | | | | | | **$** | | **$** | **$** | |
| **FRINGE AND BENEFITS (SUB-CONTRACTORS)** | | | | **RATE (%)** | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST** | |
| **Fringe/Benefits for Sub-contractors** | | | | **%** | | **$** | | **$** | **$** | |
| **2** | **Total Sub-contractor Wage Costs**  (Sub-contractor Wages + Fringe Benefits) | | | | | **$** | | **$** | **$** | |
| **PROGRAM COSTS** | |  | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Equipment/Furniture | | | | | | **$** | | **$** | **$** | |
| Facility Rental | | | | | | **$** | | **$** | **$** | |
| General Office Supplies | | | | | | **$** | | **$** | **$** | |
| Staff/Professional Development | | | | | | **$** | | **$** | **$** | |
| Program Supplies | | | | | | **$** | | **$** | **$** | |
| Telephone/Internet/Communications | | | | | | **$** | | **$** | **$** | |
| Travel/Transportation | | | | | | **$** | | **$** | **$** | |
| Other: | | | | | | **$** | | **$** | **$** | |
| **3** | **Sub-Totals for Program Costs** | | | | | **$** | | **$** | **$** | |
| **PARTICIPANT WAGES, STIPENDS, and FLEXIBLE FUNDS/INCENTIVES** | | | |  | | **COUNTY REQUEST** | | **MATCHING FUNDS** | **TOTAL**  **PROJECT COST**  **= (C + D)** | |
| Participant Wages | | | | | | **$** | | **$** | **$** | |
| Participant Stipends | | | | | | **$** | | **$** | **$** | |
| Flexible Funds/Incentives | | | | | | **$** | | **$** | **$** | |
| **4** | **Sub-Totals for Participant Wages, Stipends, and Flexible Funds/Incentives** | | | | | **$** | | **$** | **$** | |
|  | | | | | |  | |  |  | |
| **GRAND SUB-TOTAL COSTS**  (1-Total Personnel Wage Costs + 2-Total Sub-Contractors Wage Costs + 3-Program Costs + 4-Participant Wages, Stipends, and Flexible Funds/Incentives) | | | | | | **$** | | **$** | **$** | |
|  | | | | **RATE (%)** | | **COUNTY REQUEST** | |  |  | |
| **5** | **Indirect Costs** | | **%** | | **$** | |  | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **REGION 6** | **COUNTY REQUEST** | **MATCHING FUNDS** | **TOTAL PROJECT COST** |
| **GRAND TOTALS**  (Grand Sub-Total Costs + Indirect Costs) | **$** | **$** | **$** |

#### BUDGET JUSTIFICATION

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidder must provide a narrative justification for each line item in Bidder’s Budget Form. **If bidding on more than one Service Region, a Budget Justification must be submitted for each Budget Form as appropriate**. Each Budget Justification must be clearly labeled as to which Budget Form/Service Region it corresponds to. Each Budget Justification must, at minimum, include the following:

* 1. For each line item, Bidder must provide a description, in as much detail as required for clarity, what each line item is, its importance to the program, and how the amount shown in the Budget Form was calculated. In addition, Bidders must provide the following specific information for the line items specified below:
     1. **Professional Development**: Bidder must describe the types of professional development and training of direct staff, as well as associated costs (e.g., seminar fees, training materials, etc.)
     2. **Travel/Transportation**: Bidders must describe the purpose and calculation for this line item. Local travel estimates should be based on Bidder’s current policies. Any out-of-state travel needs to be carefully itemized and justified.
     3. **Participant Wages**: Bidders must indicate the anticipated amount paid to each participant and the number of participants expected to receive wages. All Bidders are required to comply with any local/applicable minimum wage laws.
     4. **Participant Stipends**: Bidders must describe what each stipend is for, the amount of the stipend, and the number of participants expected to receive stipends.
     5. **Flexible Funds/Incentives**: Bidders must describe each type of anticipated incentive (cash, gift card, etc.) and the number of participants expected to receive each incentive.
     6. **Fringe and Benefits**: Bidders must detail how it calculates Fringe and Benefits.
  2. **Matching Funds**: For each line item, if matching funds are used, please detail the source of the matching funds.
  3. **Funds may not be used for**:
     1. Maintenance, utilities, or similar operating costs of a facility not used primarily and directly to support the program.
     2. Supplanting (displacing or replacing) services provided by other funds.

**Suggested Length**: There is no limit to each Budget Justification. However, the County requests Bidders be as succinct as possible while providing as much detail as necessary for clarity and understanding.

#### PROGRAM DESIGN

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidder shall provide the following information:

1. Bidder must describe how it will engage participants in services, as well any outreach efforts to be conducted. If applicable, please identify and specific subpopulations or specific neighborhoods that will be made a priority.
2. Bidder must also briefly describe the underlying values and theories that inform its program design, including how its program is rooted in evidence-based practices (including, if applicable, which EBP model it uses).
3. Bidder must describe its proposed program and scope of work, with as much detail as needed to provide clarity, including how it will meet or exceed each of the five core program requirements:
   1. Assessment of Participant (including identifying any assessment tools and how they are used)
   2. Employment Skills
   3. Job Readiness Workshops
   4. Job Recruitment and Job Placement
   5. Case Management Services & Follow-up
4. Bidder must describe a challenge(s) currently or previously faced when implementing or providing similar services, and how the challenge(s) was overcome or handled. Please also address any challenges related to collaborative partnerships, if applicable.
5. Bidder must describe how it will partner with and/or involve parents, caregivers, and/or other community support systems to ensure participants are successful. What specific activities and events will the Bidder conduct to intentionally engage families and other systems of support throughout the program?
6. Bidder must briefly describe any formal or informal partnerships it has, if any, with organizations that will employ participating youth. Bidder must provide information on its history with these organizations and how employment coordination takes place.
7. If bidding on more than one Service Region, and if its *Program Design* will differ by Region, Bidder must describe and explain those differences.

**Suggested Length**: 5 pages

#### OUTCOMES and IMPACT

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidder shall provide the following information:

1. Bidder must describe how it believes its program will meet or exceed the ***Performance Measures*** outlined in this RFP (see SECTION G, DELIVERABLES/REPORTS).
2. Bidder must describe how it believes it program will ensure that all program participants will be ready for employment within 60 days from the referral date, as well as describe how it will address and/or mitigate challenges in meeting the 60-day goal.
3. Bidder must describe its data collection system(s), as well as its practices around tracking and sharing data. If the Bidder does not currently use a database system, please explain how you will ensure that staff are able to operate a database if necessary.
4. Bidder must describe how it uses data and evaluation to inform program design and implementation. Bidder must provide an example of how data and feedback resulted in a significant change and improvement to its program design.
5. If bidding on more than one Service Region, and if its *Outcomes and Impact* will differ by Region, Bidder must describe and explain those differences.

**Suggested Length**: 2 pages

#### REFERENCES

**Instructions (please keep and include this page as part of the bid response)**:

On the following pages are the templates that Bidders must use to provide references. Bidders are to provide a list of three references: one current reference, one former reference, and one more of the Bidder’s choice. References must be satisfactory as deemed solely by County. References provides should be for services that have similar scope, volume, and requirements as to those outlined in this RFP.

References must be for the Bidder or lead prime Bidder (not for collaborating partners or subcontractors). A current reference is an entity that the Bidder currently has contractual obligations with, while a former reference is an entity with which the Bidder has no current contractual obligations. The County is not looking for references from program participants.

Bidders must verify that the contact information for all references provided is current and valid. If a reference cannot be contacted it may affect the qualification and scoring of Bidders submission.

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

The County may contact some or all 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.

**REFERENCES**

RFP No. 901870 - Probation Youth Employment Program

Bidder Name:

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

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

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

#### EXCEPTIONS and CLARIFICATIONS

**Instructions (please keep and include this page as part of the bid response)**:

On the following page is the **Exceptions and Clarifications** form. Bidders must use this form to identify any and all exceptions and/or clarifications to the RFP and associated Bid Documents.

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

**EXCEPTIONS AND CLARIFICATIONS**

RFP No. 901870 - Probation Youth Employment Program

Bidder Name:

List below requests for exceptions and clarification, 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 clarifications and such exceptions and clarifications 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…*** |
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\*Use additional pages as necessary

#### CREDENTIALS and ADDITIONAL REQUIRED SUBMITTALS

**Instructions (please keep and include this page as part of the bid response)**:

Following this page, Bidders are to provide proof of any permits, licenses, and/or professional credentials necessary to supply product and perform services as specified in this RFP, including but not limited to the following:

1. If the Bidder is not a certified SLEB, the Bidder must submit the following in order to meet the requirement of being a local vendor based in Alameda County:
   1. Copy of a verifiable business license, issued by the County of Alameda or a City within the County; **and**
   2. 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.
2. If this is a collaborative proposal, the lead/prime Bidder should provide any existing Letters of Agreement (LOA) or Memoranda of Understanding (MOU) for all subcontractors and/or collaborating partners that provide core program services. All LOA’s/MOU’s should include a description of the nature, history, and extend of the partnership; responsibilities of each party; any funds being exchanged; and the signature of someone who has the organizational authority to enter the agreement.
3. Because funds awarded through this RFP may not represent more than 50% of an organization’s Annual Operating Budget, Bidders must provide:
   1. Its current annual operating budget; and
   2. Either its more recent audited financial statements or most recent CPA-reviewed financial statements.

#### SLEB INFORMATION SHEET

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

SLEB certification must be complete at the time for bid submittal for SLEB primes and SLEB subcontractor(s).

* For SLEB Subcontracting Questions: Please contact the General Services Agency-Office of Acquisition Policy - Ratha Chuon, [ratha.chuon@acgov.org](mailto:ratha.chuon@acgov.org), (510) 208-9617.
* For questions/information on SLEB certification including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit at (510) 891-5500.

SMALL LOCAL EMERGING BUSINESS (SLEB)

INFORMATION SHEET

**RFP No. 901870 - Probation Youth Employment Program**

**In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all bidders must complete this form.**

**Bidders that are not certified SLEBS (for** [**definition of a SLEB**](http://acgov.org/auditor/sleb/overview.htm) **see** [**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 eligible for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. A copy of form must be submitted for each SLEB business that the bid will subcontract with, as evidence of a firm contractual commitment to meeting the SLEB participation goal.**

**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, substitutions of the named subcontractor(s) cannot be done 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/**](http://www.elationsys.com/elationsys/)**).**

|  |
| --- |
| **BIDDER IS A CERTIFIED SLEB (sign at bottom of page)**  **SLEB BIDDER Business Name:**  **SLEB Certification #:       SLEB Certification Expiration Date:**  **NAICS Codes Included in Certification:** |

**OR**

|  |
| --- |
| **BIDDER IS NOT A CERTIFIED SLEB and will subcontract      % with the SLEB named below for the following goods/services:**  **SLEB Subcontractor Business Name:**  **SLEB Certification #:       SLEB Certification Expiration Date:**  **SLEB Certification Status:  Small /  Emerging**  **NAICS Codes Included in Certification:**  **SLEB Subcontractor Principal Name:**  **SLEB Subcontractor Principal** **Signature:** ✍ **Date:** |

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

Bidder Printed Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_

Bidder Signature: ✍ Date:

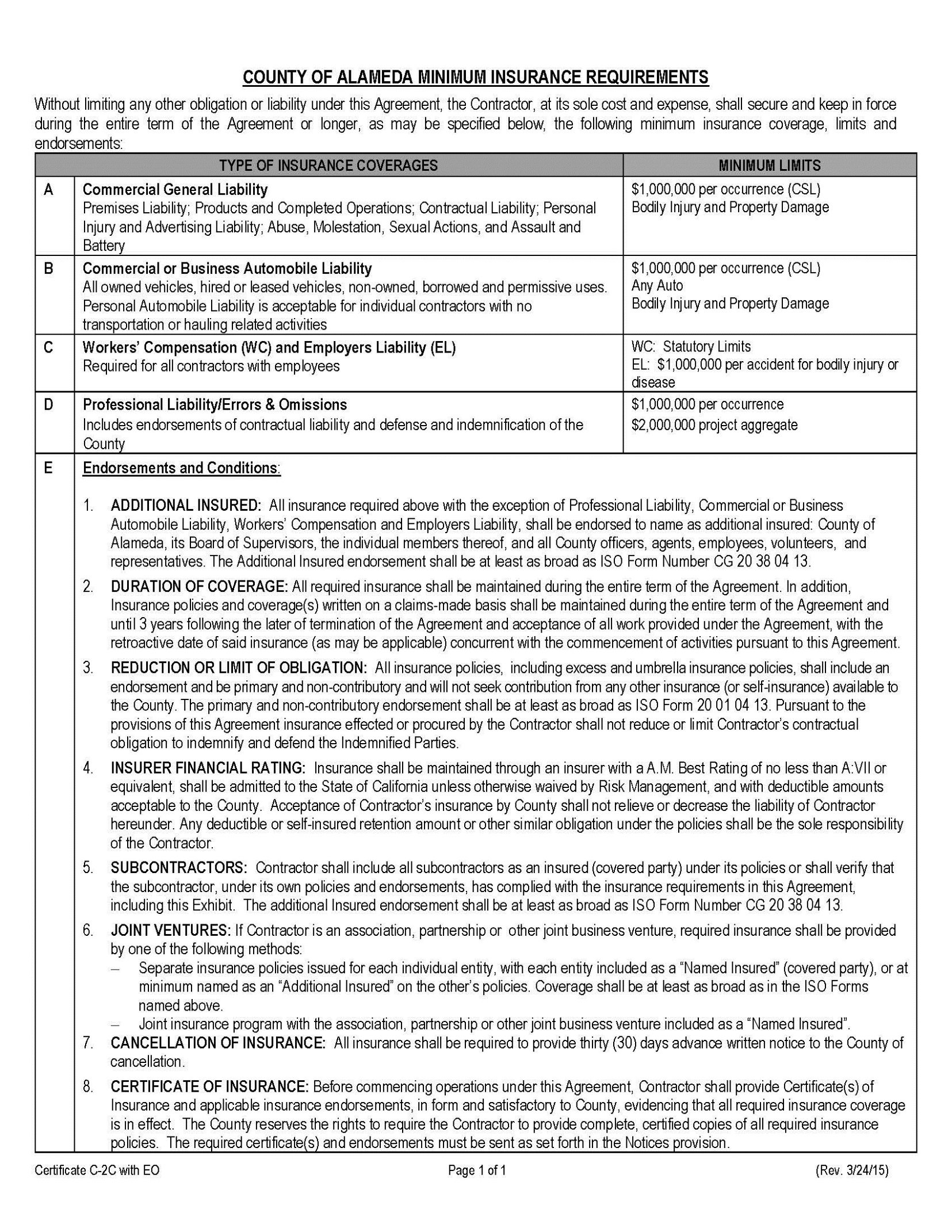
#### INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing the Bid Response Packet, the Bidder agrees to meet the minimum insurance requirements prior to award. Insurance documentation must be provided to the County, prior to award, and include an insurance certificate and additional insured certificate, naming the County of Alameda which meets the minimum insurance requirements, as stated in the RFP.

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

see next page for county of alameda

minimum insurance requirements



1. Butts. J, Mayer. S, and Ruth. G. 2005. Focusing Juvenile Justice on Positive Youth Development. Chapin Hall Center for Children, University of Chicago. [↑](#footnote-ref-1)
2. [Youth Development Institute, Networks for Youth Development (2002). Core Competencies for Youth Workers, Booth Ferris Foundation](https://rhyclearinghouse.acf.hhs.gov/library/2002/core-competencies-youth-workers). [↑](#footnote-ref-2)