

- The format of this RFP has been simplified.
- Only the following pages require signatures:
 1. Exhibit A – Bid Response Packet, [Bidder Information and Acceptance](#) page
 - a. [Must be signed by Bidder](#)

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.

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. CY2019 HIV Prevention Services

For complete information regarding this project, see RFP posted at <http://www.acgov.org/OAA> or contact the County representative listed below. Thank you for your interest!

Contact Person: Steven Gibson, Director, Office of HIV Prevention

Phone Number: (510) 268-7644

E-mail Address: Steven.Gibson@acgov.org

RESPONSE DUE

by

2:00 p.m.

on

October 26, 2019

at

Alameda County Public Health Department

Office of HIV Prevention

1000 Broadway, Suite 310

Oakland, CA 94607



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COUNTY OF ALAMEDA
REQUEST FOR PROPOSAL
SPECIFICATIONS, TERMS & CONDITIONS
CY2019
HIV Prevention Services

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ATTACHMENTS

EXHIBIT A - BID RESPONSE PACKET
EXHIBIT B - INSURANCE REQUIREMENTS
EXHIBIT C – SCOPE OF WORK
EXHIBIT D – BUDGET SUMMARY
EXHIBIT E – BUDGET JUSTIFICATION

I. **STATEMENT OF WORK**

A. **INTENT**

It is the intent of these specifications, terms and conditions to describe the need for and administration of HIV Prevention Services required by the Alameda County Public Health Department (ACPHD) Office of HIV Prevention. These services will be consistent with the “[2017-2021 Alameda & Contra Costa Integrated HIV Prevention & Care Plan](http://www.acphd.org/media/457997/oakland-tga-integrated-hiv-prevention-care-plan-2017-2021.pdf)” (<http://www.acphd.org/media/457997/oakland-tga-integrated-hiv-prevention-care-plan-2017-2021.pdf>) as well as the California Department of Public Health Office of AIDS’s “[Laying Foundation for Getting to Zero: California’s Integrated HIV Surveillance, Prevention, and Care Plan](https://www.cdph.ca.gov/Programs/CID/DOA/CDPH%20Document%20Library/IP_2016_Final.pdf)” (https://www.cdph.ca.gov/Programs/CID/DOA/CDPH%20Document%20Library/IP_2016_Final.pdf) in order to align local efforts with regional, state and national HIV Prevention and Care efforts.

The funding for these services is provided by the United States Centers for Disease Control and Prevention (CDC) funding mechanism PS18-1802¹ via the California Department of Public Health Office of AIDS (CDPH OA) and will be administered by ACPHD for the provision of services for people living with or at risk for HIV in Alameda County.

The County intends to award one-year contracts to the Bidder(s) selected as the most qualified whose response conforms to this Request for Proposals (RFP) and meets the County’s requirements. The County may choose to renew contracts annually through 2022, the last year of this funding source, based on performance, Federal and State appropriations, and local allocations. ACPHD reserves the right to put services up for bid at any time and/or to extend contracts beyond the one-year project period.

ACPHD will fund HIV prevention services in accordance with CDPH OA guidance and funding, “[Strengthening Our Foundation Through Integration: 2019 Guide to HIV Prevention and Surveillance, for HIV infection](https://www.cdph.ca.gov/Programs/CID/DOA/CDPH%20Document%20Library/Guidance_181802_FINAL_ADA.pdf)” (https://www.cdph.ca.gov/Programs/CID/DOA/CDPH%20Document%20Library/Guidance_181802_FINAL_ADA.pdf).

The overarching goals for these HIV prevention services are to:

- 1) Reduce new HIV infections in Alameda County.
- 2) Ensure that all people living with HIV are aware of their infection and successfully linked to medical care and treatment to achieve viral suppression.

¹ CDC PS18-1802 fact sheet: <https://www.cdc.gov/hiv/pdf/funding/announcements/ps18-1802/cdc-hiv-ps18-1802-factsheet.pdf>

- 3) Expand access to pre-exposure prophylaxis (PrEP), condoms, and other proven HIV prevention strategies for people at high risk of becoming infected.

B. BACKGROUND

Alameda County established 10 objectives to meet its HIV prevention goals in the “2017-2021 Alameda & Contra Costa County Integrated HIV Prevention & Care Plan.” The objectives are listed below. The six objectives that can be supported with PS18-1802 funds through this RFP are in **bold and underlined**, and Bidders should propose services to meet these six objectives.

Objective # 1: To ensure widespread, accessible, and culturally competent HIV testing services, including routine opt-out testing in health care and treatment settings and focused HIV testing outreach to high-risk populations.

Objective # 2: To provide culturally competent partner services (PS) which inform the sexual and drug-using partners of persons with HIV of their potential infection risk and provide them with HIV testing options.

Objective # 3: To quickly and effectively link newly identified persons with HIV within 10 days, including persons leaving incarceration settings, to all needed health and psychosocial services, including using evidence-based linkage interventions and providing follow-up support to ensure care engagement.

Objective # 4: To identify, locate, and effectively re-link previously diagnosed persons with HIV who are not in care, including persons leaving incarceration settings, to all needed health and psychosocial services, to ensure care engagement.

Objective # 5: To provide culturally competent support services both inside and outside the health care settings that promote HIV medication and treatment adherence and that help retain persons with HIV in care, including peer-based services.

Objective # 6: To provide culturally competent risk assessment and risk reduction support services for persons with HIV in health care settings, including interventions to reduce HIV risk-related behaviors.

Objective # 7: To ensure widespread, accessible, and well-publicized syringe distribution and syringe exchange services.

Objective # 8: To promote expanded Hepatitis C testing and to link persons who test positive for Hepatitis C to appropriate assessment and treatment programs.

Objective # 9: To utilize focused social marketing, media, mobilization programs, and condom distribution programs to raise awareness of HIV risk and the importance of HIV testing among both HIV-infected and non-HIV-infected populations wherever possible.

Objective # 10: To continually evaluate the effectiveness of HIV prevention efforts and to utilize evaluation findings to refine and improve local HIV prevention interventions and activities.

Key findings from the most recent ACPHD HIV epidemiology report, “[HIV in Alameda County, 2014-2016](http://www.acphd.org/data-reports/reports-by-topic/communicable-disease.aspx#HIV)” (<http://www.acphd.org/data-reports/reports-by-topic/communicable-disease.aspx#HIV>), are summarized below. Data from this report form the basis for priorities, including priority populations, for HIV prevention services in the County. Bidders should use these data to inform their responses.

New HIV Diagnoses, Alameda County, 2014-2016

- There were 249 newly reported HIV cases per year, on average.
- Males represented 83% of new cases in 2016, with the vast majority among men were in men who have sex with men (MSM).
- African Americans accounted for 37% and Latinx persons accounted for 26% of new cases.
- Most new cases were among people in their twenties to forties.
- Late diagnosis, in which stage 3 HIV infection (AIDS) was diagnosed within 12 months, occurred in 27% of new HIV diagnoses.
- Most new cases were concentrated in Oakland and the central county.

Continuum of HIV Care, Alameda County

- Between 2013 and 2015, 85% of persons newly diagnosed with HIV were linked to care within 3 months of diagnosis.
- In 2015, 67% of PLHIV in were virally suppressed.

C. SCOPE

In order to achieve the goals and objectives outlined in this RFP, ACPHD seeks proposals from Bidders to implement or expand one or more specific prevention strategies for the County priority populations. The prevention strategies and priority populations are listed below.

Prevention Strategies:

- Improve PrEP Utilization
- Increase and improve HIV testing
- Expand partner services
- Improve linkage to care

Priority Populations:

- African American and Latino gay and other MSM
- Young MSM of color (24 and under)
- Transgender people
- Sexual and needle sharing partners of people living with HIV
- Women at high risk, including women with HIV-positive or high-risk partners, women who inject or use substances, and women who engage in sex work

The ACPHD anticipates funding up to eight (8) contracts from this bidding process. This RFP is for services provided in Alameda County only.

Expected range of award size: \$ 40,000 – 120,000

Total funding for Prevention Services: \$ 567,088

D. SPECIFIC REQUIREMENTS

Bidders must apply for funding for at least one Prevention Strategy, but do **not** need to apply for funding for all strategies, nor for every objective listed within each strategy.

Each prevention strategy has distinct requirements and activities. The following terms and restrictions apply:

- HIV testing is no longer a required strategy in order to receive funding.
- If Bidders choose to apply for funding under strategy B (Increase and Improve HIV testing), they must also apply for strategy C (Expand Partner Services). In addition, Bidders cannot apply for strategy C funding without also applying for strategy B.
- Bidders applying for strategy D funds (Improve Linkage to Care) must cap their request at no more than \$30,000, or 25% of the total amount requested, whichever is larger.
- As required by CDPH, Bidders may not subcontract any services funded through this RFP.

Strategy A: Improve PrEP Utilization

Objective A1: Conduct outreach to clients from priority populations in order to identify persons who may benefit from PrEP and navigate them to PrEP services.

- 1.1 Develop protocols to assist clients with HIV-prevention or care needs (testing, PEP, PrEP, linkage to care, condoms, etc.), including working with other County-funded programs when necessary
- 1.2 Develop outreach strategy that will access priority populations
- 1.3 Provide outreach to identify clients for PrEP education and navigation
- 1.4 Work with ACPHD and project technical assistance providers to refine outreach approaches as needed

Objective A2: Provide PrEP education for priority populations

- 2.1 Effectively assess client needs for education and other HIV prevention services, focusing on priority populations, to encourage informed and active client participation
- 2.2 Educate clients about PrEP, including use, benefits, risks, costs, role of health insurance, and related topics
- 2.3 Educate clients about the role of HIV testing before and during PrEP use

2.4 Educate clients about PrEP navigation services

Objective A3: Navigate clients to PEP or PrEP providers and services as appropriate

- 3.1 Develop protocols and procedures for client navigation to PrEP or PEP providers and services as needed
- 3.2 Develop and maintain a resource list of area PrEP Providers and ancillary service and share these resources with the Office of HIV Prevention and other regional agencies
- 3.3 Develop Memoranda of Understanding (MOUs) with referring agencies and PrEP providers as needed
- 3.4 Assess client need for PrEP navigation including assessing HIV status
- 3.5 Navigate clients to PrEP services, focusing on priority populations
- 3.6 Address client needs effectively through coordination of care with appropriate referrals
- 3.7 Participate in on-going AC OHP related PrEP networks

Objective A4: Retain clients in PrEP services

- 4.1 Assess client need for PrEP retention services
- 4.2 Educate client about PrEP adherence
- 4.3 Educate client about discontinuing PrEP
- 4.4 Facilitate and/or confirm follow up appointments

Strategy B: Increase and Improve HIV testing

Objective B1: Implement routine/opt-out HIV testing in new healthcare setting, or implement new strategy in previously funded healthcare setting designed to reach additional untested individuals.

- 1.1 Develop protocol for implementing and increasing uptake of routine, opt-out HIV testing in health care settings.
- 1.2 Educate and support health care staff to implement routine opt-out testing.

- 1.3 Ensure HIV testing among people with an STD diagnosis and PWID.
- 1.4 Submit demographic data on clients with an HIV-negative diagnosis and risk assessment and linkage data on clients with an HIV-positive diagnosis on a routine basis.
- 1.5 Ensure 3rd party billing (Medi-Cal, Family Pact, and private insurance) for the actual tests.

Objective B2: Conduct confidential, focused testing among priority populations

- 2.1 Develop/ensure outreach strategy that will access priority populations, including locations and times when testing will be conducted.
- 2.2 Establish and maintain a yield of 1 new HIV diagnosis for every 100 tests performed in accordance with CDC goals for focused testing.
- 2.3 Develop/ensure protocols to link newly and previously diagnosed clients to HIV care within 10-days of diagnosis.
- 2.4 Develop/ensure protocols to link HIV-negative clients to PEP or PrEP as indicated.
- 2.5 Maintain trained staff to conduct HIV testing on specimen collection according to ACPHD and/or CDPH policy.
- 2.6 Establish and maintain CLIA certificate of waiver.

Strategy C: Increase Partner Services

Objective C1: ACPHD will conduct partner services with newly diagnosed PLWH. Applicants who successfully bid on Strategy B services (Increase and Improve HIV Testing) will be expected to collaborate with ACPHD and provide partner services to PLWH

- 1.1 Conduct partner elicitation with new and returning clients
- 1.2 Inform client of partner services, explaining self, dual and anonymous Partner Notification option

- 1.3 Report contacts named by original patients for anonymous Partner Notification to ACPHD for follow up

Strategy D: Improve Linkage to Care

Objective D1: Conduct outreach to primary client populations of PLWH.

- 1.1 Develop/ensure outreach strategy that will access primary program populations who have fallen out of HIV care.
- 1.2 Develop/ensure protocols to assist clients with HIV-related care or prevention needs, including working with other County-funded programs when necessary to address barriers to HIV-related care
- 1.3 Provide outreach to identify clients for HIV related care navigation
- 1.4 Work with ACPHD and project technical assistance providers to refine outreach approaches as needed
- 1.5 Use East Bay HIV Linkage and Retention Network “Warm Hand Off Protocol” when possible

Objective D2: Navigate clients to HIV care providers and services

- 2.1 Develop protocols and procedures for client navigation to HIV providers and services
- 2.2 Develop and maintain a resource list of area HIV providers and ancillary services
- 2.3 Develop Memoranda of Understanding (MOUs) with referring agencies and HIV providers as needed
- 2.4 Navigate clients to HIV care services within 10-days, focusing on priority populations, or refer to ACPHD for follow-up
- 2.5 Address client needs effectively through coordination of care with appropriate referrals
- 2.6 Confirm provision of HIV care service delivery to clients with providers
- 2.7 Establish protocols for retention in HIV care services

Implementation Plan and Schedule

Services funded through this RFP should begin on or around January 1, 2019. Responses should include an implementation plan and schedule for service initiation. The implementation plan should describe the timeframe for creating protocols, arranging staffing, and training if relevant. The plan should anticipate potential delays in implementation due to foreseeable causes. The plan should include an assessment of services at 3 and 6 months after the start of the program for effectiveness and any areas for improvement.

Health Equity

Responses should take health equity into consideration and, within reason for these specifications and requirements, address social determinants of health within priority populations through service delivery.

Responses should demonstrate Bidder organization staff and leadership experience delivering services in or reaching clients from areas of Alameda County disproportionately impacted by HIV (see “[HIV in Alameda County, 2014-2016](http://www.acphd.org/data-reports/reports-by-topic/communicable-disease.aspx#HIV),” <http://www.acphd.org/data-reports/reports-by-topic/communicable-disease.aspx#HIV>). Responses should demonstrate that staff and leadership can effectively engage and serve priority populations experiencing health disparities in Alameda County.

Additional Requirements

1. Proposed services must comply with ACPHD, CDPH OA and CDC guidelines and standards.
2. Programs must develop and maintain secure data systems to track service delivery and collect and store client data.
3. All proposed services must be delivered within Alameda County.
4. Programs must develop language assistance procedures for a) assessing the language needs of clients; and b) translating both oral and written materials to meet those needs.
5. Proposed services must be delivered in a safe, accessible location.

6. Proposed services must be delivered in confidential manner with appropriate measures in place to protect client privacy.
7. Program facilities must meet federal and state requirements for safety, sanitation, access, public health and infection control.
8. Programs must maintain relationships with service providers to ensure appropriate referrals to other HIV prevention services, (including but not limited to PrEP, PEP and linkage services), HIV medical care, and other services for clients as needed.
9. Program staff must attend all required ACPHD HIV prevention contractor's meetings.

10. Program Funding

- a. A maximum of 15% of the total proposed **personnel budget** amount can be used for administration costs.
- b. Invoices of expenses for services delivered must be submitted to ACPHD on a monthly basis.
- c. Payment of invoices will be contingent on monthly entry of service data into program data system.
- d. Funds awarded through this RFP must be expended in compliance with all applicable federal, state and local rules and regulations.
- e. Funds awarded through this RFP may not be used to provide items or services for which payment already has been made, or reasonably can be expected to be made, by third-party payers, including Medi-CAL, Medicare, and/or other State or local entitlement programs, prepaid health plans, or private insurance;
- f. Funds awarded through this RFP may not be used to purchase HIV test kits, condoms, medications, lubricants, syringes, food, beverages or equipment.
- g. Funds awarded through this RFP may not be distributed as cash incentives to clients.

11. Program Personnel

- a. Program personnel shall demonstrate cultural competency with regard to serving the priority populations.
- b. Program personnel must be trained and appropriately supervised for level of experience.

- c. Program personnel must possess any required certifications and/or licenses, and these must be current.
- d. Personnel must be supervised by staff with appropriate clinical and/or supervisory experience at an approved or regularly scheduled time; supervisors must conduct client record review at least annually to assess staff's documentation.
- e. HIV test counselors must be observed by appropriate supervisory staff (not a peer) while performing a risk assessment and results disclosure counseling session at least annually, with documentation of the observed assessment on file for ACPHD or CDPH OA review when requested.

E. BIDDER MINIMUM QUALIFICATIONS

- 1. Bidder shall have been regularly and continuously engaged in the business of providing services to the priority populations and/or to a population with high HIV morbidity.
- 2. Bidder shall be a certified non-profit 501(c) (3) community-based organization, hospital, public or private service applicant.
- 3. Bidder shall possess all insurance policies, permits, licenses and professional credentials necessary to perform services as specified under this RFP and as required by County policy.

F. DELIVERABLES / REPORTS

- 1. 6-month (mid-year) and year-end (final) progress reports
- 2. Yearly client satisfaction survey
- 3. Participate in site visits from CDPH and CDC.
- 4. Participate in required program evaluations.
- 5. Enter data into relevant databases as required, including CDPH Local Evaluation Online (LEO) system.
- 6. Comply with required ACPHD contract monitoring activities including site visits to assess performance.

G. ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

AIDS	Acquired Immunodeficiency Syndrome
Agency	Bidder that is awarded a contract
Bid	Bidder's proposed response to this RFP
Bidder	The person or entity responding to this RFP
CLIA	Clinical Laboratory Improvement Amendments
Client(s)	Persons receiving HIV prevention services
Contractor	When capitalized, shall refer to Bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
CSC	Client Selection Committee
DCDCP	Division of Communicable Disease Control and Prevention
EC	Evaluation Criteria
EP	Evaluation Process
Federal	Refers to United States Federal Government, its departments and/or agencies
HIPAA	Health Insurance Portability and Accountability Act of 1996
HCV	Hepatitis C Virus
HIV	Human Immunodeficiency Virus
LEO	Local Evaluation Online. The State prevention database system used for entry of prevention service data.
LHJ	Local Health Jurisdiction
LTC	Linkage to Care
Medi-CAL	California Medical Assistance Program
MOU	Memorandum of Understanding
OAA	Alameda County Office of AIDS Administration. NO LONGER CURRENT: This office has now been split into the Office of HIV Prevention and the Office of HIV Care
OHP	Office of HIV Prevention. Formerly part of the Office of AIDS Administration.
PEP	post-exposure prophylaxis
PLWH	people living with HIV
PO	Purchase Order
PrEP	Pre-exposure prophylaxis
Proposal	Bidder's proposed response to this RFP
PS	Partner Services
PWUD	People Who Use Drugs

Request for Proposal	Shall mean this document, which is the County of Alameda's request for proposals to provide the services being solicited herein (see also "RFP")
Response	Bidder's proposed response to this RFP
RFP	Request for Proposal
State	Refers to State of California, its departments and/or agencies



II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request Issued	September 10, 2018	
Written Questions Due	by 2:00 p.m. on September 17, 2018	
Networking/Bidders Conference #1	September 17, 2018 9:00 am – 11:00 am	1000 Broadway Room 310 Oakland, CA 94607
Networking/Bidders Conference #2	September 20, 2018 2:00 pm – 4:00 pm	Health Care Services Agency 500 Davis Street Room A San Leandro, CA 94577
Addendum Issued	September 28, 2018	
Response Due	October 26, 2018 by 2:00 pm	
Evaluation Period	October 29 – November 2, 2018	
Vendor Interviews	November 5 - 7, 2018 (Optional)	
Board Letter Recommending Award Issued	December 4, 2018	
Board Consideration Award Date	December 18, 2018 (anticipated)	
Contract Start Date	January 1, 2019 (anticipated)	

Note: Award and start dates are approximate.

H. NETWORKING / BIDDERS CONFERENCES

Networking/Bidders conferences will be held to:

1. Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarification.
2. Provide the County with an opportunity to receive feedback regarding the project and RFP.

All questions will be addressed, and the list of attendees will be included, in an Addendum to this RFP following the Networking/Bidders conferences.

Potential Bidders are strongly encouraged to attend Networking/Bidders conferences in order to further facilitate relationships with other Bidders. Vendors who attend a Networking/Bidders conference will be added to the Vendor Bid List included with the

Addendum. Failure to participate in a Networking/Bidders conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions. Attendance at a Networking/Bidders conference is highly recommended but is not mandatory.

III. COUNTY PROCEDURES, TERMS, AND CONDITIONS

I. 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 Public Health Department staff and other parties that have expertise or experience in HIV service delivery and/or working with the priority populations. The CSC will score and recommend a Contractor(s) in accordance with the evaluation criteria set forth in this RFP. The evaluation of proposals from qualified Bidders shall be within the sole judgment and discretion of the CSC.

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 eligible and complete 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.

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

The basic information that each section of the proposal 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 proposal whenever such additional criteria are deemed appropriate in considering the nature of the 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 defined 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 500 points.

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 presentation and interview (if needed) and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, oral presentation and interview.

If the two-stage approach is used, the three (3) Bidders receiving the highest preliminary scores and with at least 200 points will be invited to an oral presentation and interview. Only the Bidders meeting the short list criteria will proceed to the next stage. All other Bidders will be deemed eliminated from the process. All Bidders will be notified of the short list participants; however, the preliminary scores at that time will not be communicated to Bidders.

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

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based

		on interpretation of proposal by Evaluation Committee members.
4	Above Average/ Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	<p>Completeness of Response: Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p> <p>In addition, responses that do not, in the judgment of ACPHD, conform to the Response Format specified below, including page limits, will be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p> <p>Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p>	Pass/Fail
B.	<p>Debarment and Suspension: Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov.</p>	Pass/Fail

<p>C.</p>	<p>Description of Proposed Services: In each area described below, an evaluation will be made of the probability of success of and risks associated with, the proposal response.</p> <ol style="list-style-type: none"> 1. The description of proposed services is comprehensive, clear, detailed and meets the specific requirements as outlined in this RFP. 2. There is a clear demonstration of the process through which the Bidder will meet individual client's need for the services proposed by the Bidder. 3. There is a clear demonstration of the Bidder's ability to reach the priority populations and its cultural competence in serving these populations. 4. There is a clear demonstration of how the Bidder's proposed program will work with other local service providers from which the client may need or receive services, where relevant. 	<p>20 Points</p>
<p>D.</p>	<p>Cost: Proposal, including budget summary and budget justification, will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. How well-matched is Bidder's budget to the proposed program? 2. How well does the budget capture all activities and staff in the proposed program? 3. How appropriately does Bidder allocate staff and other resources? 4. How much value does the proposal demonstrate considering the cost of the program, expected outcomes and the number of clients served? 5. How well does the budget justification detail how the Bidder arrived at a particular cost? 6. Does the proposed budget reasonably reflect the Bidder's effort to meet requirements and objectives? 7. Is the proposed cost realistic given the nature of the products and services to be provided? 	<p>15 Points</p>

	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.	
E.	Capacity and Relevant Experience: Proposals will be evaluated against the RFP specifications and the questions below: <ol style="list-style-type: none"> 1. Does the Bidder have the desired relevant staffing and experience to conduct the scope of work outlined in the RFP and how extensive is this experience? 2. Do the individuals assigned to the project have experience on similar projects? 3. How extensive is the applicable education and experience of the personnel designated to work on the project? 4. Does the Bidder have other programs and/or funding sources that help sustain its operations? Bidder should demonstrate that it will NOT be solely reliant on funding from this RFP. 5. Do the agency and personnel assigned to the project have the language ability and cultural competency to reach the intended priority population(s)? 	15 Points
F.	Understanding of the Project: Proposals will be evaluated against the RFP specifications and the questions below: <ol style="list-style-type: none"> 1. Has Bidder demonstrated a thorough understanding of the purpose and scope of the project? 2. How well has the Bidder identified pertinent issues and potential problems related to the project? 3. Has the Bidder demonstrated that it understands the deliverables the County expects it to provide? 	10 Points
G.	Implementation Plan and Schedule:	10 Points

	An evaluation will be made of the likelihood that Bidder's implementation plan and schedule will meet the County's schedule. Additional credit will be given for the identification and planning for mitigation of schedule risks which Bidder believes may adversely affect any portion of the County's schedule.	
H.	Health Equity Proposals will be evaluated against the RFP specifications and the questions below: <ol style="list-style-type: none"> 1. Does the proposal demonstrate an understanding of health equity and social determinates of health as they relate to HIV in priority populations in Alameda County? 2. Do the proposed project staff and leadership have experience successfully engaging and serving priority populations in Alameda County? 	15 Points
I.	Data and Reports Proposals will be evaluated against the RFP specifications and the questions below: <ol style="list-style-type: none"> 1. Does proposal clearly explain the plan and process for collecting and entering required data in a timely manner? 2. How well matched are the proposed program measures to the objectives in this RFP? 3. Does the proposal clearly demonstrate a plan for complying with the reporting and monitoring requirements of this program? 4. Does the proposal reflect an understanding that collected data will support reporting program deliverables to ACPHD? 	10 Points
J.	Overall Proposal and (if needed) interview Should oral interviews be required, the oral interview of each Bidder shall not exceed sixty (60) minutes in length. The oral interview will consist of standard questions asked of each of the Bidders and specific questions regarding the specific	5 Points

	proposals. The proposals may then be re-evaluated and re-scored based on the oral interview.	
K.	References (See Exhibit A – Bid Response Packet)	Pass/Fail

J. CONTRACT EVALUATION AND ASSESSMENT

During the initial 60-day period of any contract which may be awarded to a 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 services were evidenced which make it unlikely (even with possible modifications) that such services have met 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 services as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. 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.

K. NOTICE OF RECOMMENDATION TO AWARD

1. At the conclusion of the RFP response evaluation process ("Evaluation Process"), all Bidders will be notified in writing of the contract award recommendation, if any, by the OHP. The document providing this notification is the Notice of Recommendation to Award.

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

- a. The name of the Bidder(s) being recommended for contract award; and
 - b. The names of all other parties that submitted proposals.
2. At the conclusion of the RFP process, debriefings for unsuccessful Bidders will be scheduled and provided upon written request and will be restricted to

discussion of the unsuccessful bid. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful Bidder.

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

L. BID PROTEST/APPEALS PROCESS

1. The Alameda County Public Health Department 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 Recommendation to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Recommendation to Award/Non-Award will not be accepted by the County.

Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the Director of the Alameda County Public Health Department, 1000 Broadway, Suite 500, Oakland, CA 94607, Fax (510) 267-3223 **before 5:00 pm of the FIFTH (5th) business day following the date of issuance of the Notice of Recommendation to Award, not the date received by the Bidder.** A Bid protest received after 5:00 pm is considered received as of the next business day.

- a. The Bid protest must contain a complete statement of the reasons and facts for the protest.
 - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - d. ACPHD will transmit a copy of the bid protest to all Bidders as soon as possible after receipt of the protest.
2. Upon receipt of written protest, The Public Health Director or designee will review and evaluate the protest and issue a written decision. The Public Health Director, may, at her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as 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 date. The decision will be communicated by e-mail or fax, and certified mail, and will inform the Bidder whether or not the recommendation to the Board of Supervisors in the Notice of Recommendation 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 Public Health Director on the bid protest may be appealed to the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502. The Bidder whose Bid is the subject of the protest, all Bidders affected by the Public Health Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the Public Health Director's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the Public Health Director, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day.
 - a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC 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.
 - c. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the Public Health Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCC) shall only review the materials and conclusions reached by the Public Health Director or department designee, and will determine whether to uphold or overturn the protest decision.
 - d. The OCC may overturn the results of a bid process for ethical violations by Public Health Department staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.

- e. The decision of the OCC is the final step of the appeal process. A copy of the decision of the OCC 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 Supervisors.
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.

M. TERM / TERMINATION / RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be twelve (12) months.
2. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for an additional one-year term at agreed funding with all other terms and conditions remaining the same, pending availability of program funds.

N. 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 CSC will recommend award to the Bidder(s) who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the Bidder with the lowest price.
3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.

4. The County reserves the right to award to a single or multiple Contractors.
5. The County has the right to decline to award this contract or any part thereof for any reason.
6. Board approval to award a contract is required.
7. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.

Final Standard Agreement terms and conditions will be negotiated with the selected Bidder. Bidder may access a copy of the Standard Services Agreement template found online at:

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

The template contains minimal Agreement boilerplate language only and will be modified for any final agreement.

8. The RFP specifications, terms, conditions and Exhibits, Addenda to this RFP 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.

O. INVOICING

1. Contractor shall invoice ACPHD, unless otherwise advised, upon satisfactory performance of services.
2. County will use best efforts to make payment within twenty (20) days following receipt and review of invoice and upon complete satisfactory performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain invoice month and number, remit to address and itemized products and/or services description and appropriate charges.
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 contract.

8. The County will pay Contractor monthly or as agreed upon, not to exceed the total quoted in the bid response.

P. 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 ACPHD to ensure that established standards are adhered to.

IV. INSTRUCTIONS TO BIDDERS

Q. COUNTY CONTACTS

The Office of HIV Prevention within ACPHD is managing the competitive process for this project. All contact during the competitive process is to be through Steven Gibson, Director of the Office of HIV Prevention, 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 any Bidder under this RFP to contact evaluators may result in disqualification of Bidder.

All questions regarding these specifications, terms and conditions are to be submitted in writing, via e-mail (only) by 4:00 pm on September 20, 2018 to:

Steven Gibson
Director, Office of HIV Prevention
E-Mail: steven.gibson@acgov.org
Alameda County Public Health Department
1000 Broadway, Ste 310

Oakland, CA 94607
PHONE: (510) 268-7644

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.

R. SUBMITTAL OF BIDS

1. All bids must be SEALED and must be received at the Office of HIV Prevention by 2:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the Bidder unopened.

All bids, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Office of HIV Prevention's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bids are to be addressed and delivered as follows:

Steven Gibson, Director
RFP No. CY2019 HIV Prevention Services
Office of HIV Prevention
Alameda County Public Health Department
1000 Broadway, Suite 310
Oakland, CA 94607

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

3. Bidders are to submit **one (1) original hardcopy bid** (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures, **plus 5 copies** of their proposal. Original proposal is to be clearly

marked "ORIGINAL" with copies to be marked "COPY". All submittals should be printed on plain white paper and must be either loose leaf or in a 3-ring binder (**NOT** bound.) It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation or the double-sided printing recommendation will have no impact on the evaluation and scoring of the proposal.

4. BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
5. All costs required for the preparation and submission of a bid shall be borne by Bidder.
6. No email (electronic) or facsimile bids will be considered.
7. 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.
8. 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 recommended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five (5) calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation 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.
9. Each bid received, with the name of the Bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.
10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will

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

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

S. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Exhibit A – Bid Response Packet.
3. Bidders shall ensure that responses are:
 - a. No more than 40 printed pages in length, including all attachments
 - b. Single spaced, 13-point Arial font, with 1-inch margins
 - c. Printed on 8.5 x 11-inch paper

4. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County's website at:
<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.





EXHIBIT A

BID RESPONSE PACKET

RFP No. CY2019 – HIV Prevention Services

To: The County of Alameda

From: _____
(Official Name of Bidder)

- AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE (1) ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS 5 COPIES.
- ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED "N/A".
- BIDDERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF EXHIBIT A – BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
- ALL BUDGETS AND BUDGET JUSTIFICATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID.
- BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL.
- IF BIDDERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE.

BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFP No. CY2015 – HIV Prevention and Testing Services.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
 - **Debarment / Suspension Policy**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm)
 - **Iran Contracting Act (ICA) of 2010**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm)
 - **General Environmental Requirements**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm)
 - **General Requirements**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/genregs.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/genregs.htm)
 - **Proprietary and Confidential Information**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm)
6. The undersigned acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
7. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

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



COVER PAGE

Official Name of Bidder: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Target Population (check all that apply):

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> HIV Positive | <input type="checkbox"/> Women |
| <input type="checkbox"/> MSM | <input type="checkbox"/> Transgender |
| <input type="checkbox"/> IDU | <input type="checkbox"/> Sexual and Needle Sharing Partners of HIV-positive individuals |

Jurisdiction of Organization Structure: _____

Date of Organization Structure: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Signer: _____

Dated this _____ day of _____ 20_____

BID FORM

COST SHALL BE SUBMITTED ON EXHIBIT A AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED. Bid responses that do not comply will be subject to rejection in total. The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the one-year term of any contract that is a result of this bid. Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

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

RFP #CY2019 – HIV Prevention Services

DESCRIPTION	Estimated Number of Clients Served Per Year (B)	Charge per Unit of Service (A)	1 Year Total (C) = A x B
PrEP Utilization Increasing access to PEP or PrEP services for HIV-negative persons at risk for acquiring HIV		\$	\$
HIV Testing Providing HIV testing in healthcare or community-based settings		\$	\$
Partner Services Assisting those with HIV inform sexual and IDU partners of potential exposure to HIV		\$	\$
Linkage and Re-linkage to Care Assisting those with HIV connect to HIV medical care		\$	\$
Other Allowable Services: _____		\$	\$
1 YEAR TOTAL BUDGET FOR SERVICES			\$



REQUIRED DOCUMENTATION AND SUBMITTALS

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

- ☐ 1. **Table of Contents:** Bid responses shall include a table of contents listing the individual sections of the proposal/quotation and their corresponding page numbers. Tabs should separate each of the individual sections.
- ☐ 2. **Letter of Transmittal:** Bid responses shall include a description of Bidder's capabilities and approach in providing its services to the County, and provide a brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the County. This synopsis should not exceed three (3) pages in length and should be easily understood.
- ☐ 3. **Exhibit A – Bid Response Packet:** Every Bidder must fill out and submit the complete Exhibit A – Bid Response Packet.
- ☐ (a) **References:**
 - (1) Bidders must use the templates on pages 9-10 of this Exhibit A – Bid Response Packet to provide references.
 - (2) Bidders are to provide a list of three (3) current and three (3) former clients. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.
 - Bidders must verify the contact information for all references provided is current and valid.
 - Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.
 - (3) The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.
- ☐ (b) **Exceptions, Clarifications, Amendments:**
 - (1) This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid

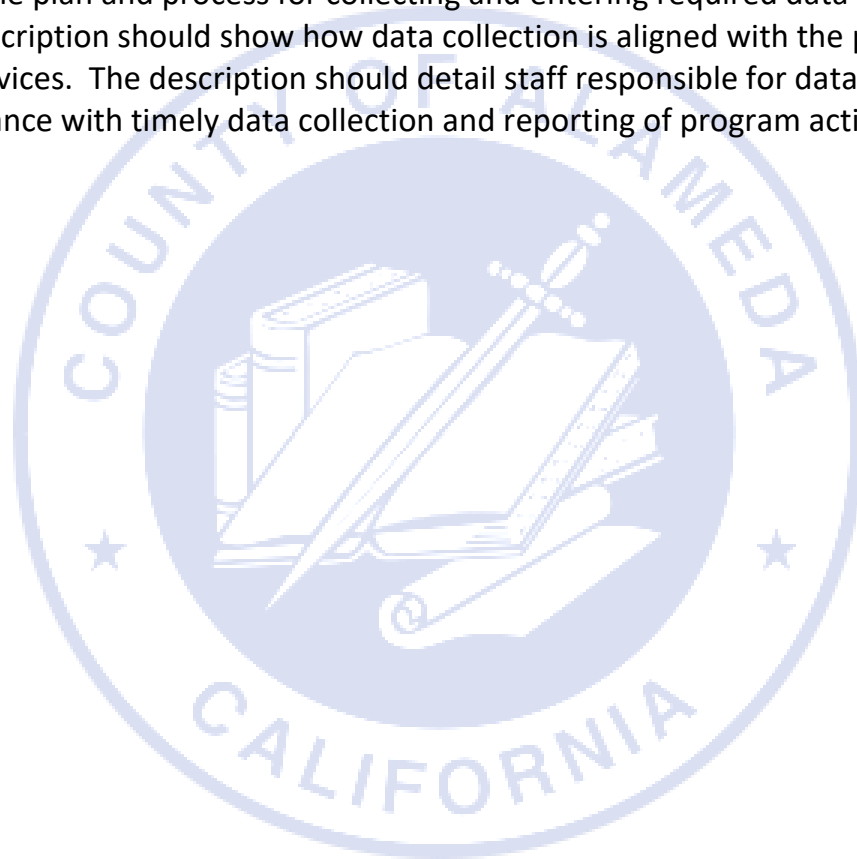
response using the template on page 7 of this Exhibit A – Bid Response Packet.

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

- ☐ 4. **Key Personnel (2-3 pages):** Bid responses shall include a complete list of all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to County staff and all key personnel who will provide maintenance and support services. For each person on the list, the following information shall be included:
- (a) The person's relationship with Bidder, including job title and years of employment with Bidder;
 - (b) The role that the person will play in connection with the RFP;
 - (c) Address, telephone, fax numbers, and e-mail address;
 - (d) Person's educational background; and
 - (e) Person's relevant experience, certifications, and/or merits.
- ☐ 5. **Description of the Proposed Services (6-8 pages):** Bid response should identify which HIV prevention strategies (Improve PrEP Utilization, Increase and Improve HIV Testing, Expand Partner Services, or Improve Linkage to Care) will be implemented and which outcome objectives are intended to be met during the contract term, consistent with the specific requirements of this RFP. Please see Exhibit C. Response should include a detailed description of the services to be provided to meet the strategies and outcome objectives selected. Responses should describe the design and staffing of the services, including numbers of personnel and hours of services. Response should include methods for reaching priority clients and assessing client need as well as the estimated numbers of clients to be served. The description must: (1) specify how the services in the bid response will meet or exceed the requirements of the County; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County; and (3) identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this RFP.
- ☐ 6. **Cost (1-2 pages):** Bid response should include a detailed description of the costs associated with providing the proposed services. The bid response should include the costs to provide the proposed activities and staff resources to achieve the proposed outcomes. Please see Exhibits D and E.
- ☐ 7. **Capacity and Relevant Experience (3-5 pages):** Bid response should include a detailed description of the Bidder organization's relevant experience. Response should include summaries of other programs, past and current, that demonstrate the experience and stability of the Bidder organization. Response should include descriptions of staff to be assigned to the project and organizational leadership. These descriptions should cover relevant work experience, training, licensure/certification, and experience working with priority populations, including relevant cultural competency. Response should also explain how existing programs within the Bidder organization and relationships with other organizations will be leveraged for success with the proposed program. Response should

address whether new or existing staff will be used for the proposed program and how any gaps in experience or training will be addressed.

- ☐ 8. **Implementation Plan and Schedule (2-3 pages):** The bid response should include an implementation plan describing how the Bidder will (1) prepare to provide services beginning on or around January 1, 2019, (2) plan to inform HIV service providers and clients on how to access services, and (3) how services will be implemented alongside other programs. The plan should also include an assessment of service, effectiveness and any areas for improvement at 3 and 6 months.
- ☐ 9. **Data and Reports (1-2 pages):** The bid response should describe the Bidder's plan to collect data to monitor the progress of the proposed program. The description should cover the plan and process for collecting and entering required data in a timely manner. The description should show how data collection is aligned with the program objectives and services. The description should detail staff responsible for data entry and ensuring compliance with timely data collection and reporting of program activities.





CURRENT REFERENCES

RFP No. CY2019 – HIV Prevention Services

Bidder Name: _____

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

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

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



FORMER REFERENCES

RFP No. CY2019 – HIV Prevention Services

Bidder Name: _____

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

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

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



EXHIBIT B

INSURANCE REQUIREMENTS

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

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

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

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

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

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D	<p><u>Endorsements and Conditions:</u></p> <ol style="list-style-type: none"> ADDITIONAL INSURED: ALL INSURANCE REQUIRED ABOVE WITH THE EXCEPTION OF COMMERCIAL OR BUSINESS AUTOMOBILE LIABILITY, WORKERS' COMPENSATION AND EMPLOYERS LIABILITY, SHALL BE ENDORSED TO NAME AS ADDITIONAL INSURED: COUNTY OF ALAMEDA, ITS BOARD OF SUPERVISORS, THE INDIVIDUAL MEMBERS THEREOF, AND ALL COUNTY OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS, AND REPRESENTATIVES. THE ADDITIONAL INSURED ENDORSEMENT SHALL BE AT LEAST AS BROAD AS ISO FORM NUMBER CG 20 38 04 13. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: CONTRACTOR SHALL INCLUDE ALL SUBCONTRACTORS AS AN INSURED (COVERED PARTY) UNDER ITS POLICIES OR SHALL VERIFY THAT THE SUBCONTRACTOR, UNDER ITS OWN POLICIES AND ENDORSEMENTS, HAS COMPLIED WITH THE INSURANCE REQUIREMENTS IN THIS AGREEMENT, INCLUDING THIS EXHIBIT. THE ADDITIONAL INSURED ENDORSEMENT SHALL BE AT LEAST AS BROAD AS ISO FORM NUMBER CG 20 38 04 13. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision. 	

EXHIBIT C

CONTRACTOR:		PRIORITY POPULATION(S)			
OUTCOME OBJECTIVES <i>(Minimum of 1 Outcome Objective for each Strategy for which funding is requested)</i>	PROCESS OBJECTIVES <i>(Minimum of 1 Process Objective for each Outcome Objective. List in order of importance)</i>		TIMELINE <i>Objectives to be completed by?</i>	STAFF <i>Who on will provide services?</i>	EVALUATION <i>How will objectives obtainment be tracked?</i>
OUTCOME OBJECTIVE #1	PROCESS OBJECTIVE #1		TIMELINE	STAFF	EVALUATION
	1				
	2				
	3				
OUTCOME OBJECTIVE #2	PROCESS OBJECTIVE #2		TIMELINE	STAFF	EVALUATION
	1				
	2				
	3				
OUTCOME OBJECTIVE #3	PROCESS OBJECTIVE #3		TIMELINE	STAFF	EVALUATION
	1				
	2				
	3				
OUTCOME OBJECTIVE #4	PROCESS OBJECTIVE #4		TIMELINE	STAFF	EVALUATION
	1				
	2				
	3				

EXHIBIT D

Office of HIV Prevention - Budget Summary

Agency Name

BUDGET - Program Category Name

Calendar Year

January 1, 2019 – December 31, 2019

		Salary Annual	FTE	Direct Cost	Indirect Cost	Total
A. Personnel						
Executive Director	Ms. A	60,000	3%		1,800	1,800
Program Director	Mr. B	51,987	5%	2,599	2,599	5,198
Program Coordinator	Ms. C	41,593	75%	31,195		31,195
Community Health Outreach Worker	Mr. D	32,916	100%	32,916		32,916
Data Input Clerk/Admin. Asst.	Ms. E	27,300	50%	13,650		13,650
Bookkeeper	Mr. F	36,000	20%		7,200	7,200

Video Camera	800		800
F. Supplies	2,300	300	2,600
Office Supplies	800	300	1,100
Health Education Supplies	1,500		1,500
G. Other Operating Expenses	11,379	3,338	14,717
Rent/Lease	6,000	1,800	7,800
Utilities/Maintenance/Janitorial	1,819	888	2,707
Communications	800	200	1,000
Postage	150	50	200
Printing/Duplicating	600	100	700
Equipment Lease	850	300	1,150
Training/Registration Fees	1,160		1,160
H. Total Personnel & Operating Expenses	141,863	18,137	160,000
I. Total Budget	141,863	18,137	160,000

EXHIBIT E

INSTRUCTIONS AND EXAMPLES FOR CATEGORICAL BUDGET JUSTIFICATION

AGENCY NAME BUDGET

For the Period Covered January 1, 2019 – December 31, 2019

A. PERSONNEL **\$114,948**

[List each position by title and name of employee, if available. Show the annual salary rate by the percentage of time by the number of months to be devoted to this project.]

EXAMPLE:

Executive Director (Ms. A) **\$1,800**

\$60,000/year x 3% x 12mos

This position is a full time position overseeing the agency's overall operations and staff.

Program Director (Mr. B) **\$5,198**

\$51,987/year x 10% x 12mos.

This position is a full-time position overseeing the programmatic implementation including program planning, hiring and supervision of staff, oversight of subcontractors, financial management, reporting and to ensures compliance with contract requirements.

Program Coordinator (Ms. C) **\$31,195**

\$41,593/year x 75% x 12mos.

This is a full-time position overseeing all aspects in the proposed program and other efforts including coordination, recruitment, training, placement, supervision and evaluation. Prepares all required program reports, designs and maintains data collection system.

Community Health Outreach Worker (Mr. D) **\$32,916**

\$32,916/year x 100% x 12mos.

Conducts street and community outreach, networking and advocacy, collects accurate data, assists in program development, makes appropriate referrals for services and distributes health education materials.

Data Input Clerk/Admin Assistant (Mr. E) **\$13,650**

\$27,300/year x 50% x 12mos.

This full-time position provides clerical and administrative support through all phases of the project.

Bookkeeper (Ms. F) **\$ 7,200**

\$36,000/year x 20% x 12 mos.

This is a full-time position managing the program accounts payable, invoicing, preparing audits and other related fiscal matters to this project.

B. FRINGE BENEFITS **\$ 22,990**

[Itemize the cost of fringe benefits. Fringe Benefits should be based on actual known cost or an established formula. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project.]

EXAMPLE:

Our fringe benefit rate is 25% and consists of Health Insurance (7.70%), Pension (5%), Long Term Disability (0.25%), Parking (0.90%), State Unemployment Insurance (1.3%), Worker's Compensation (2.20%) FICA (7.65%).

C. TRAVEL **\$ 5,735**

[List all travel anticipated to occur during the budget/contract period, be specific about who will travel, where, when and why the travel is necessary. All travel must directly and be specific to the work supported by the contract. Local travel should include reimbursement rate (current rate is .345). Out of Eligible Metropolitan Area travel should be calculated at per diem rates and allocated for each individual traveling: Air fare, ground transportation, lodging, per diem and a total.

Local Transportation/Mileage - \$625.

Since most of our activities will be street and community outreach, these expenses are primarily for local mileage to meetings, outreach locations, parking. (151 miles x \$.345 miles x 12 mos.)

Air Fare/Per Diem - \$ 5,110

This line item is primarily for travel outside of the local area to HRSA/OOA recommended or required conferences for the above staff.

	Title of Conf. 2 staff	Title of Conf. 2 staff	Title of Conf. 2 staff	Total
Hotel	450	800	450	1,700
Air Fare	700	700	300	1,700
Per diem	360	900	450	1,710
Sub-total	1,510	2,400	1,200	5,110

CONTRACTURAL/SUB-CONTRACTS

\$20,000

[Include cost such as consultants, contractors, or other Community Based Organizations contracted for the purpose of providing services to clients under the contract. Separate program objectives, evaluation requirements, days and hours of operation and budgets must be submitted for each subcontract.

Agency ABC - \$15,000

This sub-contractor will help our agency to meet the objectives of the program.

Arts Consultants – \$5,000

Our agency will hire consultants, local artists from the community to provide the arts instruction for out multi-week workshop sessions. Arts consultants will include film/videographers, spoken word artists, visual artists, percussionists, musicians, etc.

No. of consultants x rate per hr. x no. of hours x no. of sessions

FURNITURE & FIXTURE/EQUIPMENT

\$2,000

[List only equipment that is being purchased from contract funds. Be specific in describing what furniture or equipment is being purchased, who will use the equipment and why it is necessary to purchase the equipment. Cost sharing must be applied when equipment will be used for other funded activities. Equipment purchased by Contractor, valued over \$5,000 becomes property of Alameda County at the termination of the Master Contract. **At the end of the Fiscal Year, all agencies that has equipment, computers and furniture and fixtures expenditures are required to submit a list and copy of receipts to the Office of HIV Prevention.**]

EXAMPLE:

Computer - \$ 1,200

The Computer will be used by the Community Health Outreach Worker to analyze case and data and intelligence information.

Video Camera - \$ 800

The camera will used to record workshop sessions.

F. Supplies

\$2,600

[A general description of the type of items classified as supplies must be provided. Computer software should be included in this category. Health Education Materials are the supplies to be used/help in doing outreach such as condoms, lube packets and supplies for risk reduction and prevention strategies such as brochures and pamphlets.

EXAMPLE:

Office Supplies - \$ 1,100

These expenses are for the standard office supplies requires to conduct the business of the program, including paper, floppy disks, filing supplies, etc. at the average of \$92.00 per month x 12. mos.

Health Education Materials - \$ 1,500

These expenses include supplies for safer sex kits.

G. OTHER OPERATING EXPENSES

\$14,717

[List items (e.g. rent, printing, communications,) by major type and the basis of computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

EXAMPLE:

Rent/Lease/Space - \$ 7,800

Our facility is lease at 150 square feet at \$1.07 per square foot per FTE per month (252 x \$1.07 x 2.4x12). Costs include direct staff office space plus portion of the usage common areas required for the work of the program such as conference rooms, private counseling rooms, etc.

Utilities/Maintenance/Janitorial - \$2,707

This line cost includes all utilities, janitorial services and any maintenance repair costs for the facility. The cost is calculated as \$.032 per square feet per FTE per month (252 x 2.4 x \$0.323x12 mos.)

Communications - \$1,000

These expenses include monthly phone, internet, facsimile costs as well as lease of phone equipment. (\$35 per mo. X FTE 2.4 x 12 mos.).

Postage - \$200

These expenses are for sending outreach materials, newsletters, correspondence and reporting activities.

Printing/Duplicating - \$700

These expenses are for large volume duplication through vendors for outreach, correspondence, information flyers, evaluation and assessment forms, etc.

Equipment Lease - \$ 1,150

These expenses are for lease and maintenance of our copy machine and other office equipment (\$40.00 per mo. X FTE 2.4 x 12 mos.).

Training/Registration Fees - \$ 1,160

This expense will be used to support any pre-approved conferences, training, workshops, and in-services for program staff.

TOTAL PERSONNEL & OPERATING EXPENSES

\$160,000

V. TOTAL BUDGET \$160,000