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

* The format of this RFP has been simplified.
* Only the following pages require signatures:

1. Exhibit A – Bid Response Packet, [Bidder Information and Acceptance](#BidderAcceptance) page
   1. [Must be signed by Bidder](#BidderAcceptance)
2. Exhibit A – Bid Response Packet, [SLEB Partnering 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.

COUNTY OF ALAMEDA

Health Care Services Agency (HCSA)

REQUEST FOR PROPOSAL No. HCSA-900518

**for**

Innovations In Reentry Pilot Projects

|  |  |
| --- | --- |
| **Bidders Conference #1**  **May 23, 2018 at 11:00 AM**  **Behavioral Health Care Services (BHCS)**  **1900 Embarcadero Cove, Suite 200**  **Redwood Regional Park Conference Room #205**  **Oakland, CA 94606** | **Bidders Conference #2**  **May 24, 2018 at 1:30 PM**  **Health Care Services Agency (HCSA)**  **1000 San Leandro Boulevard, Suite 300**  **Conference Room #325**  **San Leandro, CA 94577** |
| Additional Information:  Free parking is available at both Bidders Conferences.  The San Leandro Bidders Conference is accessible to BART. | |
| **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:** **Andrea Dodge, Supervising Program Specialist**  **Phone Number: (510) 667-7414**  **E-mail Address: Andrea.Dodge@acgov.org** | | |

**RESPONSE DUE**

by

**2:00 p.m.**

On

**June 25, 2018**

at

**Alameda County, Health Care Services Agency**

**1000 San Leandro Blvd, Suite 300**

**San Leandro, CA 94577**

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COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. HCSA-900518

SPECIFICATIONS, TERMS & CONDITIONS

for

**Innovations In Reentry Pilot Projects**

**TABLE OF CONTENTS**

**Page**

[I. STATEMENT OF WORK 4](#_Toc512881940)

[A. INTENT 4](#_Toc512881941)

[B. BACKGROUND 4](#_Toc512881942)

[C. SCOPE/SPECIFIC REQUIREMENTS 6](#_Toc512881943)

[D. BIDDER QUALIFICATIONS 12](#_Toc512881944)

[E. DELIVERABLES / REPORTS 13](#_Toc512881945)

[II. CALENDAR OF EVENTS 15](#_Toc512881946)

[F. NETWORKING / BIDDERS CONFERENCES 16](#_Toc512881947)

[III. COUNTY PROCEDURES, TERMS, AND CONDITIONS 17](#_Toc512881948)

[G. EVALUATION CRITERIA / SELECTION COMMITTEE 17](#_Toc512881949)

[H. CONTRACT EVALUATION AND ASSESSMENT 33](#_Toc512881950)

[I. NOTICE OF INTENT TO AWARD 34](#_Toc512881951)

[J. TERM / TERMINATION / RENEWAL 34](#_Toc512881952)

[K. PRICING 34](#_Toc512881953)

[L. AWARD 35](#_Toc512881954)

[M. INVOICING 36](#_Toc512881955)

[N. BID PROTEST/APPEALS PROCESS 37](#_Toc512881956)

[O. ACCOUNT MANAGER / SUPPORT STAFF 39](#_Toc512881957)

[IV. INSTRUCTIONS TO BIDDERS 39](#_Toc512881958)

[P. COUNTY CONTACTS 39](#_Toc512881959)

[Q. SUBMITTAL OF BIDS 40](#_Toc512881960)

[R. RESPONSE FORMAT 43](#_Toc512881961)

ATTACHMENTS

EXHIBIT A - BID RESPONSE PACKET

EXHIBIT B - INSURANCE REQUIREMENTS

# STATEMENT OF WORK

## INTENT

It is the intent of these specifications, terms and conditions for Alameda County Health Care Services Agency (hereafter HCSA or the County) in this Request for Proposals (RFP) to seek proposals from qualified service providers with experience serving the adult criminal justice reentry population to design, develop, and pilot culturally responsive and evidence-based or evidence-informed programs.

The purpose of the Innovations In Reentry (IIR) program is to spur innovative, creative ideas to address the needs of the adult reentry population and to reduce criminal justice recidivism through investment in community-based programs. This RFP is for Round 3 of IIR projects.

The County intends to award multiple eighteen (18) month contracts to the Bidder(s) selected as the most responsible Bidder(s) whose response conforms to the RFP, meets the County’s requirements, and whose proposal presents the greatest value to the County, all evaluation criteria considered.

A total amount not to exceed $1,900,000 may be available during the contract term to cover all of the target populations specified in this RFP. Individual Bids should not exceed the maximum allowed as specified in the Scope Section below.

Selected projects will be implemented over the eighteen (18) month contract period. Contractor will submit a final product, usable for other providers serving similar populations. IIR Project funding is not intended for on-going services and will end after the eighteen (18) month implementation period.

## BACKGROUND

**Alameda County Health Services Agency (HCSA)** is the health authority in Alameda County whose mission is to provide fully integrated health care services to its residents. These services are provided through a comprehensive network of public and private partnerships that ensure optimal health and well-being and respect the diversity of all residents. HCSA recognizes that to achieve this mission, it must develop high quality services and operations that are consistent with any changes in relevant economic and policy environments.

**Behavioral Health Care Services (BHCS)** is a department of HCSA and is the Medi-Cal mental health plan for Alameda County. BHCS provides specialty mental health and substance use disorder services to eligible county residents through a combination of community-based and county-operated programs. These programs deliver services in clinics, homes, schools, day care centers, group homes, criminal justice settings, and residential placements.

**Mental Health Services Act (MHSA) Innovation Funding**

Contracts that result from this RFP will be partially funded with Mental Health Services Act (also known as MHSA or Proposition 63) Innovation (INN) funding. MHSA Innovation funding is intended to provide mental health systems with an opportunity to learn from innovative approaches. Innovation Grant Program funding is not designed to support existing or ongoing programs or services, but rather to provide the system with innovative demonstration projects that will support system change and improve client/consumer outcomes.

An Innovation Project is a short-term pilot project that contributes to learning, rather than having a primary focus on providing a service. Innovation Projects can contribute to learning at any point across the spectrum of an individual or family’s needs relating to mental health, from prevention and early intervention to recovery supports.

**Public Safety Realignment/Assembly Bill (AB) 109 Funding**

Contracts that result from this RFP will also be partially funded by the Public Safety Realignment Act (AB 109), which was signed into law in 2011. AB 109 addressed overcrowding in California State prisons by transferring responsibility for the incarceration and supervision of many individuals convicted of certain offenses and individuals on parole from the state to the county level.

The Community Corrections Partnership (CCP) Executive Committee (EC) provides planning, oversight, implementation, and assessment of Realignment dollars in Alameda County. The EC is chaired by the Probation Chief, and includes the Sheriff, District Attorney, Public Defender, a local Chief of Police, Health Care Services Agency Director, and a Superior Court representative.

In Fiscal Year 2016-2017, the CCP allocated $1 million in AB 109 funding to the IIR Program to sponsor innovative, evidence-based or evidence-informed programs to improve adult reentry services.

**Innovations In Reentry Program**

Innovations In Reentry (IIR) is a pilot grant program designed to spur innovative, creative ideas for addressing the needs of the adult reentry population. The fund supports community-based projects that contribute to reducing adult recidivism in Alameda County.

Since 2013, the IIR Program has awarded over $3 million to community-based organizations to pilot 16 innovative projects through two rounds of funding. These projects produced program models or toolkits and showcased their results at Learning Conferences that enable the County to learn from their efforts.

To select Project Categories for Round 3, BHCS engaged stakeholders at CCP Programs/Services and Fiscal/Procurement subcommittees, Executive Committee, and Community Advisory Board meetings to determine gaps in reentry services that could benefit from innovative pilot projects. Based on extensive community feedback, BHCS proposed four Project Categories, which were approved by the Community Corrections Partnership in November 2017. One of the Project Categories was excluded due to strategic planning and prioritization of resources.

**Alameda County Reentry Population**

Alameda County’s reentry population includes not only persons who are on probation or parole, but also those who have experienced contact with the criminal justice system, such as arrest, detention, or diversion. In the County’s 2014 Adult Re-Entry Strategic Plan, the Probation Department estimated that there were 375,000 post-sentence individuals in Alameda County in 2013. Of these, 13,229 were supervised by Alameda County Probation Department (ACPD), of which 84% were male and 16% were female; 50% were African American, 21% were Latino, 20% were White, 4% were Asian, and 4% were Other race.

## SCOPE/SPECIFIC REQUIREMENTS

Bidders may submit an IIR Proposal that introduces a creative, evidence-based or evidence-informed project for one or more of the Project Categories below.

**This RFP includes three Project Categories. Bidders may bid on one or more of the categories. Bidders bidding on multiple categories must submit a separate bid response packet for each category (see Exhibit A—Bid Response Packet, Required Documentation and Submittals below). Failure to submit a separate, complete bid response packet for each category proposed may be grounds for bid disqualification.**

**Each category will be evaluated separately in accordance with the Evaluation Criteria outlined in Section III.G. of this RFP.**

Selected awarded Bids will be funded for an 18-month contract period, with the expectation that successful Bidders will submit the final deliverable by the end of that period, participate in an evaluation, and present their project at a Learning Conference subsequent to project completion. Conference expenses should be included in the budget; see the RFP Exhibit A.

**Target Population**

The target population for this RFP is reentry adults residing in Alameda County, which includes not only persons supervised by probation or parole, but also those who have experienced contact with the criminal justice system, such as arrest, detention, or diversion (“reentry population” or “reentry individuals”).

**TABLE 1: IIR Project Summary Chart**

| **Grant Project Category** | **Maximum Funding per Category** | **Maximum Funding Per Project** |
| --- | --- | --- |
| **I. Reentry Peer Specialist Training** | **$600,000** | * **$100,000 for 1 organization** * **$200,000 for 2+ organizations (Note: No single organization may receive more than $100,000 per project and per category)** * **$25,000 for fiscally sponsored organization** |
| **II. Reentry Community Engagement & Empowerment** | **$500,000** |
| **III. Culturally Responsive Services for Minority Subpopulations** | **$800,000** |
| **MAXIMUM FUNDING FOR ALL PROJECTS** | **$1,900,000** |  |

Bidders may not propose more than one project per category. Although bidders may collaborate to submit a bid for up to $200,000, no single organization may receive more than $100,000 per project / per category. For collaborative projects, one bidder should be identified as the prime bidder, and the other organization(s) identified as subcontractor(s).

Organizations that are not incorporated by the State, but which have a fiscal sponsor with legal and tax exempt status, may apply for up to $25,000 in funding with a Letter of Confirmation from the fiscal sponsor. Please see Exhibit A of this RFP for additional details.

Successful Bidders will demonstrate knowledge, experience, and understanding of the needs, issues, and challenges faced by the target population. Bidders should identify strategies to address barriers faced by the target population and demonstrate experience in supporting clients.

Services and supports should be culturally and linguistically appropriate. Selected awarded Bidder(s) shall have the cultural competency required to successfully serve the target population. This competency spans not just race/ethnicity and language capacity, but should include an understanding of and ability to reflect clients’ shared experience, existing and emerging community and organizational strengths, and the unique experiences of community members as they relate to gender and sexual orientation, race, age, exposure to trauma, immigration experience, mental health status, socioeconomic status, and other risk and protective factors. Please refer to Supplement 1 to this RFP, National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care.

The selected awarded bidder(s) should be willing to perform the following activities during the contract term:

* + 1. Promote innovative approaches to criminal justice reentry in one of the following ways:

1. Introduce a new service or strategy to criminal justice reentry practice and/or behavioral health practice for the reentry population. In other words, it has *not* previously been used in the fields of criminal justice reentry and/or behavioral health for the reentry population;
2. Adapt an existing strategy within criminal justice reentry practice and/or behavioral health practice for the reentry population to serve a new population in a different setting, OR
3. Modify the use of an existing practice/strategy utilized in another field, to be used for the first time in criminal justice reentry and/or behavioral health for the reentry population.
   * 1. The projects must also have the following attributes:
4. A learning component, which will contribute to the body of knowledge about criminal justice reentry and/or behavioral health for the reentry population;
5. A focus on improving some aspect of the criminal justice system or service delivery and/or behavioral health system or service delivery for the reentry population in Alameda County;
6. Incorporation of Evidence Based Practices (EBPs) demonstrated to reduce recidivism and/or address criminogenic risks/needs, either through direct integration of EBPs or using the EBPs to substantively inform the project;
7. Consideration of scalability and/or ability to integrate into current reentry services for implementation beyond the pilot project in Alameda County;
8. Collaboration with current service providers to the reentry population in Alameda County, including Alameda County Probation Department and/or its contractors;
9. Incorporation of feedback from reentry individuals in program/curriculum development and implementation;
10. Collaboration with a County-designated evaluator to measure project outcomes and results; and
11. A time-limited scope of 18 months or less for projects to complete deliverables and final reports for BHCS.

All products resulting from funded projects are required to be made available for use in the public domain, and selected awarded Bidders shall obtain any necessary permissions for this purpose.

IIR Project Categories

IIR Program Round 3 will fund development of innovative, culturally responsive pilot projects to improve services to the reentry population in the following Categories:

* **Reentry Peer Specialist Training** (Maximum $600,000)
* **Reentry Community Engagement & Empowerment** (Maximum $500,000)
* **Culturally Responsive Services for Minority Subpopulations** (Maximum $800,000)

1. **IIR Project Category #1. Reentry Peer Specialist Training**

Maximum Funding Allocation: $600,000

Selected awarded bidder(s) will design, develop and implement a program model and curriculum for training and incorporating reentry individuals to participate in the workforce of agencies and programs providing case management services to the reentry population, with an emphasis on behavioral health clinical case management.

Each project must answer the following Innovative Learning Questions:

How does training reentry individuals to become peer specialists in agencies and programs providing reentry case management services:

1) Reduce recidivism for the individuals trained? and

2) Improve the effectiveness of services to the reentry population?

Projects are required to:

* Incorporate or be informed by a specific evidence-based peer program (i.e. Pennsylvania Peerstar Forensic Peer Specialist, Recovery Innovations)
* Include at minimum, the following domains in the curriculum:
  + Peer Support Skills
    - Client advocacy
    - Learning from lived experience
    - Professional responsibility and ethics
    - Wellness and recovery
    - Self-care
    - Trauma/triggers
    - Working as member of professional team
    - Cultural and gender responsiveness
    - Mental health and substance use disorders
    - Documentation for case management services, including specialty mental health
    - Connecting to resources
  + Reentry Support
    - Criminal justice system
    - Community corrections
    - Sequential Intercept Mapping
    - Criminogenic risks and needs
    - Relevant laws
    - Law enforcement collaboration
    - Restorative Justice
    - Reentry resources
* Include practicum and participant feedback
* Provide stipends for participants

**2) IIR Project Category #2. Reentry Community Engagement & Empowerment**

Maximum Funding Allocation: $500,000

Selected awarded bidder(s) will develop and implement a program model for empowering formerly incarcerated individuals 1) to engage with the Community Corrections Partnership (CCP) and its committees/advisory board and 2) to host reentry services consumer forums to provide feedback to the CCP.

Each project must answer the following Innovative Learning Questions:

How does training reentry individuals to provide feedback to the CCP through direct participation and hosting reentry consumer forums:

(1) Support reentry individuals in recovery and reentry

2) Increase community engagement and empowerment among reentry individuals to provide feedback to improve effectiveness of services to the reentry population?

Projects are required to:

* Incorporate evidence-based or evidence-informed leadership development and/or consumer empowerment models
* Incorporate a reentry individual or family member of a reentry individual as program staff
* Train reentry individuals to participate meaningfully at CCP meetings, including the Executive Committee, Committees, and Community Advisory Board by sharing their experiences with reentry services and ideas for improvement
* Host at least 4 consumer forums that
  + - * Include at least one CCP representative
      * Are geographically accessible and at a time that maximizes consumer participation
      * Create a structured opportunity for members of the reentry population to provide constructive feedback on reentry services
      * Document feedback in written form to share with the CCP

1. **IIR Project Category #3. Culturally Responsive Services for Minority Subpopulations**

Maximum Funding Allocation: $800,000

Selected awarded bidder(s) will design and implement a culturally responsive program model for providing reentry services for minority subpopulations in the reentry community. In this context, “minority subpopulations” are identifiable groups that are underrepresented in the Alameda County reentry population and whose needs may be overlooked for this reason. This can include identifications based on gender, disability, sexual orientation, race or ethnicity, etc.

Each project must answer the following Innovative Learning Question:

How can a culturally responsive model for minority subpopulations in the Alameda County reentry population improve reentry services to increase the effectiveness of reentry services and reduce recidivism for this subpopulation?

Projects are required to:

* Incorporate or be informed by a specific evidence-based practice that reduces an individual’s criminogenic risks and/or needs
* Incorporate a reentry individual or family member of a reentry individual as part of the project implementation
* Identify a specific minority subpopulation as the target population
* Identify specific challenges or barriers confronting this target population that make current Alameda County reentry services insufficient or inappropriate to meet the specific needs of this target population
* Design and implement specific reentry service(s) that will directly address these challenges and that can be incorporated into current reentry services available to the general reentry population in Alameda County
* Identify and collaborate with current Alameda County reentry services providers to provide the specific reentry service to the target population
* Incorporate feedback from reentry individuals from this specific target population in program development

## BIDDER QUALIFICATIONS

Bidding organizations may choose to subcontract with another entity in submitting a bid response for one or more categories, or they may submit one independently.

To be eligible to participate in this RFP if submitting a bid **independently**, Bidder must meet the following Bidder Minimum Qualifications:

1. Bidder shall be regularly and continuously engaged in the business of providing behavioral health, case management, educational, employment, or other social services to the Alameda County reentry population for at least two (2) years.
2. Bidder must demonstrate access to clients of reentry services from the target population who can willingly participate in the testing and feedback regarding the program or application prior to public launch.
3. Bidder shall possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP.
4. Bidder shall demonstrate understanding of and experience with the needs of the target population as described in the Scope/Specific Requirements Section.

To be eligible to participate in this RFP **subcontracting with another entity** in submitting a bid response for one or more categories, **either Bidder and/or Subcontractor(s)** must meet Bidder Minimum Qualifications (a) and (b) above, and **both Bidder and/Subcontractor(s)** must meet Bidder Minimum Qualifications (c) and (d) above.

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

## DELIVERABLES / REPORTS

Deliverables are required (1) for all projects, and (2) separately for each Category, as follows:

* + 1. **All Projects:**

Deliverables

* + - * A Work Plan as described in the RFP Exhibit A, Item #8, and in RFP Supplement #2, Sample Work Plan Template.
      * Final program model or curriculum depending on project category (see below). **Note: All project deliverables developed will be public domain and/or open-source and made available free-of-charge to any interested individuals and agencies.**
      * Presentation of Project Results at a County-coordinated IIR Learning Conference in Alameda County within one year of project completion
      * Participation in semi-annual Learning Cafes (2 to 3 hours) coordinated by County

Data and Outcomes

The awarded bidder(s) shall track data and outcomes for the purpose of reporting and for continuous quality improvement of services. Selected awarded bidder(s) shall comply with any reporting and evaluation requirements set forth by HCSA under the Innovations Program. If required, County will provide technical training and support to the Contractor.

Reporting shall include:

* Demographic data on participants per MHSA Innovations regulations (Quarterly Reports)
* Narrative report based on MHSA Innovations regulations (Quarterly)
* Final Innovations Evaluation Report (at project completion), based on MHSA Innovations regulations
* Participation in Semi-Annual Site Visits by County
* Participation in County-coordinated evaluation
  + 1. **Specific Project Category Deliverables and Reporting**

**IIR Project Category #1. Reentry Peer Specialist Training**

* Deliverables Required
  + Program Model
  + Training Curriculum which can be replicated and field tested by other providers and should include
    - Trainers’ Manual
    - Trainee Manual
    - Training Exercises
    - Lesson Plans / Agendas
    - Attachments / Appendices
* Reporting Requirements
  + Number of clients trained by program
  + Number of clients who completed program training
  + Number of clients who obtained positions in peer services case management at completion of program
  + Number of reentry individuals served by clients during the course of program and in what capacity

**IIR Project Category #2. Reentry Community Engagement & Empowerment**

* Deliverables Required
  + Program Model for consumer engagement and empowerment which can be replicated and field tested by other providers and should include
  + Training Curriculum
    - Trainee Manual
    - Training Exercises
    - Lesson Plans / Agendas
  + Program model for reentry consumer forums
* Reporting Requirements
  + Number of clients trained by program to participate in CCP meetings
  + Number of clients attending CCP meetings, and at which meetings
  + Number of clients involved in hosting or facilitating consumer forum
  + Number of reentry individuals participating in consumer forum
  + Number of family members of reentry individuals participating in consumer forum
  + Number of other community members participating in consumer forum
  + Number of CCP members or representatives participating in consumer forum

**IIR Project Category #3. Culturally Responsive Services for Minority Subpopulations**

* Deliverables Required
  + Program Model which can be replicated and field tested by other providers and should include
    - Program Design
    - Evidence-Based and Best Practices
    - Service Delivery
    - Budget
* Reporting Requirements
  + Number of clients provided services
  + Number of service encounters (based on type of service)
  + Number of specific benefit of service (based on type of service)
  + List of Alameda County agencies working in collaboration with service provider to provide service

# CALENDAR OF EVENTS

| **EVENT** | **DATE/LOCATION** | |
| --- | --- | --- |
| Request Issued | May 15, 2018 | |
| Written Questions Due | by 5:00 p.m. on May 24, 2018 | |
| Networking/Bidders Conference #1 | May 23, 2018@ 11:00 AM | At:  Behavioral Health Care Services (BHCS)  1900 Embarcadero Cove, Suite 200  Redwood Regional Park Conference Room #205  Oakland, CA 94606 |
| Networking/Bidders Conference #2 | May 24, 2018 @ 1:30 PM | At:  Health Care Services Agency (HCSA)  1000 San Leandro Boulevard, Suite 300  Conference Room # 325  San Leandro, CA 94577 |
| Addendum Issued | June 8, 2018 | |
| Response Due | June 25, 2018 by 2:00 p.m. | |
| Evaluation Period | June 26 – July 17, 2018 | |
| Vendor Interviews  (Optional) | July 13 - July 17, 2018 | |
| Board Letter Recommending Award Issued | September 4, 2018 | |
| Board Consideration Award Date | September 18, 2018 | |
| Contract Start Date | October 1, 2018 | |

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

## NETWORKING / BIDDERS CONFERENCES

* + 1. Networking/Bidders conferences will be held to:
       - Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships in order to participate in the contract(s) that may result from this RFP.
       - Provide an opportunity for Bidders to ask specific questions about the project and request RFP clarification.
       - Provide the County with an opportunity to receive feedback regarding the project and RFP.
    2. All questions will be addressed, and the list of attendees will be included, in an RFP Addendum following the networking/Bidders conference(s).
    3. By attending one of the networking/bidders conference(s) potential Bidders will have the opportunity to further facilitate subcontracting relationships. Vendors who attend a networking/bidders conference will be added to the Vendor Bid List to be included in subsequent Addendum.

# COUNTY PROCEDURES, TERMS, AND CONDITIONS

## EVALUATION CRITERIA / SELECTION COMMITTEE

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

All contact during the evaluation phase shall be through Andrea Dodge, Supervising Program Specialist, only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of Bidder.

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

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

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

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

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

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of Bidders that will continue to the final stage of oral presentation 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. |

**This RFP includes three Project Categories. Bidders may bid on one or more of the categories. Bidders bidding on multiple categories must submit a separate bid response packet for each category (see Exhibit A—Bid Response Packet, Required Documentation and Submittals below). Failure to submit a separate, complete bid response packet for each category proposed may be grounds for bid disqualification.**

**Each category will be evaluated separately in accordance with the Evaluation Criteria outlined in accordance with the Evaluation Criteria outlined below.**

The Evaluation Criteria and their respective weights are as follows. Each category of services shall be evaluated separately in accordance with the Evaluation Criteria outlined below.

**Category 1, Reentry Peer Specialist Training:**

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Threshold/Minimum Requirements** |  |
| **A.** | **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 16 calendar days of contract award and/or the completion of the competitive process. | Pass/Fail |
|  | **Debarment and Suspension:**  Bidders are not identified on the list of Federally debarred, suspended or other excluded parties located at [www.sam.gov](http://www.sam.gov). | Pass/Fail |
|  | **References (See Exhibit A – Bid Response Packet)** | Pass/Fail |
|  | **Ranking Criteria** |  |
| **B.** | **Cost:**  An evaluation will also be made of:   1. **Reasonableness/Cost Effectiveness** (i.e., does the proposed pricing accurately reflect the Bidder’s effort to meet requirements and objectives? How reasonable is the cost per client served?); 2. **Realism** (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?);   Consideration of price in terms of overall affordability and cost effectiveness 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 |
| **C.** | **Relevant Experience:**  Proposals will be evaluated against the RFP specifications and the following factors:   * Does the Bidder have experience in providing the scope of services described in this RFP or similar services? * Does the Bidder have experience providing services to the target population? * Does the Bidder have organizational capacity to administer the funding and implement the project successfully to develop a program model/curriculum and serve clients? * Do the personnel assigned to this program have experience in or the abilities to implement this project? * Does Bidder have a history of successful outcomes on similar projects? * Does Bidder demonstrate ability to input and maintain required data in the County-designated data collection and reporting system in compliance with security standards? * Does the Bidder demonstrate understanding of the domain areas required for the curriculum? | 20 Points |
| **D.** | **Description of Proposed Services:**   * Does Bidder demonstrate how the proposed project will promote innovative approaches to reentry services in one of the following ways:  1. Introduce a new application or technology tool to criminal justice reentry practice and/or behavioral health practice for the reentry population. In other words, it has not previously been used in the fields of criminal justice reentry and/or behavioral health for the reentry population; 2. Adapt an existing strategy within criminal justice reentry practice and/or behavioral health practice for the reentry population to serve a new population in a different setting, OR 3. Modify the use of an existing criminal justice reentry and/or behavioral health for the reentry population practice/strategy to be utilized in a practice from another field, to be used for the first time in criminal justice reentry and/or behavioral health for the reentry population.  * Does the Bidder demonstrate a thorough understanding of the purpose and scope of the project and understand the deliverables the County expects it to provide? * Do the services and deliverables the Bidder proposes to provide under this RFP meet or exceed County requirements? * Does the Bidder identify any limitations or restrictions in providing services that may significantly impact implementation of the contract? * Does the project feature a learning component which will contribute to the body of knowledge about criminal justice reentry and/or behavioral health for the reentry population? * Does the project demonstrate focus on improving some aspect of the criminal justice system or service delivery and/or behavioral health system and/or behavioral health service delivery to the reentry population in Alameda County? * Does the project incorporate Evidence Based Practices (EBPs) demonstrated to reduce recidivism and/or address criminogenic risks/needs, either through direct integration of EBPs or using the EBPs to substantively inform the project? * Does the Bidder identify how the services provided in the project could be scaled and/or be integrated into current reentry services for implementation beyond the pilot project in Alameda County? * Does the Bidder describe collaboration with current services providers to the reentry population in Alameda County, including Alameda County Probation Department and/or its contractors? * Does the Bidder demonstrate a willingness to commit to data collection and reporting using the system developed by the County and any contracted evaluators, and a willingness to implement system-wide measures, including real-time data sharing? * Is/are the facility(ies) described appropriate and adequate for administration of the IIR project, including considerations of engagement with the target population and accessibility? * If a collaborative project, does the Bidder clearly describe the services that the subcontractor will provide? Has the subcontractor submitted a Letter of Confirmation for these services? | 25 Points |
| **E.** | **Understanding of Priority/Target Population and Cultural Responsiveness**   * Does the Bidder demonstrate how the proposed services will address the needs of the reentry population and reduce recidivism? * Has the Bidder proposed services will meet the culturally and linguistically appropriate services (CLAS) standards as described in Supplement 2? * Does or will the project team include a reentry individual and/or family member of a reentry individual as part of the program staff? * Do the proposed services incorporate feedback from reentry individuals in program/curriculum development? * Does the Bidder describe an outreach and recruitment process that will engage the target population in an equitable and effective manner? | 15 Points |
| **F.** | **Implementation Schedule / Work Plan:**   * Does the Implementation Schedule demonstrate that the Bidder understands the County’s schedule and can meet it, including full implementation of program services within six months of contract execution and completion of the final deliverable and report within eighteen (18) months? * Does the Bidder demonstrate ability to succeed in project design and implementation based on the Implementation Schedule? * In the Work Plan, are the proposed outcomes aligned with the objectives of this RFP and the Program Category? * Do the proposed measures effectively quantify achievement of the proposed outcomes? | 15 Points |
| **G.** | **Overall Proposal and/or Oral Interview:**  Should interviews take place, the oral interview on the proposal shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. The scoring may be revised based on the oral interview. | 10 Points |
| **SMALL LOCAL EMERGING BUSINESS PREFERENCE** | | |
|  | Local Preference: Points equaling five percent (5%) of Bidder’s total score, for the above Evaluation Criteria, will be added. This will be the Bidder’s final score for purposes of award evaluation. | Five Percent (5%) |
|  | Small and Local or Emerging and Local Preference: Points equaling five percent (5%) of Bidder’s total score, for the above Evaluation Criteria, will be added. This will be the Bidder’s final score for purposes of award evaluation. | Five Percent (5%) |

**Category 2, Reentry Community Engagement & Empowerment:**

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Threshold/Minimum Requirements** |  |
| **A.** | **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 16 calendar days of contract award and/or the completion of the competitive process. | Pass/Fail |
|  | **Debarment and Suspension:**  Bidders are not identified on the list of Federally debarred, suspended or other excluded parties located at [www.sam.gov](http://www.sam.gov). | Pass/Fail |
|  | **References (See Exhibit A – Bid Response Packet)** | Pass/Fail |
|  | **Ranking Criteria** |  |
| **B.** | **Cost:**  An evaluation will also be made of:   1. **Reasonableness/Cost Effectiveness** (i.e., does the proposed pricing accurately reflect the Bidder’s effort to meet requirements and objectives? How reasonable is the cost per client served?); 2. **Realism** (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?);   Consideration of price in terms of overall affordability and cost effectiveness 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 |
| **C.** | **Relevant Experience:**  Proposals will be evaluated against the RFP specifications and the following factors:   * Does the Bidder have experience in providing the scope of services described in this RFP or similar services? * Does the Bidder have experience providing services to the target population? * Does the Bidder have organizational capacity to administer the funding and implement the project successfully to develop a program model/curriculum and serve clients? * Do the personnel assigned to this program have experience in or the abilities to implement this project? * Does Bidder have a history of successful outcomes on similar projects? * Does Bidder demonstrate ability to input and maintain required data in the County-designated data collection and reporting system in compliance with security standards? | 20 Points |
| **D.** | **Description of Proposed Services:**   * Does Bidder demonstrate how the proposed project will promote innovative approaches to reentry services in one of the following ways:  1. Introduce a new application or technology tool to criminal justice reentry practice and/or behavioral health practice for the reentry population. In other words, it has not previously been used in the fields of criminal justice reentry and/or behavioral health for the reentry population; 2. Adapt an existing strategy within criminal justice reentry practice and/or behavioral health practice for the reentry population to serve a new population in a different setting, OR 3. Modify the use of an existing criminal justice reentry and/or behavioral health for the reentry population practice/strategy to be utilized in a practice from another field, to be used for the first time in criminal justice reentry and/or behavioral health for the reentry population.  * Does the Bidder demonstrate a thorough understanding of the purpose and scope of the project and understand the deliverables the County expects it to provide? * Do the services and deliverables the Bidder proposes to provide under this RFP meet or exceed County requirements? * Does the Bidder identify any limitations or restrictions in providing services that may significantly impact implementation of the contract? * Does the project feature a learning component which will contribute to the body of knowledge about criminal justice reentry and/or behavioral health for the reentry population? * Does the project demonstrate focus on improving some aspect of the criminal justice system or service delivery and/or behavioral health system and/or behavioral health service delivery to the reentry population in Alameda County? * Does the project incorporate Evidence Based Practices (EBPs) demonstrated to reduce recidivism and/or address criminogenic risks/needs, either through direct integration of EBPs or using the EBPs to substantively inform the project? * Does the Bidder identify how the services provided in the project could be scaled and/or be integrated into current reentry services for implementation beyond the pilot project in Alameda County? * Does the Bidder describe collaboration with current services providers to the reentry population in Alameda County, including Alameda County Probation Department and/or its contractors? * Does the Bidder demonstrate a willingness to commit to data collection and reporting using the system developed by the County and any contracted evaluators, and a willingness to implement system-wide measures, including real-time data sharing? * Is/are the facility(ies) described appropriate and adequate for administration of the IIR project, including considerations of engagement with the target population and accessibility? * If a collaborative project, does the Bidder clearly describe the services that the subcontractor will provide? Has the subcontractor submitted a Letter of Confirmation for these services? | 25 Points |
| **E.** | **Understanding of Priority/Target Population and Cultural Responsiveness**   * Does the Bidder demonstrate how the proposed services will address the needs of the reentry population and reduce recidivism? * Has the Bidder proposed services will meet the culturally and linguistically appropriate services (CLAS) standards as described in Supplement 2? * Does or will the project team include a reentry individual and/or family member of a reentry individual as part of the program staff? * Do the proposed services incorporate feedback from reentry individuals in program/curriculum development? * Does the Bidder describe an outreach and recruitment process that will engage the target population in an equitable and effective manner? | 15 Points |
| **F.** | **Implementation Schedule / Work Plan:**   * Does the Implementation Schedule demonstrate that the Bidder understands the County’s schedule and can meet it, including full implementation of program services within six months of contract execution and completion of the final deliverable and report within eighteen (18) months? * Does the Bidder demonstrate ability to succeed in project design and implementation based on the Implementation Schedule? * In the Work Plan, are the proposed outcomes aligned with the objectives of this RFP and the Program Category? * Do the proposed measures effectively quantify achievement of the proposed outcomes? | 15 Points |
| **G.** | **Overall Proposal and/or Oral Interview:**  Should interviews take place, the oral interview on the proposal shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. The scoring may be revised based on the oral interview. | 10 Points |
| **SMALL LOCAL EMERGING BUSINESS PREFERENCE** | | |
|  | Local Preference: Points equaling five percent (5%) of Bidder’s total score, for the above Evaluation Criteria, will be added. This will be the Bidder’s final score for purposes of award evaluation. | Five Percent (5%) |
|  | Small and Local or Emerging and Local Preference: Points equaling five percent (5%) of Bidder’s total score, for the above Evaluation Criteria, will be added. This will be the Bidder’s final score for purposes of award evaluation. | Five Percent (5%) |

**Category 3, Culturally Responsive Services for Minority Subpopulations:**

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Weight** |
|  | **Threshold/Minimum Requirements** |  |
| **A.** | **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 16 calendar days of contract award and/or the completion of the competitive process. | Pass/Fail |
|  | **Debarment and Suspension:**  Bidders are not identified on the list of Federally debarred, suspended or other excluded parties located at [www.sam.gov](http://www.sam.gov). | Pass/Fail |
|  | **References (See Exhibit A – Bid Response Packet)** | Pass/Fail |
|  | **Ranking Criteria** |  |
| **B.** | **Cost:**  An evaluation will also be made of:   1. **Reasonableness/Cost Effectiveness** (i.e., does the proposed pricing accurately reflect the Bidder’s effort to meet requirements and objectives? How reasonable is the cost per client served?); 2. **Realism** (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?);   Consideration of price in terms of overall affordability and cost effectiveness 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 |
| **C.** | **Relevant Experience:**  Proposals will be evaluated against the RFP specifications and the following factors:   * Does the Bidder have experience in providing the scope of services described in this RFP or similar services? * Does the Bidder have experience providing services to the target population (and for Project Category 3, specific minority subpopulation)? * Does the Bidder have organizational capacity to administer the funding and implement the project successfully to develop a program model/curriculum and serve clients? * Do the personnel assigned to this program have experience in or the abilities to implement this project? * Does Bidder have a history of successful outcomes on similar projects? * Does Bidder demonstrate ability to input and maintain required data in the County-designated data collection and reporting system in compliance with security standards? | 15 Points |
| **D.** | **Description of Proposed Services:**   * Does Bidder demonstrate how the proposed project will promote innovative approaches to reentry services in one of the following ways:  1. Introduce a new application or technology tool to criminal justice reentry practice and/or behavioral health practice for the reentry population. In other words, it has not previously been used in the fields of criminal justice reentry and/or behavioral health for the reentry population; 2. Adapt an existing strategy within criminal justice reentry practice and/or behavioral health practice for the reentry population to serve a new population in a different setting, OR 3. Modify the use of an existing criminal justice reentry and/or behavioral health for the reentry population practice/strategy to be utilized in a practice from another field, to be used for the first time in criminal justice reentry and/or behavioral health for the reentry population.  * Does the Bidder demonstrate a thorough understanding of the purpose and scope of the project and understand the deliverables the County expects it to provide? * Do the services and deliverables the Bidder proposes to provide under this RFP meet or exceed County requirements? * Does the Bidder identify any limitations or restrictions in providing services that may significantly impact implementation of the contract? * Does the project feature a learning component which will contribute to the body of knowledge about criminal justice reentry and/or behavioral health for the reentry population? * Does the project demonstrate focus on improving some aspect of the criminal justice system or service delivery and/or behavioral health system and/or behavioral health service delivery to the reentry population in Alameda County? * Does the project incorporate Evidence Based Practices (EBPs) demonstrated to reduce recidivism and/or address criminogenic risks/needs, either through direct integration of EBPs or using the EBPs to substantively inform the project? * Does the Bidder identify how the services provided in the project could be scaled and/or be integrated into current reentry services for implementation beyond the pilot project in Alameda County? * Does the Bidder describe collaboration with current services providers to the reentry population in Alameda County, including Alameda County Probation Department and/or its contractors? * Does the Bidder demonstrate a willingness to commit to data collection and reporting using the system developed by the County and any contracted evaluators, and a willingness to implement system-wide measures, including real-time data sharing? * Is/are the facility(ies) described appropriate and adequate for administration of the IIR project, including considerations of engagement with the target population and accessibility? * If a collaborative project, does the Bidder clearly describe the services that the subcontractor will provide? Has the subcontractor submitted a Letter of Confirmation for these services? | 25 Points |
| **E.** | **Understanding of Priority/Target Population and Cultural Responsiveness**   * Does the Bidder demonstrate how the proposed services will address the needs of the reentry population and reduce recidivism? * Has the Bidder proposed services will meet the culturally and linguistically appropriate services (CLAS) standards as described in Supplement 2? * Does or will the project team include a reentry individual and/or family member of a reentry individual as part of the program staff? * Do the proposed services incorporate feedback from reentry individuals in program/curriculum development? * Does the Bidder describe an outreach and recruitment process that will engage the target population in an equitable and effective manner? * Does Bidder show an understanding of the minority subpopulation that the Bidder proposes to serve? * Does the Bidder demonstrate why current Alameda County reentry services have been insufficient or inappropriate to meet the specific needs of the minority subpopulation and how the services proposed will directly address this gap? | 20 Points |
| **F.** | **Implementation Schedule / Work Plan:**   * Does the Implementation Schedule demonstrate that the Bidder understands the County’s schedule and can meet it, including full implementation of program services within six months of contract execution and completion of the final deliverable and report within eighteen (18) months? * Does the Bidder demonstrate ability to succeed in project design and implementation based on the Implementation Schedule? * In the Work Plan, are the proposed outcomes aligned with the objectives of this RFP and the Program Category? * Do the proposed measures effectively quantify achievement of the proposed outcomes? | 15 Points |
| **G.** | **Overall Proposal and/or Oral Interview:**  Should interviews take place, the oral interview on the proposal shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. The scoring may be revised based on the oral interview. | 10 Points |
| **SMALL LOCAL EMERGING BUSINESS PREFERENCE** | | |
|  | Local Preference: Points equaling five percent (5%) of Bidder’s total score, for the above Evaluation Criteria, will be added. This will be the Bidder’s final score for purposes of award evaluation. | Five Percent (5%) |
|  | Small and Local or Emerging and Local Preference: Points equaling five percent (5%) of Bidder’s total score, for the above Evaluation Criteria, will be added. This will be the Bidder’s final score for purposes of award evaluation. | Five Percent (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 HCSA. The document providing this notification is the Notice of Intent to Award.

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

* + - * The name of the Bidder being recommended for contract award; and
      * 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.

## TERM / TERMINATION / RENEWAL

The term of the contract, which may be awarded pursuant to this RFP, will be up to eighteen (18) months, with actual annual funding level and scope of work contingent on funding availability.

## PRICING

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 RFPsection entitled “Evaluation Criteria/Selection Committee.” 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.
    2. 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): 621330, 621420, 624190, 624310

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 (3) 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 (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) 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. The County reserves the right to award to a single or multiple Contractors.
    3. The County has the right to decline to award this contract or any part thereof for any reason.
    4. Board approval to award a contract is required.
    5. Any proposal/bids that contain false or misleading information may be disqualified by the County.
    6. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
    7. 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.

## INVOICING

* + 1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
    2. County will use best efforts to make payment within forty five (45) 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 RFPquoted in the bid response.

## BID PROTEST/APPEALS PROCESS

* + 1. HCSA 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.

Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to Rebecca Gebhart, HCSA Finance Director, 1000 San Leandro Blvd., Suite 300, San Leandro, CA 94577, Fax (510) 351-1367 **before 5:00 pm 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 pm 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 transmit a copy of the bid protest to all Bidders as soon as possible after receipt of the protest.

1. Upon receipt of written protest, HCSA Finance Director, or designee will review and evaluate the protest and issue a written decision. The HCSA Finance Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as 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 HCSA award date.   
     
   The decision will be communicated by e-mail or fax, and mail, and will inform the Bidder whether or not the recommendation to the Board of Supervisors or HCSA 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.
2. The decision of the HCSA Finance Director 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 HCSA Finance Director’s decision on the protest, and the protestor have the right to appeal if not satisfied with the HCSA Finance Director’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 HCSA Finance 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.
   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 HCSA Finance Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by the HCSA Finance Director 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 HCSA 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.

* 1. 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.

1. 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 HCSA.
2. 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.

## 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 HCSA/BHCS to ensure that established standards are adhered to.

# INSTRUCTIONS TO BIDDERS

## COUNTY CONTACTS

All contact during the competitive process is to be through Andrea Dodge, Supervising Program Specialist, only. Contact information is provided in [Section IV.Q.2](#BidSubmittal) below. All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail to Andrea Dodge by the specified date on the Calendar of Events.

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.

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 SEALED and must be received at the Health Care Services Agency of Alameda County BY 2:00 p.m. on the due date specified in the [Calendar of Events](#_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 Health Care Services Agency’s timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

* + 1. Bids are to be addressed and delivered as follows:

**Alameda County, Health Care Services Agency**

**RFP No. HCSA-900518**

**Attn: Andrea Dodge, Supervising Program Specialist**

**1000 San Leandro Blvd, Suite 300**

**San Leandro, CA 94577**

For questions:  
E-MAIL: Andrea.Dodge@acgov.org

PHONE: (510) 667-7414

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

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

* + 1. Bidders are to submit one (1) original hardcopy bid ([Exhibit A – Bid Response Packet, including additional required documentation](#_EXHIBIT_A)), with original ink signatures, plus three (3) 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 will have no impact on the evaluation and scoring of the proposal.

Bidders **must** also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an **exact** scanned image of the original hard copy [Exhibit A – Bid Response Packet](#_EXHIBIT_A), including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.

* + 1. 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.
    2. No email (electronic) or facsimile bids will be considered.
    3. All costs required for the preparation and submission of a bid shall be borne by Bidder.
    4. 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.
    5. All other information regarding the bid responses will be held as confidential until such time as County Selection Committee has completed its evaluation, a recommended award has been made by 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.
    6. 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.
    7. 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.
    8. 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.
    9. 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.
    10. 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).
    11. 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.

## 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](#_EXHIBIT_A).
    3. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFPmay 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. HCSA-900518**

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 THREE (3) Copies AND ONE (1) ELECTRONIC COPY OF THE BID IN PDF (with OCR preferred)**
* **ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED “N/A”**
* **BIDDERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF EXHIBIT A – BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT**
* **ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID**
* **BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFP.**
* **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, INCLUDING THOSE TO THE COUNTY SLEB POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE**

#### BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the 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. HCSA-900518, Innovations in Reentry Pilot Projects.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County’s website:

* [**Debarment / Suspension Policy**](http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm)

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

* [**Iran Contracting Act (ICA) of 2010**](http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm)

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

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

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

* **Small Local Emerging Business Program**

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

* [**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>]

* [**Proprietary and Confidential Information**](http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm)

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

1. The undersigned acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
2. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
3. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
4. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bid Response Packet, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.
5. The undersigned acknowledges ***ONE*** of the following (please check only one box):

Bidder is not local to Alameda County and is ineligible for any bid preference; **or**

Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#SLEBCerta)); **or**

Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:

* Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
* Proof of six (6) months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Official Name of Bidder:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Webpage:

Type of Entity / Organizational Structure (check one):

Corporation  Joint Venture

Limited Liability Partnership  Partnership

Limited Liability Corporation  Non-Profit / Church

Other:

Jurisdiction of Organization Structure:

Date of Organization Structure:

Federal Tax Identification Number:

Primary Contact Information:

Name / Title:

Telephone Number:  Fax Number:

E-mail Address:

**SIGNATURE:**

Name and Title of Signer:

Dated this  day of  20

#### BID FORM(S)

The proposed budget should list all costs, including proposed staffing, operating expenses, and indirect costs for Bidders to provide all services included in the scope for the Category for which the Bidder is submitting a bid. Bidders should also include any one-time/start-up expenses. The total proposed cost is the cost the County will pay for the 18-month term of any contract that is a result of this bid, contingent on funding availability. The County reserves the right to negotiate final contract amounts and budget line items, and contracts may differ from bid responses as they were submitted in this regard.

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.

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

**This RFP includes three Project Categories. Bidders may bid on one or more of the categories. Bidders bidding on multiple categories must submit a separate bid response packet for each category. Failure to submit a separate, complete bid response packet for each category proposed may be grounds for bid disqualification.**

**Each category will be evaluated separately in accordance with the Evaluation Criteria outlined in Section III.G. of this RFP.**

**• Category 1: Reentry Peer Specialist Training (Maximum of $600,000)**

**• Category 2: Reentry Community Engagement & Empowerment (Maximum of $500,000)**

**• Category 3: Culturally Responsive Services for Minority Subpopulations (Maximum of $800,000)**

**The maximum amount that for each Proposal is:**

**• $100,000 for one (1) organization**

**• $200,000 for two (2) or more organizations (Note: No single organization may receive more than $100,000 per project and per category)**

**• $25,000 for a fiscally sponsored organization**

bidders may use the template below and may add or delete lines/categories based on an 18-month operating cost projection and one-time start up cost, if applicable. use of this template is not required.

| PROGRAM Service Description | PROPOSED 18-MONTH AMOUNT |
| --- | --- |
| Personnel (include lines for all positions included in the service delivery model) |  |
|  |  |
| Subtotal Salaries |  |
| Staff Benefits @ ( )% |  |
| Subtotal Personnel |  |
|  |  |
| Subcontracts |  |
|  |  |
| Subtotal Subcontracts |  |
| Operating Costs (examples include staff travel; ongoing facility expenses; office supplies; and all other operating costs associated with the required services) |  |
|  |  |
| Subtotal Operating Costs |  |
| Start-Up Expenses (may include line-items for equipment, hiring, etc., as appropriate to the scope of services in this RFP.) |  |
|  |  |
| Subtotal One-Time Costs |  |
| Total Direct Costs: |  |
|  |  |
| Indirect Costs @ \_\_\_ % (Not to exceed 15%) |  |
| Total Proposed Cost |  |
| ALAMEDA COUNTY REVENUE  TOTAL AMOUNT NOT TO EXCEED |  |

#### 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, References, etc.).**

**Under this RFP, bidders are permitted to submit proposals for one (1) or more of the three (3) categories. Bidders may either bid on one or more than one target population within each category.**  **Bidders choosing bid on multiple categories must submit a separate bid response for each category. Failure to submit a separate, complete bid response for each category proposed may be grounds for bid disqualification. Bidders may not submit more than one (1) bid per category.**

**• Category 1: Reentry Peer Specialist Training (Maximum of $600,000)**

**• Category 2: Reentry Community Engagement & Empowerment (Maximum of $500,000)**

**• Category 3: Culturally Responsive Services for Minority Subpopulations (Maximum of $800,000)**

For collaborative projects, the Prime Bidder and the subcontractor(s) should be clearly identified.

For fiscally sponsored organizations, the Fiscal Sponsor should submit a Letter of confirmation regarding the Fiscal Sponsorship relationship, including the terms of the relationship and any fees.

**ALL THREE CATEGORIES:**

**All pages should be 11 point Arial font, single spaced, 1 inch margins.**

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 history including 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. Description should also include a statement of how the Bidder meets each of the Minimum Bidder Qualifications described in [Section I.](#_BIDDER_QUALIFICATIONS)D. 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)** **Bidder Information and Acceptance:**

(1) Every Bidder must select one choice under Item 10 of page 3 of Exhibit A and must fill out, submit a signed page 4 of Exhibit A.

**(b)** **SLEB Partnering Information Sheet:**

(1) Every Bidder must fill out and submit a signed SLEB Partnering Information Sheet, (found on page 13 of Exhibit A) indicating their SLEB certification status. If Bidder is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement must be stated. Any CERTIFIED SLEB subcontractor(s) named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subcontractor(s) must be certified by the time of bid submittal.

**(c)** **References:**

(1) Bidders must use the templates on page 14 of this Exhibit A – Bid Response Packet to provide references.

(2) Bidders are to provide a list of five (5) references. 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.
  + Bidders that have contracted with any agency of Alameda County within the last three (3) years must include these agency(ies) and contract manager(s) as a reference (up to five (5)). Past contractual relationships with an Alameda County agency will not be considered an advantage in the Evaluation Criteria.

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

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

1. This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on page 15 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 (1 page)**: Bid responses shall include a complete list of all key personnel associated with the RFP. For each person on the list, include the following information and attach most recent resume (resumes do not count toward any page limitation):

(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) The person’s relevant experience, certifications, and/or merits, including reentry lived experience and/or impact by criminal justice system;

(d) The person’s language capacity and experience in providing culturally responsive services.

5. **Relevant Experience (Up to 4 pages)**:

Bid response shall describe Bidder’s capacity, knowledge and relevant experience, examples or projects with the target population to deliver services as described in [Section I.C., Scope/Specific Requirements](#_SCOPE).

**For all three categories, the response should include:**

1. Any previous experience providing the scope of services outlined in [Section I.C., Scope/Specific Requirements](#_SCOPE), or similar services.
2. Experience providing services to the target population identified in [Section I.C., Scope/Specific Requirements](#_SCOPE).
3. Organizational capacity to administer the funding and implement the project successfully to develop a program model/curriculum and serve clients.
4. History of successful outcomes on similar projects.
5. Ability to input and maintain required data in the County-designated data collection and reporting system in compliance with security standards.

**For Category 1, the response should also include:**

* + - * 1. Bidder’s experience in working and/or training in the required domain areas required for the curriculum.

**For Category 3, the response should also include:**

Bidder’s experience providing services to the specific minority subpopulation that Bidder proposes to serve.

6. **Description of the Proposed Services and Deliverables (Up to 5 pages)**: Bid response shall include a detailed description of the proposed services and deliverables to be funded by this RFP.

**For all three Categories, the description should include the following, as described** in [Section 1.C., Scope/Specific Requirements](#_SCOPE) and [Section I.E., Deliverables / Reports](#_DELIVERABLES_/_REPORTS)**:**

1. Services the Bidder proposes to provide under this RFP;
2. How the proposed project promotes innovative approaches to reentry services;
3. How the project features a learning component which will contribute to the body of knowledge about criminal justice reentry and/or behavioral health for the reentry population;
4. How the project focuses on improving some aspect of the criminal justice system or service delivery and/or behavioral health system and/or behavioral health service delivery to the reentry population in Alameda County;
5. How the proposed project will incorporate Evidence Based Practices (EBPs) demonstrated to reduce recidivism and/or address criminogenic risks/needs, either through direct integration of EBPs or using the EBPs to substantively inform the project;
6. How the Bidder envisions the services provided in the project could potentially be scaled and/or integrated into reentry services for implementation in Alameda County after the pilot ends;
7. How the project includes collaboration with current services providers to the reentry population in Alameda County, including Alameda County Probation Department and/or its contractors;
8. How the Bidder intends to commit to data collection and reporting to meet the requirements in [Section I.E., Deliverables / Reports](#_DELIVERABLES_/_REPORTS), using the system developed by the County and any contracted evaluators; and a willingness to implement system-wide measures, including real-time data sharing; and
9. The facilities to be used for the project, including size, general layout, accessibility, proximity to public transportation, availability of group meeting space, restrooms for client access, and a description of other services that are located at the site or within a five-minute walk of the site. Please describe how these facilities will promote engagement with and accessibility for the target population.
10. If collaborating with a subcontractor:
    * Bidder should describe in detail the services that the subcontractor will provide.
    * The subcontractor should provide a Letter of Confirmation that the subcontractor has read the proposal and agrees to contract with the Bidder to execute the services as outlined in the proposal. The Letter of Confirmation should be appended to the application and will not count toward the page limit.

In this section, the Bidder should:

* + 1. Specify how the services in the bid response will meet or exceed the requirements of the County outlined in [Section 1.C., Scope / Specific Requirements](#_SCOPE) and [Section I. F., Deliverables / Reports](#_DELIVERABLES_/_REPORTS) for each eligible activity;
    2. Explain any special relationships, connections, resources, procedures or approaches that make the services of Bidder particularly advantageous to the County, including areas of system improvements or efficiencies anticipated to be accomplished in the first 12 months of operation and/or the value of their partnerships and what they anticipate to be accomplished to improve the system as a result;
    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, including any areas of additional support anticipated to be needed in Bidder’s collaboration(s).

7. **Understanding of Priority/Target Population and Cultural Responsiveness (Up to 2 pages)**: Bid response shall include a detailed description of the bidder’s understanding of the Priority/Target Population described in [Section 1.C., Scope / Specific Requirements](#_SCOPE) of this RFP, including:

(a) How the described services will address the needs of the reentry population and reduce recidivism;

(b) How the project’s services will meet the culturally and linguistically appropriate services (CLAS) standards as described in Supplement 1 to this RFP;

(c) Whether the project team includes a reentry individual and/or family member of a reentry individual as part of the program staff (\*Note: This is recommended for Categories 1 and 3, and required for Category 2);

(d) How the proposed services will incorporate feedback from reentry individuals in program/curriculum development; and,

(e) How the proposed outreach and recruitment process will engage the target population in an equitable and effective manner.

**For Category 3 (Culturally Responsive Services) only, please describe:**

* + - * 1. The minority subpopulation that the bidder proposes to serve; and
        2. How current Alameda County reentry services have been insufficient or inappropriate to meet the specific needs of the minority subpopulation, and how the services proposed will directly address this gap.

8. **Implementation Schedule and Work Plan (Up to 3 pages)**: Bid response shall include 1) an Implementation Schedule and 2) a Work Plan based on the template below.

The Implementation Schedule can be in any format.

The Work Plan should be based on the template attached as Supplement 2 to this RFP. (Note: Bidders may adjust column widths as appropriate, but must maintain the font and style specifications for the response: 11 point Arial font, single-spaced, 1-inch margins).

9. **Budget and Budget Narrative (Up to 3 pages)**: Bidders must submit a budget and budget justification narrative indicating how the proposed budget items correlate to the scope of work as specified in this RFP. For the line item budget, bidders may either use the template on page 5 of this RFP or develop their own format.

Under this RFP, bidders are permitted to submit proposals for one (1) or more of the three (3) categories. Bidders may either bid on one or more than one target population within each category. Bidders choosing bid on multiple categories must submit a separate bid response for each category. Failure to submit a separate, complete bid response for each category proposed may be grounds for bid disqualification.

For each category, the maximum amount of award for each project is as follows. Bidders may only propose one project per category.

* $100,000 for one incorporated organization
* $200,000 for a collaboration project with more than one incorporated organization (Note: No single organization may receive more than $100,000)
* $25,000 for unincorporated organizations with a fiscal sponsor

This section should clearly identify the prime bidder, subcontractor(s), and/or fiscal sponsor. Bidders should include expenses for participating in the Learning Conference in the budget.

The proposed budget for each bid shall not exceed the maximum amount for the type of organization. The budget should state all costs, including staffing, indirect costs, etc. for the proposed services.

#### SMALL LOCAL EMERGING BUSINESS (SLEB)

PARTNERING INFORMATION SHEET

**RFP No. HCSA-900518**

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

**Bidders not meeting the** [**definition of a SLEB**](http://acgov.org/auditor/sleb/overview.htm) **(**[**http://acgov.org/auditor/sleb/overview.htm**](http://acgov.org/auditor/sleb/overview.htm)**) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that Bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)**

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

**Once a contract has been awarded, Bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (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:** |

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

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

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

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

Bidder Signature: Date:

#### REFERENCES

**RFP No. HCSA-900518**

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: | |

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

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

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#### EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

**RFP No. HCSA-900518**

Bidder Name:

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference to:** | | | **Description** |
| Page No. | Section | Item No. |  |
| **p. 23**  EXAMPLE | **D** | **1.c.** | ***Vendor takes exception to…*** |
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\*Print additional pages as necessary

### EXHIBIT B

**INSURANCE REQUIREMENTS**



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

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

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

