IMPORTANT NOTICE

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

  Exhibit A – Bid Response Packet,

  1. Bidder Information and Acceptance cover page must be signed by Bidder
  2. RFP Pre-screening Response checklist must be signed by Bidder
  3. SLEB Information Sheet

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.

Alameda County
Social Services
Agency

Randy Morris, LCSW, Asst. Agency Director
Lori A. Cox, Agency Director

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. SIPP-2018

SENIOR INJURY PREVENTION PROGRAMS
And
BROWN BAG SERVICES

For complete information regarding this project, see RFP posted at 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: Tracy Murray, Director, Area Agency on Aging

Phone Number: (510) 577-1966

E-mail Address: tmurray@acgov.org

RESPONSE DUE
by
2:00 p.m. on
February 28, 2018
at

Alameda County, Area Agency on Aging
6955 Foothill Boulevard, Suite 143, Oakland, CA 94605

Alameda County SUSTAINABILITY
Local Action, Global Impact.

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COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL No. SSIP-2018
SPECIFICATIONS, TERMS & CONDITIONS

SENIOR INJURY PREVENTION PROGRAMS
And
BROWN BAG SERVICES

TABLE OF CONTENTS

Page

I. STATEMENT OF WORK ..... ERROR! BOOKMARK NOT DEFINED.
A. BACKGROUND 4
B. INTENT 4
C. SCOPE 5
D. SPECIFIC REQUIREMENTS 12
E. DELIVERABLES / REPORTS 13
II. CALENDAR OF EVENTS **15**
F. NETWORKING / BIDDERS CONFERENCES 16
III. COUNTY PROCEDURES, TERMS, AND CONDITIONS **17**
G. EVALUATION CRITERIA / SELECTION COMMITTEE 17
H. CONTRACT EVALUATION AND ASSESSMENT 22
I. NOTICE OF INTENT TO AWARD 22
J. BID PROTEST 22
K. TERM / TERMINATION / RENEWAL 25
L. QUANTITIES 26
M. PRICING 26
N. AWARD 26
O. INVOICING 27
IV. INSTRUCTIONS TO BIDDERS **28**
P. COUNTY CONTACTS 28
Q. SUBMITTAL OF BIDS 29
R. RESPONSE FORMAT 31
S. ADDITIONAL REQUIRED DOCUMENTATION 32

ATTACHMENTS

EXHIBIT A BID RESPONSE PACKET
EXHIBIT B INSURANCE REQUIREMENTS
EXHIBIT C BUDGET INSTRUCTIONS AND TEMPLATE
EXHIBIT D DATA REPORTING REQUIREMENTS
EXHIBIT E EMERGENCY PREPAREDNESS

I. STATEMENT OF WORK

A. BACKGROUND

Measure A, the Essential Health Care Service Initiative, was adopted by Alameda County voters in March 2004. The Measure authorized the County to raise its sales tax by one-half cent in order to provide additional public health prevention and support for vulnerable populations. The Measure provides for additional financial support for emergency medical, hospital inpatient, outpatient, public health, mental health and substance abuse services to indigent, low-income, and uninsured adults, children, families, seniors and other residents of Alameda County. Among other programs, Measure A funds support the Senior Injury Prevention Program (SIPP). The mission of SIPP is: "To reduce preventable injuries to the older population in Alameda County and to raise awareness and the need for injury prevention programs for older adults".

In 2015, as a result of a County-wide effort in planning for older adults, The Board of Supervisors allocated additional funds to provide injury prevention services and nutrition for seniors. These funds were used to augment existing injury prevention and nutrition programs and to provide support for the Brown Bag Program, which distributes both surplus and donated edible fruits, vegetables, and other unsold food products on a regular basis to older individuals. The Program serves people 60 years of age and older who are living on low incomes. Surplus food products are gleaned by volunteers or donated from farmers, growers, retail food chain stores, food manufacturers and/or food processors for distribution to low-income elderly persons.

The Brown Bag program is centrally operated through cooperative relationships with facilities and agencies throughout the County. The Brown Bag program operates a number of distribution sites, each located in areas targeting large populations of older individuals living on low-incomes. The sites individually establish schedules for distribution of food on a regular basis. No fees are charged for the distribution or receipt of Brown Bag Program food, regardless of individual pick-up or home delivery.

B. INTENT

It is the intent of these specifications, terms and conditions to describe the needs and requirements soliciting proposals from public, nonprofit, or for-profit organizations qualified to provide senior injury and fall-prevention programs that include: home modifications; group and individual physical activity; Brown Bag program, and individual medication management. Funding for this Request for Proposals (RFP) has been allocated to the AAA by the Alameda County Board of Supervisors and is administered by the Alameda County Public Health Department (ACPH), Measure A Funding. This funding helps provide a comprehensive and coordinated system of services for elders.

The actual contract awards are contingent upon the availability and receipt of funds and are subject to the approval of the Alameda County Board of Supervisors. Therefore, the AAA reserves the right to revise or withdraw any or all the portions of this RFP at any time during this process, or during the actual contract period.

The AAA reserves the right to award a contract with or without further consideration in situations where there is a sole source applicant. If a proposal is considered non-responsive to this RFP, the AAA also reserves the right to disqualify the proposal from consideration during the process.

The County intends to initially award 1-year contracts (July 1, 2018- June 30, 2019), with the option to review and renew for up to three additional years, based upon funding available and satisfactory performance. Contracts are expected to be awarded to the bidders selected as the most responsible bidders whose response conforms to the RFP and meets the County's requirements. It is the intent of the AAA to fund and support organizations who provide responsible stewardship for funds and programs and who approach services from the viewpoint of functional collaboration. Preference will be given to agencies who can best demonstrate a commitment to these principles in serving their communities and in designing cooperative, integrated support systems for elders. The following funding amounts are expected to be available by Program Area for the period of Fiscal Year 2018-2019.

Service Categories	Estimated Available
Senior Injury Prevention	$405,000
Senior Brown Bag Services	$50,000
Grand Total	$455,000

C. SCOPE

The Essential Health Care Service Initiative, Measure A, seeks to enable older individuals to maintain their well-being through locally developed and supported community-based Senior Injury Prevention Programs in Alameda County.

The principal outcomes of services funded under Measure A Programs shall be to: (1) secure and maintain maximum independence and dignity in a home environment of older and functionally impaired persons capable of self-care with appropriate supportive services; (2) remove individual and social barriers to economic and personal independence for older persons; and (3) provide a range of services designed to meet

the needs of all consumers who need our services; those who are independent, semi-dependent, and totally dependent. The following specific services are the scope of this RFP.

Geographic Distribution of Funds

The AAA is committed to providing services throughout all regions of the county and establishes guidelines for funding that reflect each region's population of seniors that are minority, low-income, language isolated and functionally impaired. Actual funding amounts may vary depending on the number and quality of bid responses received. As a guiding principal, the AAA anticipates funding a full portfolio of programs in the following amounts:

North County	47%
Central County	25%
South County	19%
East County	9%

Senior Injury Prevention Programs

Home Medication, Individual, and Group exercise programs must be evidence-based. Training and fidelity costs for evidence-based programs are included in reimbursement amounts. The AAA is offering the **following five service categories**: Home Modifications, Individual In-Home Physical Activity, Group Physical Activities, Individual Medication Management, and Brown Bag Services.

1. **Home modifications**: Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. Includes minor repairs/renovations in order to meet safety, health issues, and code standards. **Fall risk screening, assessment & education will be included as part of a Home Modification Intervention**: A comprehensive fall risk assessment is to be performed by a professional. Appropriate screening and education on fall risk reduction in the home will be provided. **The AAA reimbursement rate is $650 per home modification. Based on $20,000 of funding, 31 seniors will be served. The Service Unit of Measure is 1 client**.

    a. Agencies may receive funds to provide in-home fall risk screening, assessment, education and home repairs for community dwelling seniors, who are at risk for falls, and where these risk factors can be reduced or minimized by minor home adaptations.

    b. The funded agency will identify and reimburse qualified, bonded and insured contractors. Home adaptations may include but are not limited to: grab bars, stair railings, hand held shower, toilet lift, carpet stretching, smoke detectors, and fire extinguishers. Clients should receive a follow up visit to assess quality of workmanship and client satisfaction.

    c. The homes of older persons contain numerous hazards and problem areas and often lack supportive features. Evidence suggests home modification is an important element in a fall prevention strategy. Proven practices such as assessments and home visits by a professional can improve effective utilization.

    d. Reimbursement must be based on actual costs to the provider agency.

2. **Individual In-Home Physical Activity**: Using evidenced-based individualized physical activity programs in the home to promote physical fitness based upon the initial assessment. Programs must adhere to evidence based program design. Current programs approved by the Area Agency on Aging include Life (Lifestyle Approaches

for Reducing Falls Through Exercise) and Otago Exercise Program. See below for program descriptions. **The AAA reimbursement rate is $467 per senior. Based on $20,000 in funding, 43 seniors will be served. The Service Unit of Measure is 1 senior.**

a. **Life (Lifestyle approaches to reducing Falls through Exercise):** An Evidence-Based Individual Physical Activity program designed to improve the overall functional fitness and well-being of older adults. Interventions for each senior consists of five to seven in-home sessions where an implementer (a PT, OT, or exercise physiologist) adds seven balance strategies and seven strength training strategies to their daily activities. The initial session lasts 90 minutes and subsequent sessions last 40-60 minutes.

b. **Otago Exercise Program:** An Evidence-Based Individual Physical Activity program designed to increase strength, balance, and endurance and to support lifestyle change to incorporate strength and balance training a minimum of 2 hours per week. Otago Exercise Program Implementation /contact must include:
   - 4-5 visits with a physical therapist (PT) over 8 weeks with monthly phone calls for a year and optional follow up visits at 6, 9, and 12 months.
   - 17 exercises total – the PT evaluates the older adult and selects the most appropriate exercises from the 17 to challenge the older adult.
   - The exercises are progressed to continue to challenge the older adult as they improve strength and balance.
   - Adjustable ankle weights are used for 3 of the exercises and weight is progressively increased over the course of the program.
   - The older adult does the exercises for approximately 30 minutes three times a week.
   - When the older adult is strong enough to walk for exercise, a walking program is prescribed and progressed to up to 30 minutes three times a week.
   - The older adult can do their prescribed exercises in the home independently or with assistance, or in a group exercise setting as long as they do their prescribed exercises.
   - The initial evaluation and prescription are done by a licensed physical therapist.
   - The follow up visits can be done by a licensed physical therapy assistant.
   - The follow up phone calls can be done by the PT, a health coach, or other individual who is able to communicate progress to the PT.

- The exercises can be done independently or supervised in a one on one or group setting.

3. **Group Physical Activity Sessions**: Group exercises using evidenced-based models to improve strength and balance to reduce fall risk. Settings for group activity support may include senior centers, senior housing facilities, assisted living facilities or any other group setting. Programs must adhere to evidence based program design. Programs currently approved by Alameda AAA include Enhance Fitness, Tai Chi: Moving For Better Balance, Geri-Fit®, A Matter of Balance, and Walk with Ease. See below for program descriptions. **The AAA reimbursement rate is $12 per contact. Each participant in each class will be counted as one contact unit. The Service Unit of Measure is 1 contact.**

    a. **Enhance Fitness:** An Evidence-Based Group Physical Activity program designed to improve the overall functional fitness and well-being of older adults. Program targets sedentary older adults. Enhance Fitness Program Implementation must include:
        - 12 week course duration
        - 2+ sessions per week
        - 1 hour per session
        - Maximum 25 group participants per session

    b. **Tai Chi: Moving for Better Balance:** An Evidence-Based Group Physical Activity program designed to improve balance, strength and physical performance for older adults to reduce fall frequency. The program utilizes 8 Tai Chi forms that focus on weight shifting, postural alignment, coordinated movements and synchronized breathing in addition to slow, low-impact movements that progress from easy to more difficult and emphasize weight-shifting and postural alignment. Tai Chi: Moving for Better Balance Program Implementation must include:
        - 12 week course duration
        - 2+ sessions per week
        - 1 hour per session
        - Maximum 15 group participants per session

    c. **A Matter of Balance:** An Evidence-Based Group Physical Activity program designed to reduce fall risk, reduce fear of falling, improve falls self-management, improve falls self-efficacy, and promote physical activity. Emphasizes practical coping strategies to reduce fear of falling and teach fall prevention strategies. Structured group intervention activities include group

discussion, problem-solving, skill building, assertiveness training, videos, sharing practical solutions and exercise training. A Matter of Balance Program Implementation must include:

- 8 week course duration
- 1 or 2 sessions per week
- 2 hours per session
- 8 – 14 group participants per session

d. **Walk With Ease**: An Evidence-Based Group Physical Activity and self-directed program designed to reduce pain and discomfort of arthritis, increase balance and strength, build self confidence in the ability to be physical active and improve overall health of community dwelling older adults. Interventions include a six week community based group combined with a self-directed program that combines self-paced walks with health topic related discussions. Walk with Ease Implementation must include:

- 6 week group program
- 3 times per week
- 1 hour duration
- 12-15 group participants per session
- 6 week self-directed program
- 30 minutes
- Walk with Ease participant guide book or online movement tracker

e. **Geri-Fit® Strength Training Workout:** An Evidence Based Group Physical Activity program designed to increase strength, flexibility, range of motion, mobility gait and balance of older adults 65+. Program must be led by a certified Group Fitness Instructor or Personal Fitness trainer, an exercise physiologist or physical therapist. Geri-Fit® Strength Training Workout Implementation must include:

- On-going 45-minute progressive resistance strength training program
- 2 times per week
- 15-25 participants class size

4. **Individual Medication Management**: Provide medication screening and education through the evidence-based **Home Meds** program. The **Home Meds** model is adaptable to contexts where medications can be reviewed as part of a screening event or using consumers to complete the medication risk assessment form. Alameda County Behavioral Health pharmacists will provide the medication review; medication review costs will be paid by the Area Agency on Aging. Program must adhere to evidence based program design. **The AAA**

reimbursement rate is $80 per contact. Based on $20,000 in funding, 167 seniors will be served. The Service Unit of Measure is 1 Contact.

a. Home Meds medication management will consist of an individualized screening and alert process to identify medication problems.

b. Computerized screening and Alameda County pharmacist review per protocols to help prevent falls, dizziness, confusion and other medication-related problems for older adults living at home.

c. Follow-up to medication management intervention to support compliance is encouraged. Services shall be provided by a registered nurse or other health professional trained in the area of Medication Management.

5. **Brown Bag Services:** The goals of the Brown Bag Program are to: 1) Increase availability and accessibility of surplus produce and other food products to target populations and under-served areas; 2) Improve availability and accessibility to receipt of surplus produce and other food products through continued program development that promotes independence and quality of life and its maintenance for seniors living on low incomes; 3) Collaborate with and provide technical assistance to other agencies that are involved with providing and/or insuring safe, edible, and wholesome food to the public; and 4) Integrate food programs serving seniors into the statewide community-based system of care with participation of local entities and other State agencies through policy and program development. **Based on each $20,000 of funding, at least 200 seniors will be provided a minimum of two monthly distributions. The Unit of Measure is 1 Senior.**

a. The program may suggest but shall not require any Brown Bag Program member to make a contribution or donation. Regardless of individual pick-up or home delivery, no member shall be denied bags of food, receive lower quality or quantity of food, or be dropped from the program if he or she declines to contribute. However, voluntary contributions and donations from Brown Bag Program members are welcome and shall be recognized as program income.

b. Brown Bag services must comply with appropriate sections of the California Retail Food Code.

c. The contractor shall operate a minimum of (10) food distribution sites in Alameda County during the annual contract period.

d. A minimum of five hundred (500) low-income elderly shall be served during the annual contract period.

e. A minimum of seventy-five (75) volunteers will glean, collect, sort, transport, and deliver food during the annual contract period.

D. SPECIFIC REQUIREMENTS

1. Service locations must be situated in or be accessible to concentrations of consumers in the greatest social and economic need.

2. Providers must demonstrate the ability to reach out to targeted populations.

3. Participant income information may not be used to limit or deny services. However, Measure A funds are intended for low income, high risk residents of Alameda County so targeting low income communities is expected.

4. Programs must utilize the views of participants when evaluating the effectiveness of services received.

5. Programs must have procedures to protect the confidentiality and privacy of information about, or obtained from, participants or consumers.

6. Successful applicants must have in place a written complaint resolution process that meets requirements of Title 22 [CCR§7400], and that is in alignment with the Alameda AAA Grievance Resolution Policy. All contractors will post and advise clients of their complaint resolution process.

7. All contractors are required to attend Provider Meetings scheduled by the AAA.

8. All contractors must have a written Emergency Operations Plan that can be activated in an emergency. The plan shall include 1.) preparation of the facility 2.) training for all staff, volunteers and participants in the agency's emergency operations plan, and 3.) fire safety preparations.

9. Provide access by County of Alameda and the AAA to financial and other records pertaining to the program encompassed by the contract.

10. Provide Federal Tax Identification Number to the AAA.

11. Submit monthly program and expenditure reports in the prescribed format by the date due, and maintain statistical and financial data in such a way as to document and assure the accuracy of the data presented in the required monthly program and financial reports.

12. Submit final financial and program reports no later than thirty (30) days following the end of the contract period.

13. Comply with all federal, state, and local rules, regulations and policies, including, but not limited to, Office of Management and Budget (OMB) Circulars A-87, A-102, A-110, A-122, A-133, Federal Code of Regulations [45CFR§1321.63 -§1321.71] and California Title 22 [22CCR§7500-7716].

14. Within the first 90 days of the contract, all contractors must have written personnel policies and procedures, written job descriptions for all staff involved in the project, and a written Emergency Preparedness Plan.

15. Agencies are required to maintain financial and program records necessary for fiscal monitoring and audit review and make periodic reports as requested by the AAA. As required by 2 CFR 200, Subpart F, Audit Requirements, entities expending $750,000 or more in a fiscal year are required have a Single Audit for that year. Audits must be submitted within thirty (30) days after receipt of the Auditor's report or nine (9) months after the end of the audit period, whichever occurs first (2CFR 200 512).

E. DELIVERABLES / REPORTS

1. Contractors will submit quarterly electronic report by the 7th working day of the month following the end of the quarter. Each program is required to maintain documentation for all program and client information submitted to AAA. Programs are expected to make every effort to submit MIS and client data in a manner that conforms to the format required by the Area Agency on Aging, and meets the requirements detailed in Exhibit D of this RFP.

2. The Social Services Agency has adopted the Results-Based Accountability (RBA) framework to strengthen and increase data collection and improve contract performance. The RBA framework establishes performance measures which will allow SSA to track the positive impact and benefits of services for the target population by focusing on three critical questions: How much work was done? How well was it done? and Is anyone better off? The RBA framework establishes a partnership between the service provider and SSA. The performance measures

and the deliverables are described below. A link to further information on RBA can be found at: http://www.raguide.org/.

1. How much was done?

    a. Contractor will meet 95% of it program specific Service Unit requirements.

    b. Deliverable: Contractor will submit quarterly reports to AAA documenting the number of Performance Units completed.

2. How well was it done?

    a. Contractor will maintain ongoing compliance with all program specific service and legal requirements, as described in the Scope of Work and Appendices of this RFP, for the duration of the contract.

    b. Deliverable: Contractor will host site visits and provide proof of compliance documentation as required by the AAA.

3. Is anyone better off?

    a. Goals of the programs will be considered met, and clients better off, if contractor meets its 95% Service Unit requirements.

    b. Deliverable: Contractor will submit quarterly reports to AAA documenting the number of Service Units completed.

II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request Issued	January 22, 2018	
Written Questions Due	by 5:00 p.m. on Thursday, February 1, 2018	
Networking/Bidders Conference #1 (	Wednesday, January 31, 2018 @ 1:00 P.M.	at: Alameda County SSA- Adult & Aging Dept. 6955 Foothill Blvd. 1st floor, Suite 137 Oakland, CA. 94605
Networking/Bidders Conference #2	Thursday, February 1, 2018 @ 1:00 P.M.	at: Alameda County SSA- Adult & Aging Dept. 6955 Foothill Blvd. 1st floor, Suite 137 Oakland, CA. 94605
Addendum Issued	Tuesday, February 13, 2018	
Vendor Letter of Intent to submit a bid due	February 21, 2018 Please submit letter of intent by FAX to Sandra Braxton: FAX # (510) 577-1962	
Response Due	Wednesday, February 28 by 2:00 p.m.	
Evaluation Period	March 1-March 30, 2018	
Board Letter Recommending Award Issued	June, 2018	
Board Consideration Award Date	June, 2018	
Contract Start Date	July 1, 2018	

Note: Award and start dates are approximate.

F. NETWORKING / BIDDERS CONFERENCES

1. Potential applicants are strongly encouraged, but not required, to attend one of the following Bidders' Conferences on January 31 and February 1, 2018.

   January 31, 2018
   1:00 – 2:00 PM
   6955 Foothill Boulevard, Suite 137
   Oakland, CA 94605

   February 1, 2018
   1:00-2:00 PM
   6955 Foothill Boulevard, Suite 137
   Oakland, CA 94605

   Please RSVP your attendance to Sandra Braxton, at sbraxton@acgov.org or (510) 577-1907 or FAX (510) 577-1962.

2. Networking/bidders conferences will be held to:

   a. Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.

   b. Provide bidders an opportunity to view a site, receive documents, etc. necessary to respond to this RFP

   c. Provide the County with an opportunity to receive feedback regarding the project and RFP.

3. All questions will be addressed, and the list of attendees will be included, in an RFP/Q Addendum following the networking/bidders conferences.

4. Potential bidders are strongly encouraged to attend networking/bidders conference(s) in order to further facilitate subcontracting relationships. Vendors who attend a networking/bidders conference will be added to the Vendor Bid List. Failure to participate in a networking/bidders conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions.

III. COUNTY PROCEDURES, TERMS, AND CONDITIONS

G. EVALUATION CRITERIA / SELECTION COMMITTEE

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis (Completeness of Response, Debarment and Suspension, and Relevant Experience) 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 services for older 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 the Area Agency on Aging 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 multiple contracts to the responsible bidders whose responses conform to the RFP and whose bids present 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 contracts to the bidders that propose 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 500 points. Proposals must receive a score of 250 points in order to be eligible for consideration.

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.

All proposals will initially be evaluated against the following, and receive a pass/fail rank. Evaluations that receive a "Fail" rating will not receive further consideration. The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	**Weight**
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	Pass/Fail

	below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.	
B.	**Debarment and Suspension:** Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov.	Pass/Fail
C.	**Relevant Experience:** Bidder shall be regularly and continuously engaged in the business of providing supportive services to older adults for at least four years.	Pass/Fail

The Evaluation Questions and their respective weights are as follows:

	Evaluation Questions (Minimum 12 pt font)	**Points**
D.	**MISSION, EXPERIENCE AND COMMUNITY INVOLVEMENT:** **(Maximum two (2) pages)**	
	1. Describe the organization's history, purpose and mission statement.	**5**
	2. Discuss the needs of older adults in Alameda County, including demographic and geographic data that are relevant to the program for which you are applying. Describe the religious, cultural, income and language considerations affecting the potential population.	**5**
	3. Describe the organization's efforts to coordinate with local and regional community services to integrate the service delivery system in Alameda County. Provide specific examples of how these efforts have led to increased opportunities for older adults to live more independently.	**5**
	4. Describe the organization's experience in providing community-based services to older adults in Alameda County. Document the number of individuals served by type of service.	**5**
	5. Will your agency recruit, train, supervise and recognize volunteers in providing the proposed service? If so, how will this be accomplished?	**4**
	Section D Subtotal	**24**

E. PROGRAM DELIVERY:
(Maximum six (6) pages)

1. Using the following format, please describe in detail the service categories and units that you will provide. Please provide a narrative description of how you will provide the services. ***Please use a separate line for each Service Category and Service.*** If bidding on multiple categories, for each of the questions below, please differentiate the numbers (staff, seniors serviced, service units, etc.) for each service category. — 6

Service Categories	**Seniors Served**	**# of Unit Measures**
(e.g. Group Physical activity; Geri-Fit)	(e.g. 200 Seniors)	(e.g. 500 hours)
(e.g. Group Physical activity; ; Tai Chi)	(e.g. 50 Seniors)	(e.g. 100 hours)
(e.g. Home Modification)	(e.g. 100 seniors)	(e.g. 100 seniors)

2. Are you currently providing this service, and if so, how many units are you providing? Please describe your plans to maintain or expand your services. — 10

3. Discuss the outreach/public information methods the organization intends to employ to generate participation in the program. — 8

4. Please describe the qualifications and responsibilities of all staff directly responsible for delivery of program services, including any bi-lingual capability. — 8

5. How will your agency evaluate the services you propose to provide? Include any procedures you have developed to track measurable outcomes. How will you ensure that caregivers, seniors and community participants are involved in the planning and evaluation of your services? — 8

Section E Subtotal — **40**

F. ADMINISTRATIVE & FISCAL QUALIFICATIONS:
(Maximum four (4) pages)

1. Using the following format, please provide your agency's staffing plan and percentage of time allocated to this program. Please note that staffing plans must match personnel costs on budget. — 5

Staff Summary		Form
Job Title/Position	**Total Agency % FTE**	**% FTE for this program**

2. Using the following format, please provide a three-year history of total Revenue vs. total Expense for your agency. In narrative form, please explain any large fluctuations in income or expense. Please provide an explanation for any deficit. — 2

	2014-2015	2015-2016	2016-2017
Revenue			
Expense			
Over/Under			

3. Using the instructions and template provided in Exhibit C, please submit a separate Line-Item Budget for ***each*** service category that you bid on. — 5

4. Please describe the organization's current accounting system, including the following: areas and frequency of accounting for receivables and payables, payroll processing, financial statement preparation and internal/external auditing. — 2

5. What are your short and long-term funding needs and goals for ongoing support of the proposed project? Please indicate if you have a current strategic plan that addresses these issues. — 5

6. Describe special attributes of your current or proposed board of directors that would: 1) augment your capabilities to outreach and serve your specific targeted group; 2) contribute knowledge/expertise with services you will provide; 3) provide guidance in quality assurance measurements; and 4) accept responsibility in developing and implementing strategic plans with both short and long-term needs and goals, especially financial stability. — 2

7. Describe the organization's physical facilities and equipment that will enable adequate provision of services. If bidding on different service — 5

	categories, with separate facilities/equipment, please differentiate by program/service category.	
	8. Please describe the organization's capacity to provide reporting and client data and service unit delivery.	5
	9. Please describe your organization's current plan for providing services to seniors in the case of a catastrophic event (earthquake, fire, etc.)	5
	Section F Subtotal	**36**
	TOTAL	**100 Points**

H. 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 of contract termination. 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.

I. 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 Area Agency on Aging. The document providing this notification is the Notice of Intent to Award.

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

a. The name of the bidder being recommended for contract award; and

b. The names of all other parties that submitted proposals.

2. 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.

3. 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.

J. BID PROTEST/APPEALS PROCESS

The County prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the intent to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

1. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County's SSA Finance Director, located at 1111 Jackson Street, 1st Floor, Suite 103 Oakland, CA 94607, Fax: (510) 839-0748, before 5:00 p.m. of the FIFTH business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.

   a. The Bid protest must contain a complete statement of the reasons and facts for the protest.

   b. The protest must refer to the specific portions of all documents that form the basis for the protest.

   c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.

   d. The County Agency/Department will notify all bidders of the protest as soon as possible.

2. Upon receipt of written protest, SSA Finance Director, or designee will review and evaluate the protest and issue a written decision. The SSA 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 business days prior to the Board hearing date.

3. The decision will be communicated by e-mail and certified mail, and will inform the bidder whether or not the recommendation to the Board of Supervisors 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.

4. The decision of the SSA Finance Director on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance and Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, fax number (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 Bidder affected by the SSA Finance Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the SSA Finance Director's decision. All appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five business days following the issuance of the decision by the SSA 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. An appeal received after the FIFTH business day following the date of issuance of the decision by the SSA Finance Director shall not be considered under any circumstances by the SSA or the Auditor-Controller OCCR.

    a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.

    b. In reviewing protest appeals, the 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.

c. The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by the SSA 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 SSA Finance Director or department designee, and will determine whether to uphold or overturn the protest decision.

d. The Auditor's Office may overturn the results of a bid process for ethical violations by SSA Contracts Office staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.

e. The decision of the 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 Bidder affected by the decision.

5. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors.

6. 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.

K. TERM / TERMINATION / RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be 1 year (July 1, 2018- June 30, 2019) with an option to review for three additional one-year terms. Funding for the contract is contingent upon availability of state, federal, and local funds.

2. The County may, at its sole option, terminate any contract that may be awarded as a result of this RFP at the end of any County Fiscal Year, for reason of non-appropriation of funds. In such event, the County will give Contractor at least 30 days written notice that such function will not be funded for the next fiscal

period. In such event, the County will return any associated equipment to the Contractor in good working order, reasonable wear and tear excepted.

3. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for three additional one-year terms at agreed prices with all other terms and conditions remaining the same

L. QUANTITIES

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

M. PRICING

1. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.

2. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.

3. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

N. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled “Evaluation Criteria/Selection Committee.”

2. The committee will recommend award to the bidders who, in its opinion, has submitted the proposals 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. Partial awards may be made. Multiple awards in the same program category may be made.

3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.

4. Any proposal/bids that contain false or misleading information may be disqualified by the County.

5. The County reserves the right to award to a single or multiple Contractors.

6. The County has the right to decline to award this contract or any part thereof for any reason.

7. Board approval to award a contract is required. The AAA may negotiate modifications to assure program requirements are covered before the contract is signed.

8. The selected proposal shall be made part of the contract, and 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.

9. After award, if service levels are not being met, then the budget may be reduced to reflect the current levels.

10. No contract funds should be used to pay the salary or expenses for anyone that is lobbying.

11. The Community Based Organization (CBO) Master Contract terms and conditions are non-negotiable.

12. 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.

O. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.

2. County will use best efforts to make payment within 30 days following receipt and review of invoice and upon complete satisfactory receipt of product and performance of services.

3. County shall notify Contractor of any adjustments required to invoice.

4. Invoices shall contain the contractor's name, service category name, remit to address, preparer name, telephone number, budget line items as directed by the Area Agency on Aging 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 contract.

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

9. Contractor shall submit invoices to the County within seven (7) business days following the month of service.

IV. INSTRUCTIONS TO BIDDERS

P. COUNTY CONTACTS

The Alameda County Social Services Agency, Area Agency on Aging (AAA) is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the Area Agency on Aging department only.

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

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. on Thursday, February 1, 2018 to:

Tracy Murray, Director
Alameda County Area Agency on Aging
6955 Foothill Blvd, Suite 143
Oakland, CA 94605
E-Mail: tmurray@acgov.org
PHONE: (510) 577-1966

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.

Q. SUBMITTAL OF BIDS

1. All bids must be SEALED and must be received at the Department of Adult & Aging BY 2:00 p.m. on the due date specified in the Calendar of Events.

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

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

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

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

   SIPP BROWN BAG SERVICES
   RFP No. SIPP-2018
   Tracy Murray, Director
   Alameda County Area Agency on Aging
   6955 Foothill Blvd, Suite 143
   Oakland, CA 94605
   E-Mail: tmurray@acgov.org
   PHONE: (510) 577-1966

   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 8:30 a.m. – 2:00 p.m. and will be located in the 1st floor lobby at 6955 Foothill Boulevard, Suite 143, Oakland, CA.

3. Bidders are to submit one original hardcopy bid (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures, plus Ten (10) 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. 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.

4. No email (electronic) or facsimile bids will be considered.

5. All costs required for the preparation and submission of a bid shall be borne by Bidder.

6. Bidders are requested to fax or email their intent to submit a bid by February 21, 2018, one week prior to the bid due date (February 28, 2018). However, bidders will not be penalized for not sending their intent to submit a bid. Please submit Letter of Intent by FAX to Sandra Braxton, at (510) 577-1962.

7. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, "partnership" shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state's Corporations Code or an equivalent statute.

8. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, an recommended award has been made by the County Selection Committee, and the contract has been fully negotiated with the recommended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five 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 be sent recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project. In addition, award information will be posted on the County's "Contracting Opportunities" website, mentioned above.

9. Each bid received, with the name of the bidder, shall be entered on a record, and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.

10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will

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

11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.

12. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.

13. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).

14. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

R. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.

2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Exhibit A – Bid Response Packet.

3. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County's website at:

http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm for more information regarding Proprietary and Confidential Information policies.

S. ADDITIONAL REQUIRED DOCUMENTATION

All **ORIGINAL** BID RESPONSE PACKETS must include these additional documents:

1. An organizational chart.
2. Copy of Adult Day Care License or status of application (if applicable)

The **ORIGINAL** BID RESPONSE PACKET for Nonprofit Agencies must also include:

1. Nonprofit Determination Letter (501[c][3])
2. Articles of Incorporation
3. Most recent Bylaws
4. Roster of Board of Directors
5. Copies of minutes of the last two Board of Director's meetings

EXHIBIT A
BID RESPONSE PACKET
RFP No. SIPP-2018 Senior Injury Prevention Programs & Brown Bag Services

To: The County of Alameda

From: _____
(Official Name of Bidder)

- **AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS 10 COPIES.**

- **ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED "N/A".**

- **BIDDERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF EXHIBIT A – BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT.**

- **ALL 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 <u>ANY</u> CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, INCLUDING THOSE TO THE COUNTY SLEB POLICY, THESE <u>MUST</u> 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. SIPP-2018 Senior Injury Prevention Programs and BROWN BAG SERVICES.

3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.

4. The undersigned acknowledges receipt and acceptance of all addenda.

5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website: found on the County's website:

   - **Debarment / Suspension Policy**

     [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]

   - **General Environmental Requirements**

     [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://acgov.org/auditor/sleb/sourceprogram.htm]

   - **Online Contract Compliance System**

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

   - **General Requirements**

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

- **Proprietary and Confidential Information**

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

6. The undersigned acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.

7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

8. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

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

10. The undersigned acknowledges:

    ☐ Bidder is a certified SLEB (Bidder must provide its SLEB Certification Number in the SLEB INFORMATION SHEET)

Cover Page

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: _____

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_____

RFP Pre-screening Response Checklist

Bidders shall provide all of the documentation and exhibits identified below. Any material deviation from these requirements may be cause for rejection of the proposal, as determined at the County's sole discretion. Please verify each item below that it is correctly submitted as per the RFP specifications and check (✓) its corresponding Check Box and sign below.

Response Format: **Check Boxes**

Item		✓
1.	One (1) original proposal marked "Original" plus five (5) copies of the proposal.	
2.	The "original" bid response must be signed in **blue ink** with an authorized signature.	
3.	The "original" bid response is to be either loose-leaf or in a three (3)-ring binder, **not** bound.	
4.	Proposals must be printed on white 8 ½" by 11" paper. The font must be at least 12-point type in "Times New Roman" or equivalent font. Lines shall be single-spaced.	
5.	Table of Contents: Bid responses shall include a table of contents listing the individual sections of the quotation/proposal and their corresponding page numbers. Tabs should separate each of the individual sections.	

Item		✓
1.	Proposal Checklist **– signed original in blue ink.**	
2.	Cover Letter: **– signed original in blue ink.**	
3.	Bid Form (Exhibit A) with all questions completed as specified	
4.	Budget form as specified in Exhibit C	
5.	Organizational Chart	
6.	If a Non-Profit Agency; Non-profit determination letter (501[c][3])	
7.	If a Non-Profit Agency; Articles of Incorporation	
8.	If a Non-Profit Agency; Most recent Bylaws	
9.	If a Non-Profit Agency; Roster of Board of Directors	
10.	If a Non-Profit Agency; Copies of minutes of last two Board of Director meetings	
11.	Small Local Emerging Business (SLEB) Information Sheet- **orig. signed in blue ink**	
12.	If an Adult Day Care provider; copy of current License or status of application	

Our agency certifies that all above request information have been completed for RFP No. 2018-Senior Injury Prevention and Brown Bag Services.

Signature: _____ Print Name: _____ Date: _____

Agency Name: _____

BID FORM

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

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

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

CHECK THE PROPOSED SERVICE CATEGORY(IES) & SERVICES BELOW:

☐ Home Modifications
☐ Brown Bag Services
☐ Individual Medication Management
☐ Individual In-home Physical Activity; LIFE
☐ Individual In-home Physical Activity; Otago
☐ Group Physical Activity; Enhance Fitness
☐ Group Physical Activity; Tai Chi
☐ Group Physical Activity; A Matter of Balance
☐ Group Physical Activity; Walk with Ease
☐ Group Physical Activity; Geri-Fit

PLEASE NOTE THE GEOGRAPHIC AREA OF SERVICE AND PERCENTAGE OF TOTAL CLIENTS SERVED IN EACH AREA (IF YOU ARE PROPOSING TO SERVE MULTIPLE AREAS):

☐ NORTH ____ % ☐ SOUTH_____% ☐ COUNTYWIDE____%

☐ CENTRAL____ % ☐ EAST_____%

PLEASE INCLUDE YOUR PROPOSAL SPECIFICS IN THE FOLLOWING CHART:

SERVICE CATEGORY / SERVICE GEOGRAPHIC AREA (selected above)	# SENIORS SERVED	# UNIT MEASUREMENTS PROPOSED	AMOUNT REQUESTED	TOTAL PROGRAM COST

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. Mission, Experience and Community Involvement, Program Delivery, Administrative & Fiscal Qualifications, etc.).

BID RESPONSE NARRATIVE: Please respond to the following questions:

MISSION, EXPERIENCE AND COMMUNITY INVOLVEMENT:
(Maximum two (2) pages; minimum 12 pt. font)

1. Describe the organization's history, purpose and mission statement. (5 points)

2. Discuss the needs of older adults in Alameda County, including demographic and geographic data that are relevant to the program for which you are applying. Describe the religious, cultural, income and language considerations affecting the potential population. (5 points)

3. Describe the organization's efforts to coordinate with local and regional community services to integrate the service delivery system in Alameda County. Provide specific examples of how these efforts have led to increased opportunities for older adults to live more independently. (5 points)

4. Describe the organization's experience in providing community-based services to older adults in Alameda County. Document the number of individuals served by type of service. (5 points)

5. Will your agency recruit, train, supervise and recognize volunteers in providing the proposed service? If so, how will this be accomplished? (4 points)

PROGRAM DELIVERY:
(Maximum six (6) pages; minimum 12 pt. font)

1. Using the following format, please describe in detail the service categories and units that you will provide. Please provide a narrative description of how you will provide the services. ***Please use a separate line for each service category and Service.*** If bidding on multiple service categories, please differentiate all numbers (staff, seniors serviced, service units, etc.) for each category. (6 points)

Service Category	Seniors Served	# of Unit Measures
(e.g. Group Physical activity; Geri-Fit)	(e.g. 200 Seniors)	(e.g. 500 hours)
(e.g. Group Physical activity; ; Tai Chi)	(e.g. 50 Seniors)	(e.g. 100 hours)
(e.g. Home Modification)	(e.g. 100 seniors)	(e.g. 100 seniors)

2. Are you currently providing this service, and if so, how many units are you providing. Please describe your plans to maintain or expand your services? (10 points)

3. Discuss the outreach/public information methods the organization intends to employ to generate participation in the program. (8 points)

4. Describe the qualifications and responsibilities of all staff directly responsible for delivery of program services, including any bi-lingual capability. (8 points)

5. How will your agency evaluate the services you propose to provide? Include any procedures you have developed to track measurable outcomes. How will you ensure that caregivers, seniors and community participants are involved in the planning and evaluation of your services? (8 points)

ADMINISTRATIVE & FISCAL QUALIFICATIONS:
(Maximum four (4) pages; minimum 12 pt. font)

1. Using the following format, please provide your agency's staffing plan and percentage of time allocated to this program. Please note that staffing plans must match personnel costs on budget. (5 points)

Staff Summary Form		
Job Title/Position	**Total Agency % FTE**	**% FTE for this program**

2. Using the following format, please provide a three-year history of total income vs. Total expense for your agency. In narrative form, please explain any large fluctuations in income or expense. Please provide an explanation for any deficit. (2 points)

	2014-2015	**2015-2016**	**2016-2017**
Revenue			
Expense			
Over/Under			

3. Using the instructions and template provided in Exhibit C, please submit a separate Line-Item Budget for ***each*** service category that you bid on. (5 points)

4. Describe the organization's current accounting system, including the following: areas and frequency of accounting for receivables and payables, payroll processing, financial statement preparation and internal/external auditing. (2 points)

5. What are your short and long-term funding needs and goals for ongoing support of the proposed project? Please indicate if you have a current strategic plan that addresses these issues. (5 points)

6. Describe special attributes of your current or proposed board of directors that would: 1) augment your capabilities to outreach and serve your specific targeted group; 2) contribute knowledge/expertise with services you will provide; 3) provide guidance in quality assurance measurements; and 4) accept responsibility in developing and implementing strategic plans with both short and long-term needs and goals, especially financial stability. (2 points)

7. Describe the organization's physical facilities and equipment that will enable adequate provision of services. If bidding on different service categories, with separate facilities/equipment, please differentiate by program/service category. (5 points)

8. Please describe the organization's capacity to provide reporting and client data and service unit delivery. (5 points)

9. Please describe your organization's current plan for providing services to seniors in the case of a catastrophic event (earthquake, fire, etc.). (5 points)

EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

RFP -2018 – SIPP

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	**D**	**1.c.**	***Vendor takes exception to…***

EXAMPLE

*Print additional pages as necessary

SMALL LOCAL EMERGING BUSINESS (SLEB)
INFORMATION SHEET

RFP No. SIPP-2018 Senior Injury Prevention Programs & Brown Bag Services

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

☐ **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 Printed Name/Title:_____

Street Address: _____City_____State_____ Zip Code_____

Bidder Signature: _____ Date: _____

Alameda County
Social Services
Agency

EXHIBIT B

RFP SIPP-2018 – Senior Injury Prevention Programs & Brown Bag Services

INSURANCE REQUIREMENTS

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

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

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

EXHIBIT B
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

	TYPE OF INSURANCE COVERAGES	MINIMUM LIMITS
A	**Commercial General Liability** Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	**Commercial or Business Automobile Liability** All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	**Workers' Compensation (WC) and Employers Liability (EL)** Required for all contractors with employees	WC: Statutory Limits EL: $100,000 per accident for bodily injury or disease
D	**Professional Liability/Errors & Omissions** Includes endorsements of contractual liability	$1,000,000 per occurrence $2,000,000 aggregate
E	**Endorsements and Conditions**:	

1. **ADDITIONAL INSURED:** ALL INSURANCE REQUIRED ABOVE WITH THE EXCEPTION OF PROFESSIONAL LIABILITY, PERSONAL AUTOMOBILE LIABILITY, WORKERS' COMPENSATION AND EMPLOYERS LIABILITY, SHALL BE ENDORSED TO NAME AS ADDITIONAL INSURED: COUNTY OF ALAMEDA, ITS BOARD OF SUPERVISORS, THE INDIVIDUAL MEMBERS THEREOF, AND ALL COUNTY OFFICERS, AGENTS, EMPLOYEES AND REPRESENTATIVES.
2. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.
3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.
4. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.
5. **SUBCONTRACTORS:** Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
6. **JOINT VENTURES:** If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods:

– Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies.
– Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured.

7. **CANCELLATION OF INSURANCE:** All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.
8. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The require certificate(s) and endorsements must be sent to:

- **Alameda County Social Services/Contracts Office, 1111 Jackson Street, 1st Floor, Oakland, CA 94607 Attn: Insurance Unit**
- With a copy to Risk Management Unit (1106 Madison Street, Room 233, Oakland, CA 94607)

Alameda County
Social Services
Agency

EXHIBIT C

RFP SIPP-2018 – Senior Injury Prevention Programs & Brown Bag Services

RFP BUDGET INSTRUCTIONS AND TEMPLATE

Applicants must complete a detailed Line Item Budget using the format provided in Exhibit C that includes **ALL** projected revenues and operating costs for the proposed program or project.

BUDGET COMPLETION INSTRUCTIONS

General:

1. The budget is a spending plan. Be realistic in estimating revenues. When possible, use past spending experience to help estimate budget needs.

2. Typed or computer facsimiles (exact copies of the budget format) are acceptable.

3. Round all figures to the nearest dollar.

4. Audit costs are not AAA reimbursable for programs expending less than $750,000 federal funds.

Budget:

1. ENTER DATA IN COLUMN (1) AND COLUMN (3) ONLY.

2. Total Project Budget (Column 1): Enter the Total Project Budget amount for each line item.

3. Total Agency Budget (Column 3): Enter the Total Agency Budget amount for each line item.

4. Totals and Percentages (Columns 2 and 4) will automatically calculate.

RFP BUDGET TEMPLATE

Official Name of Bidder:

Service Category:

	Total Project Budget (1)	% to Total Income (2)	Total Agency Budget (3)	% to Total Income (4)
REVENUE/INCOME SOURCES:				
AAA Funding Requested	100-	0.0%	0 -	0.0%
Client Contributions	-	0.0%	-	0.0%
In-Kind Support	-	0.0%	-	0.0%
Other Income:	-	0.0%	-	0.0%
	-	0.0%	-	0.0%
	-	0.0%	-	0.0%
Total Income	**-**	**0.0%**	**-**	**0.0%**
EXPENSES:				
Salaries and Employee Benefits	-	0.0%	-	0.0%
Services and Supplies	-	0.0%	-	0.0%
Capital Equipment (Any item over $500)	-	0.0%	-	0.0%
	-	0.0%	-	0.0%
	-	0.0%	-	0.0%
Total Expenses	**-**	**0.0%**	**-**	**0.0%**
Excess of Revenue Over Expenses	**-**	**0.0%**	**-**	**0.0%**

Alameda County
Social Services
Agency

EXHIBIT D

RFP SIPP-2018 – SENIOR INJURY PREVENTION PROGRAMS & BROWN BAG SERVICES

DATA REPORTING REQUIREMENTS

MANAGEMENT INFORMATION SYSTEMS (MIS) AND OTHER REPORTING REQUIREMENTS

All contractors are required to submit a monthly electronic MIS report (AAA186) by the 7th working day following the month of service.

Each program is required to maintain documentation for all program and client information submitted to the AAA and to have this documentation available for review during the annual onsite monitoring visit. Programs are expected to make every effort to submit MIS and Client data in a manner that conforms to the format required by the Area Agency on Aging.

All contractors shall maintain accountability of all statistical and financial data in order to document and assure the accuracy of the data presented in the required program and financial reports.

All contractors shall comply with Section 15630 of the Welfare & Institutions Code as it relates to the mandatory and non-mandatory reports of abuse of elders and dependent adults.

Alameda County
Social Services
Agency

EXHIBIT E

RFP SIPP-2018 – SENIOR INJURY PREVENTION PROGRAMS & BROWN BAG SERVICES

EMERGENCY PREPAREDNESS

The Emergency Preparedness Responsibility of Area Agency on Aging

It is the responsibility of all Area Agency on Aging contractors to prepare a written Emergency Operations Plan that can be activated in an emergency. The plan shall include assurances that the following preparations have been made.

A. FACILITY PREPARATION

1. Prepare all furniture, appliances and other free standing objects so that they are adequately secured.

2. Move heavy items to lower shelves in closets and cabinets.

3. Check cabinet doors to be sure they can be closed securely.

4. Remove or isolate flammable materials.

5. Clearly mark gas and water shut-off valves and post legible instructions on how to shut off each one.

6 Maintain a conveniently located set of tools (including pipe and crescent wrenches) to facilitate prompt shut-off.

7. Place evacuation plan for facility in a position readily accessible to the public.

8. Indicate the location at each site where the following items, in working condition, can be found.

    a. Portable radio and spare parts
    b. First Aid supplies
    c. Flashlights and spare batteries`
    d. Wrenches and other tools
    e. Fire extinguishers

B. ASSIGNMENTS

1. Specific assignments should be given to staff for which they are responsible during an emergency. Recommended assignments would be provisions to check on program participants after a disaster, if feasible, and a contingency plan to continue program services.

2. Conduct an inventory of staff skills and of equipment to be used in a disaster response.

C. TRAINING PROVISIONS

1. Training for all staff, volunteers and participants in the agency's Emergency Operations Plan.

2. Provisions to train staff and volunteers in First Aid and CPR.

3. Training for Earthquake Preparedness shall include:

    a. Two documented earthquake drills per year
    b. Procedures to assemble staff if no phones are working
    c. Probability that no transportation, utilities (including telephone) or emergency services will be available for an undetermined time after a major quake
    d. The importance of cooperating with public officials
    e. How to inspect facilities for damage, water and gas leaks
    f. How to check for injuries
    g. Warning of the danger of cooking inside buildings
    h. The probability of after shocks
    i. Tuning in to a portable radio

D. FIRE SAFETY PROVISIONS

    a. Fire extinguishers on site that are checked and tagged once a year

    b. Two documented fire drills per year for clients and staff

    c. Paths of travel free from obstruction

    d. Exists clearly marked

E. OTHER RECOMMENDATIONS

1. It is recommended that agencies store sufficient water for participants and staff likely to be detained at the site for up to 72 hours, or have plans to access water for 72 hours as needed.

2. It is recommended that agencies maintain a supply of nutritious snacks and/or other food in vermin-proof storage to support participants and staff likely to be detained for up to 72 hours.

3. It is recommended that agencies make provisions to check on program participants after a disaster.