

**COUNTY OF ALAMEDA  
COMMUNITY DEVELOPMENT AGENCY  
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)**

**HOMELESS PROVIDER INCUBATOR FUND**

Release Date:  
\*\*\*October 5<sup>th</sup>, 2020\*\*\*

**This is an Electronic Submission**

**RESPONSE DUE:  
\*\*\*November 6th, 2020\*\*\* by 5pm**

**Contact for Questions:  
HPIF@acgov.org**



**Request for Proposals**  
**Alameda County Nontraditional Homeless Service Providers Program**

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## I. Introductory Information

### A. Intent of RFP

The Alameda County Housing and Community Development Department (HCD) seeks proposals to support small, “nontraditional homeless service providers” which may have struggled to access mainstream county resources. The intent of the Homeless Provider Incubator Program (the “Program”) is both to provide operational funding to support small organizations that are already providing shelter, outreach, and/or other direct services to unsheltered homeless residents of Alameda County and to provide funding to build organizational infrastructure for future successful applications to mainstream resources.

The goals of the Program are:

- To expand the County’s response to homelessness to include small, nontraditional community-based providers, organizations, and coalitions.
- To build a bridge to housing and services for homeless people who are disconnected from the County’s larger homeless system of care.
- To build organizational infrastructure for small organizations to better access mainstream homeless service funding from government sources.

All programs, activities or services funded through the County’s Program should advance these goals.

### B. Funds Available and Term of Engagement

All successful Bidders must be willing and able to meet the Alameda County’s contracting requirements as set forth in this RFP. There is up to \$800,000 in one-time funding available to support this initiative. If possible, additional funds may be identified to support the Program to add resources as available. The funds will not renew, so applicants must propose interventions and/or eligible uses that are time-limited or that can be sustained with other funds.

Depending upon the level of interest and activities proposed, HCD anticipates funding up to 3-6 proposals. There is no maximum award amount, but HCD expects that most funded contracts be in the range of \$130,000 to \$270,000.

Bidders can request funding for a one- or two-year term, depending upon the time needed to ramp up, build capacity, and perform the proposed services.

HCD will serve as the main point of contact for selected bidders, including preparing contracts for approval by the Alameda County Board of Supervisors, overseeing the selected entity’s contract implementation and ensuring outcomes are met.

### C. Definition of Nontraditional Homeless Service Provider

For the purposes of this RFP, a “nontraditional homeless service provider” is defined as a community-based organization that has not historically received public funds for providing homeless services but has played –a role in the community’s response to homelessness.

A nontraditional homeless service provider has the following characteristics:

- Less than \$1 million yearly in operating funds to support homeless services.
- A limited history of administering government grants, if any.
  - Technical assistance in administering government funds is available for all HCD contractors. Upon agreeing to the contract, HCD staff will be available to give guidance regarding data reporting, invoicing, and other aspects of service provision and contracting with the County.
- Can be – but is not required to be – a faith-based organization (as long as program participants are not excluded from receiving services based upon faith/religion or participation in religious-based activities).
- If not a legal entity registered with the state (with some form of tax ID, even if not 501(c)3 nonprofit status), must partner with an approved local fiscal agent to provide back of the house services, legal corporate entity and insurance requirements for contracting.
- Bidder must submit all required materials associated with this RFP. Bidder must have signed the Submittal Addendum and Certifications found as Exhibit A to this RFP, acknowledging and agreeing to all County terms, conditions, certifications and requirements, including the ability to meet minimum applicable Alameda County insurance requirements for contractors, found in the Insurance Requirements found as Exhibit D to this RFP.

### D. Allowable Activities

These funds can be used to support a range of services and interventions for unsheltered homeless residents, including (but not limited to):

- Winter/Cold Weather Shelter
- Warming/Drop-In Center
- Safe Parking
- Showers/Bathrooms
- Tiny Homes
- Outreach and Engagement Activities
- HIV/AIDS services

Funds may not be used for food or feeding programs. All funded activities must be legal in the jurisdiction(s) in which they will be conducted.

### E. Virtual Bidders’ Information Session

Applicants are strongly encouraged, but not required, to attend a Virtual Bidders’ Information Session, where HCD will answer questions, provide examples of strong proposal answers, and address other issues. The optional information session will take place on October 13<sup>th</sup>, 2020 in

an online meeting format. To participate in the session, please use the link provided [here](#) (passcode 009305), or iPhone one-tap :

US: +16699009128,,84236705717#,,,,,0#,,009305#

The announcement of the Bidders' Information Session and RFP were posted to HCD's website page and emailed to organizations and individuals that signed up for announcements through HCD's "e-Subscriptions" listservs for Funding Opportunities and Homeless and Special Needs Housing. The announcement of the RFP was also emailed to organizations in the housing services classifications signed up with Alameda County's General Services Agency (GSA) to receive notices of competitive selection processes and emailed to other parties identified by HCD as possibly having the ability to provide the services sought.

#### F. How to Apply (Electronic Submittals Only)

Proposals are due on November 6<sup>th</sup>, 2020. Late applications will not be accepted. Hard copies will not be accepted. The PDF document must be submitted by 5:00 PM to [HPIF@acgov.org](mailto:HPIF@acgov.org). Applicants are strongly encouraged to submit proposals in advance of the deadline to avoid technical issues. A complete application packet consists of the following materials, combined into one PDF document that will be submitted electronically. Verifications of submissions will be provided electronically within 48 hours.

#### G. Applicant Submittal Requirements

Bidders must submit materials and documents as described below.

- Cover Form: Bidder must complete the Cover Form and include it as the first page in the application submittal (see Exhibit B).
- Program Narrative: The Program Narrative must answer all of the questions listed below. It must not exceed 5 single-spaced pages (in 12-pt Calibri, Arial, or Times New Roman font, with page margins of at least one inch).
  - Describe your organization/entity, including your mission, your experience serving unsheltered County residents and types of programs or services you have offered, and which community/communities you serve. Provide information on the demographics of who you have served in the past year.
  - Describe how your organization/entity has begun or is continuing service to the community through investments, policy changes, or other similar actions.
  - Describe your organization's proposed activity, service, or program to be funded through the Program, including who it will serve, what activities or services will be offered, how awarded funds will be used, and what benefit(s) it will offer.

- What challenges do you anticipate in the implementation of the activity, service, or program, and how do you expect to overcome them?
- How many people/households do you expect to serve during the contract term?
- Describe how your organization will track the number of people/households served, collect data on the program activities provided and monitor your organization's contract performance?
- Please describe the challenges that you currently face and how the County's funding resources will assist your organization.
- Describe how your organization's proposed program/service/activities will advance the goals of the County's Program (goals are described on page 3).
- Please describe what success will look like for your organization's proposed activity to be funded through the Program, and how it will be measured.
- Budget Form: See Exhibit C. Exhibits below that require completion can be filled out and submitted electronically in PDF form.
- Tax Identification: Please attach a copy of your Tax ID or a letter of intent from a local fiscal agent which the county can review and approve upon submission.
- Submittal Addendum and Certifications: Complete and sign the Submittal Addendum and Certifications found as Exhibit A to the RFP. The Submittal Addendum also contains a references section. Please provide references as required per the Submittal Addendum.
  - If you are unable to meet county contracting requirements, please contact a local fiscal agent to act on your behalf. Fiscal agents are entities like Communityin.org or Tides Center. The fiscal agent must meet county requirements and will also be evaluated. A letter of intent to partner with a fiscal agent must be included in the application.
  - Approved Fiscal Agents
    - <https://communityin.org/>
    - <https://www.tides.org/>
    - Others may be considered if they have similar experience, upon Housing Director approval.

Be aware that under California Public Records Act, all documents submitted in response to this RFP are considered part of the public record and will be made available to the public, upon request, following the application deadline.

## II. Other Procedures and Instructions

### 1. How to Submit Questions

Any questions should be emailed to [HPIF@acgov.org](mailto:HPIF@acgov.org) no later than 10/21/2020. HCD will respond to all questions in a consolidated Frequently Asked Question (FAQ) document that will be posted to the HCD website on the Homelessness RFP page. HCD will also distribute the FAQ to all email addresses that submitted questions.

All contact during the RFP process and evaluation phase shall only be through the designated email for the RFP at [HPIF@acgov.org](mailto:HPIF@acgov.org). Bidders shall neither contact nor lobby County staff or evaluators during the evaluation process. Attempts by Bidder to contact and/or influence proposal evaluators may result in disqualification of the Bidder.

### 2. Revisions to RFP

If it becomes necessary to modify any aspect of this RFP, HCD will prepare an addendum and email it to each organization included on the email listservs used for original distribution of this RFP. The addendum will also be posted to HCD's website at <https://www.acgov.org/cda/hcd/>

### 3. Modifications to Submittals

Bidders may not modify their Submittal at any time after the due date, except in direct response to a request from HCD for clarification. Any submittal and proposed information items must be valid for at least 180 days after submission.

### 4. Expense of Preparation

HCD is not responsible for any expense incurred in preparation of Submittals or taking any action in connection with the process, or for the costs of any services performed in connection with submittal, interviews, or approval process.

### 5. Submittal Addendum and Certifications Exhibit

Bidders are required to review, sign and submit the Submittal Addendum and Certifications found as Exhibit A to this RFP. The Submittal Addendum contains specific instructions with regard to the submittal and website links to the County's contracting and employment requirements.

### 6. Reservation of Rights

HCD reserves the right to conduct any investigation of the qualifications of any Bidder that it deems appropriate, negotiate modifications to any of the items submitted, request additional information from any Bidder, extend the deadline, reject any or all submittals, and waive any irregularities. HCD retains the right to negotiate the terms and services in any Submittal. HCD retains the right to cancel this process, extend the deadline, re-start the process or not select any provider.

## 7. Interviews

HCD reserves the right to conduct interviews in connection with proposals submitted in response to this RFP. As such, all entities responding to this RFP should be prepared to participate in a video phone call (Zoom or similar format) upon request by HCD.

## 8. Estimated RFP Timeline

| Date     | Event                                       |
|----------|---|
| 10/5/20  | RFP Released                                |
| 10/13/20 | Bidder Info Session                         |
| 10/21/20 | Deadline for Questions                      |
| 10/23/20 | HCD issues FAQ Document                     |
| 11/06/20 | Proposal Submission Deadline                |
| 11/16/20 | Proposal Review/Scoring                     |
| 11/23/20 | Awards Announced                            |
| 12/7/20  | Deadline for Submission of Appeals          |
| 1/08/21  | Contracts Finalized                         |
| 2/09/21  | Recommendation to BOS for contract approval |
| 2/09/21  | Contract Start Date                         |

## 9. Submittal Evaluation

All proposals that meet the definition of “nontraditional homeless service provider” given above, which is determined on a pass/fail basis will be forwarded for evaluation by a County Selection Committee (“CSC”). The CSC may be composed of County staff representing the Housing and Community Development and other parties who may have expertise or experience in housing, homelessness, and other related services. The CSC will score and recommend a proposal in accordance with the evaluation criteria set forth in this RFP (see Section 11 below). Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

While the basic information that each section of the Application should contain is specified above, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive response can be placed into one of the sections listed. However, other materials may be added to further strengthen the submittal.

## 10. Increasing Equity

Evaluative points are included in the selection criteria for this RFP in the area of increasing racial equity to assess the Bidder’s identification as an organization led by, and/or specifically serving, communities that have been underrepresented or poorly served.



## 11. Evaluation Criteria

Proposals will be reviewed and scored by a non-conflicted County Selection Committee (panel) according to the following scoring rubric. Points will be awarded on a sliding scale. The County reserves the right to assign points in a range between the numerical points shown in this chart.

| Component             | Detail  | Points |
|-----------------------|---|--------|
| Community Orientation | <p>Does the applicant have a demonstrated connection to the community/people it seeks to serve through the County's Homeless Services Incubator Program? Does the applicant demonstrate a commitment to beginning or continuing service to the community through investments, policy changes, or other similar actions?</p> <p>20 Pts: Applicant has served the general community for at least 3 year.</p> <p>15 Pts: Applicant has served the general community for 1-3 years</p> <p>10 Pts: Applicant has served the general community for less than 1 year.</p> <p>0 Pts: No demonstration of experience serving target population.</p>  | 20     |
| Soundness of Approach | <p>Does the applicant's proposal adequately describe program feasibility and can it be executed as described? Does the applicant explain how the work will be done and how challenges will be addressed?</p> <p>30 Pts: The proposal seems feasible based on the program narrative description and budget proposed. If applicant has identified challenges, the applicant describes a feasible plan in how the challenges will be addressed and overcome.</p> <p>25 Pts: The proposal seems feasible based on the program narrative description and budget proposed. The applicant has identified some challenges and how they will be addressed, but there could be issues with how the challenges are addressed</p> <p>20 Pts: The proposal seems feasible based on the program narrative description and budget proposed. The applicant has identified some challenges but has failed to identify how they will be addressed.</p> <p>15 Pts: The proposal does not seem feasible based on the submitted program narrative and budget.</p> <p>(If applicant believes there will not be any challenges, please detail exact reasons, and no points will be deducted.</p> | 30     |

|                             |  |    |
|-----------------------------|--|----|
| Alignment with County Goals | <p>How successfully does the applicant describe how their organization/entity's proposed activities will advance the County's goals associated with the _____ Program as described in Section I.A of this RFP?</p> <p>15 Pts: The applicant clearly demonstrated how the proposed activities will advance all of the County's Program goals.</p> <p>10 Pts: The applicant clearly demonstrated how the proposed activities will advance 1-2 of the County's Program goals.</p> <p>0 Pts: The applicant did not demonstrate how the proposed activities will advance any of the County's Program goals.</p>   | 15 |
| Increasing Equity           | <p>Organization is led by or has demonstrated experience working with historically underrepresented or poorly served communities.</p> <p>15 Pts: The organization is led by AND has demonstrated experience working with historically underrepresented or poorly served communities.</p> <p>10 Pts: The organization is led by OR has demonstrated experience working with historically underrepresented or poorly served communities.</p> <p>0 Pts: The Organization does not have experience working with historically underrepresented or poorly served communities.</p>  | 15 |
| Budget                      | <p>Is the budget consistent with what is described in the proposal, and reasonable for the proposed activities? Has the applicant accounted for all the costs associated with the initiative?</p> <p>10 Pts: All costs are accounted for and the budget is both reasonable and consistent with what is described in the proposal.</p> <p>5 Pts: Some costs are unaccounted for but the budget appears reasonable for the proposed activities, and the budget is consistent with what is described in the proposal.</p> <p>0 Pts: Some costs are unaccounted for in the budget, the budget is unreasonable for the proposed activities, or the budget does not match what is described in the proposal.</p> | 10 |
| Application Quality         | <p>Is the application complete, consistent, and clear? Does it adhere to the requirements outlined in this RFP?</p>  | 10 |

|              |  |            |
|--------------|--|------------|
|              | 10 Pts: Application is complete, consistent, clear, and adheres to the requirements outlined in this RFP.<br><br>5 Pts: Application is complete and adheres to the guidelines. Some portions are unclear.<br><br>0 Pts: Application is not complete. |            |
| <b>TOTAL</b> |  | <b>100</b> |

Applicants are strongly encouraged to attend the Bidder Information Session to ask questions, receive technical assistance with the proposal, and receive guidance about how to maximize the competitiveness of their proposal.

## 12. Right to Waive Irregularities

Alameda County HCD reserves the right to:

- Withdraw this solicitation at any time without prior notice and, furthermore, makes no representation that any contract will occur and that funds will be awarded to any respondent to this solicitation;
- Waive any irregularities in the RFP process and to reject any and all submissions not in the best interest of Alameda County;
- Request additional information and material;
- Fund any application at any amount in order to further Alameda County's goals and objectives on homeless issues; and
- Retain all submitted applications.

Selection or rejection of an application does not affect these rights.

## III. Award Process

### 1. Notice of Intent to Award

At the conclusion of the RFP response evaluation process, all Bidders will be notified by email of the contract award recommendation(s). The document providing this notification is called the **Notice of Intent to Award**. The Notice of Intent to Award will provide the name of the Bidder(s) being recommended for contract award.

After the Notice of Intent to Award has been issued by email and the County has entered into negotiations with the most qualified Bidder(s), debriefings for unsuccessful Bidders will be scheduled upon written request and will be restricted to discussion of the unsuccessful Bidder's

submission. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful Bidder(s).

Once negotiations are complete, and a recommendation is submitted to the Board of Supervisors, Bidders will be notified of the Board's consideration of award date. The document providing this notification is the **Notice of Board Date Letter**, which will be emailed to all Bidders. Once this is issued, all submitted proposals shall be made available to the public, upon request, no later than five (5) business days before the Board's consideration of award date.

## 2. Protest/Appeals Process

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.

A. Any Bid protest by any Bidder regarding their own Bid must be submitted in writing to the Alameda County Housing and Community Development Department, [HPIF@acgov.org](mailto:HPIF@acgov.org), before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.

- i. The Bid protest must contain a complete statement of the reasons and facts for the protest based on the information submitted in the proposal.
- ii. The protest must refer to the specific portions of all documents that form the basis for the protest.
- iii. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
- iv. The County or its designee will notify all Bidders of the protest as soon as possible.

B. Upon receipt of written protest, the County, or its designee, will review and evaluate the protest and issue a written decision. The County or its designee, may, at its discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the Bid protest will be issued at least ten (10) business days prior to the Board hearing or County award date.

The decision will be communicated by e-mail, fax, or US Postal Service mail, and will inform the Bidder whether or not the recommendation to the Board of Supervisors 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 an apparent successful Bidder on the Bid.

C. The decision of the County or its designee on the Bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502. The Bidder whose Bid is the subject of the protest, all Bidders affected by the County's or its designee's decision on the protest, and the protestor have the right to appeal if not satisfied with the County's or its designee's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the Bid protest decision by the County or its designee, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the County or its designee shall not be considered under any circumstances by the County or the Auditor-Controller OCC.

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

ii. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department (HCD) materially erred in following the BidRFP or, where appropriate, County contracting policies or other laws and regulations.

iii. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the County or its designee. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCC) shall only review the materials and conclusions reached by the County or department designee and will determine whether to uphold or overturn the protest decision.

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

v. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.

D. 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.

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.

### 3. Awarding a Contract

A. During the initial 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. Thereafter, the County will monitor services on an on-going basis with periodic on-site or remote file review at the discretion the County.

B. 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.

C. 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 may be notified that the contract is being terminated. 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.

D. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP. The committee will recommend award to the Bidder which, 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.

E. 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.

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

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

H. Board approval to award a contract is required.

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

J. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.

K. Specific contract terms and conditions will be negotiated with the selected Bidder. By submitting a Bid, Bidder agrees to the boilerplate language of the Final Standard Agreement. Bidder may access a copy of the Standard Services Agreement template online at the link below. The template contains minimal Agreement boilerplate language only.

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

## List of Exhibits

- A. Submittal Addendum and Certifications
- B. Cover Form
- C. Budget Form
- D. Alameda County Minimum Insurance Requirements
- E. SLEB Certification Instructions and Form

## **EXHIBIT A: SUBMITTAL ADDENDUM AND CERTIFICATIONS**

### **Alameda County Nontraditional Homeless Service Providers Program**

**INSTRUCTIONS:** Complete and submit all pages of this Exhibit A Submittal Addendum and Certifications electronically in PDF form, including Part A (Organization Information), Part B (Bidder Information and Acceptance), Part C (Exceptions, Clarifications, Amendments), and Part D (Professional References). Sign and date this Submittal Addendum and Certifications at the conclusion of Part B.

- **AS DESCRIBED IN THE INSTRUCTIONS OF THE SUBMITTAL ADDENDUM SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE (1) ELECTRONIC COPY OF THE SUBMITTAL IN PDF. NO PHYSICAL APPLICATION MATERIALS WILL BE ACCEPTED.**
- **ALL PAGES OF THIS SUBMITTAL ADDENDUM MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS AS PDFS; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES (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 ANNOTATED "N/A".**
- **BIDDERS MUST QUOTE PRICE(S) AS SPECIFIED IN THE RFP, INCLUDING ANY ADDENDUMS. 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 SUBMITTAL. THESE DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY ONLY.**
- **BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE SUBMITTAL PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR SUBMITTALS 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'S SMALL, LOCAL, AND EMERGING BUSINESS PROGRAM (SLEB) POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS SUBMITTAL ADDENDUM (PART C) IN ORDER FOR THE SUBMITTAL RESPONSE TO BE CONSIDERED COMPLETE.**
- **FOR ALL DOCUMENTS PREPARED AND SUBMITTED BY THE BIDDER, THE COUNTY SUGGESTS USING 12-pt CALIBRI, ARIAL, OR TIMES NEW ROMAN FONT, WITH PAGE MARGINS OF AT LEAST ONE INCH**



PART A: ORGANIZATION INFORMATION

Official Name of Bidder: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Webpage: \_\_\_\_\_

Type of Entity / Organizational Structure (check one):

☐

Corporation

☐

Joint Venture

☐

Limited Liability Partnership

☐

Partnership

☐

Limited Liability Corporation

☐

Unincorporated Association

☐

Other: \_\_\_\_\_

Jurisdiction of Organization Structure: \_\_\_\_\_

Date Organization was formed: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_ **or Name of Fiscal Agent and it's Tax ID Number**

Primary Contact Information:

Name / Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## PART B: BIDDER INFORMATION AND ACCEPTANCE

To: The County of Alameda

From: \_\_\_\_\_  
(Official Name of Bidder)

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 this RFP.
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 Submittal, if accepted by County, will be the basis for the Bidder to begin forming 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>]
  - **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 (SLEB) 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 Submittal, 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 this Addendum and Certification, 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.
10. 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 Small Local and Emerging Business (SLEB) under the Alameda County SLEB Program and is requesting a 10% Bid preference; (Bidder must complete the **SLEB INFORMATION SHEET** found as **Exhibit E** to the RFP, check the first box, and provide your SLEB Certification Number and expiration date; **OR**
  - ☐ Bidder is LOCAL to Alameda County, is submitting documentation to determine its SLEB status, and is requesting a 5% Bid preference, and has attached the following documentation to this Submittal Addendum and Certifications:
    - 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 Bidder and the local address. Utility bills, deed of trusts or lease agreements etc., are acceptable verification documents to prove business residency.

11. The undersigned hereby certifies the following statements:

1. *That no elected or appointed official or employee of the County is financially interested, directly or indirectly, in the performance of the services specified in the RFP;*
2. *That the information included in the Submittal is true and correct to the best of its knowledge; and*
3. *That the person signing the RFP cover letter/transmittal letter is authorized to submit this proposal on behalf of the Bidder.*

**SIGNATURE:** \_\_\_\_\_

Name and Title of Authorized Signer: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

PART C: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

**Bidder Name:** \_\_\_\_\_

**Instructions:** 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.    |  |
| <b>Example:<br/>p. 23</b> | <b>D</b> | <b>1.c.</b> | <b><i>Vendor takes exception to...</i></b> |
|                           |          |             |  |
|                           |          |             |  |
|                           |          |             |  |
|                           |          |             |  |
|                           |          |             |  |
|                           |          |             |  |
|                           |          |             |  |
|                           |          |             |  |

\*Print additional pages as necessary

## PART D: REFERENCES

**Bidder Name:** \_\_\_\_\_

**Instructions:** On the following pages are the templates that Bidders must use to provide references. **Bidders are to provide a list of three references.** References must be satisfactory as deemed solely by County. Services or goods provided by Bidder to the references should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

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

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

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

## **REFERENCES**

### Alameda County Nontraditional Homeless Service Providers RFP

**Bidder Name:** \_\_\_\_\_

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

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

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

**EXHIBIT B: COVER FORM**  
ALAMEDA COUNTY  
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT  
REQUEST FOR PROPOSALS FOR NONTRADITIONAL HOMELESS SERVICE PROVIDERS FUNDS

**Organization Name:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

\_\_\_\_\_

**Tax ID:** \_\_\_\_\_

**Primary Contact Person:** \_\_\_\_\_

**Phone # for Primary Contact:** \_\_\_\_\_

**Email Address for Primary Contact:** \_\_\_\_\_

**Brief Description of Proposed Activities/Program:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Areas/Neighborhoods to Be Served:** \_\_\_\_\_

**Total Funding Requested:** \_\_\_\_\_

**Proposed Project Term (Select one):**          **12 Months**                  **24 Months**

**SIGNATURE:** \_\_\_\_\_

**Name and Title of Authorized Signer:** \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_



## EXHIBIT C: BUDGET FORM

**Please keep and include this page as part of the Bid response.** Following this page is a template of a sample budget using the budget form.

### ***BUDGET FORM Criteria:***

1. Bidders shall use the **BUDGET FORM** template shown on the next page;
  - a. If needed, additional lines may be added for ***Personnel, Fringe Benefits, and/or Direct Costs.***
2. Indirect Costs cannot exceed 10% of the total program budget.
  - a. The maximum budget allocation for Indirect costs, which may be billed monthly, is no more 10% of the total program costs billed for each month. These expenses may fluctuate from month to month, depending on expenditures for service.

### ***BUDGET NARRATIVE Criteria:***

Bidders must provide a **BUDGET NARRATIVE** for all items included in their Budget Form. The Budget Narrative must provide a detailed explanation, justification, and breakdown of cost calculation, including any leveraged funding for the program. At minimum, the Bidder must detail:

1. The work to be performed and all associated costs (operating expenses).
  - a. The work to be performed should clearly match up with work performed in the Description of Proposed Services.
2. The names and/or positions of all individuals that will perform the services (personnel);
  - a. Names of Key Personnel should be listed whenever appropriate
  - b. The estimated number of hours for each individual, corresponding hourly rates per individual, and extended costs.
  - c. Fringe Benefits
3. Cash advanced funding, if needed.
  - a. A cash advance may be granted only once during the contract period for expenses associated only with Alameda County's contracts and will be limited to one-twelfth of the annual contract amount. D. The cash advance must be repaid in cash and include a recoupment plan based on one of the following: 1. The cash advance is repaid over the course of the contract for an approved number of months. 2. The entire cash advance will be repaid with the final claim(s) for funds against the contract, with any adjustments necessary to ensure the provision of services during the last month(s) of the contract and complete recoupment by the County. Contractor shall guarantee provision of contracted service level throughout the contract period, regardless of repayment method. Contract repayment adjustments or demand for full repayment may be made at any time after departmental review to ensure service levels, contract compliance and adequate reimbursement to the Count

SAMPLE BUDGET FORM

| PERSONNEL COSTS   | Cost          |
|---|---------------|
| Shelter Manager (\$65,000 year @ 20% time)                        | 13,000        |
| Case Manager (\$50,000 year @ 50% time)                           | 25,000        |
|   |               |
|   |               |
|   |               |
| Fringe Benefits (30%)   | 11,400        |
| <b>A. TOTAL PERSONNEL COSTS</b>                                   | <b>49,400</b> |
|   |               |
| NONPERSONNEL COSTS  | Cost          |
| Program Supplies (toiletries, clothing, other basics)             | 2,400         |
| Office Supplies (paper, writing utensils, folders, etc.)          | 4,800         |
| Office Rent/Utilities   | 12,000        |
| Staff Travel  | 2,700         |
| Staff Phones  | 700           |
|   |               |
|   |               |
|   |               |
|   |               |
| <b>B TOTAL NONPERSONNEL COSTS</b>                                 | <b>22,600</b> |
|   |               |
| <b>C SUBTOTAL OF DIRECT COSTS</b>                                 | <b>72,000</b> |
|   |               |
| <b>D ADMINISTRATIVE (INDIRECT EXPENSES) (MAX 10% OF SUBTOTAL)</b> | <b>7,200</b>  |
|   |               |
| <b>E TOTAL BUDGET REQUEST (C+D)</b>                               | <b>79,200</b> |

#### EXHIBIT D: INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing the Submittal Addendum and Certifications found in Exhibit A to this RFP, the Bidder agrees to meet the minimum insurance requirements stated in the RFQ, 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 D – 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. Professional Liability insurance may also be required of specific professional services rendered under contract.

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

## COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

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

| TYPE OF INSURANCE COVERAGES |   | MINIMUM LIMITS  |
|-----------------------------|---|---|
| <b>A</b>                    | <b>Commercial General Liability</b><br>Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability, Abuse, Molestation, Sexual Actions, and Assault and Battery   | \$1,000,000 per occurrence (CSL)<br>Bodily Injury and Property Damage             |
| <b>B</b>                    | <b>Commercial or Business Automobile Liability</b><br>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)<br>Any Auto<br>Bodily Injury and Property Damage |
| <b>C</b>                    | <b>Workers' Compensation (WC) and Employers Liability (EL)</b><br>Required for all contractors with employees   | WC: Statutory Limits<br>EL: \$1,000,000 per accident for bodily injury or disease |
| <b>D</b>                    | <b>Professional Liability/Errors and Omissions</b><br>Includes endorsements of contractual liability  | \$1,000,000 per occurrence<br>\$2,000,000 aggregate                               |
| <b>E</b>                    | <b>Directors and Officers Liability</b><br>Including Employment Practices Liability   | \$1,000,000 per occurrence  |
| <b>G</b>                    | <p><b><u>Endorsements and Conditions:</u></b></p> <ol style="list-style-type: none"> <li><b>ADDITIONAL INSURED:</b> All insurance required above with the exception of Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, Professional Liability and Directors and Officers Liability shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li><b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.</li> <li><b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li> <li><b>INSURER FINANCIAL RATING:</b> Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.</li> <li><b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li><b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> <li>Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above.</li> <li>Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".</li> </ul> </li> <li><b>CANCELLATION OF INSURANCE:</b> All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation.</li> <li><b>CERTIFICATE OF INSURANCE:</b> Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision.</li> </ol> |   |



## COUNTY OF ALAMEDA SMALL, LOCAL AND EMERGING BUSINESS (SLEB) PROGRAM CERTIFICATION INSTRUCTIONS

The 3 step certification process may take up to 45 business days from receipt of Application.

### SLEB Program Definitions:

- Local Business** *A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County*
- Small Business** *A Local Business which meets the U.S. Small Business Administration (SBA) size standards for its classification (available online at <http://www.naics.com/search.htm>)*
- Emerging Business** *A Local Business which is less than one half of the SBA size standards for its classification and has been in business less than 5 years*

### **1. Complete the Common Application, Sections 1 through 7.**

|  |   |
|--|---|
| A. Business entities applying for certification must be in good standing and in compliance with all governing laws, codes and regulations, including Section 66 (Conflict of Interest) of the Alameda County Charter.                      | F. List all current business and professional licenses in Section 4 of the Application.   |
| B. The certification process requires a business site visit for all new and renewal certifications. Applicants will be contacted within 5 business days of receipt of accepted Applications by the SLEB Certification Unit for scheduling. | G. Applications must be signed by the owner, principal partner or authorized officer of the corporation in Section 7 of the Application form. Electronic and scanned signatures are acceptable. |
| C. Check the appropriate box(es) at the top of the Application.  | H. By signing the Application form, applicants are certifying that the information provided is true and correct. Applications are signed under penalty of perjury.                              |
| D. If you have not been in business for a complete tax year, state actual gross receipts to date in Section 2 of the Application form.   | I. Contact Information provided on the Application form and Certification Information will be posted on County's SLEB internet database websites.   |

### **2. Submit completed and signed application via email to: [ACSLEBcertification@acgov.org](mailto:ACSLEBcertification@acgov.org)**

Or mail to: Alameda County Auditor-Controller Agency  
SLEB Certification Unit  
1221 Oak Street, Room 249  
Oakland, CA 94612

### **3. Site Visit and Documents Review**

Site visits include but are not limited to the review of documents listed below:

- ☐ Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years
- ☐ Business Licenses
- ☐ Current Identification (i.e. Driver's License, Identification Card)
- ☐ Deed, Rental or Lease Agreement showing Business Address

All documents must be available at the scheduled site visit and additional documents may be requested. Additional documents may also be required to be provided during the certification process.

If you have questions please email the SLEB Certification Unit at [ACSLEBcertification@acgov.org](mailto:ACSLEBcertification@acgov.org) or call (510) 891-5500.

*Thank you for your interest in doing business with Alameda County*

# East Bay Interagency Alliance (EBIA)

## COMMON APPLICATION for LOCAL CERTIFICATION

Alameda County – Alameda County Transportation Commission – City of Oakland – Port of Oakland

Submittal Date: \_\_\_\_\_

Check Certifying Agency and click link to download Supplemental:

- ☐ Alameda County – No supplemental required
- ☐ Alameda County Transportation Commission – Complete [Supplemental B](#)
- ☐ City of Oakland – Complete [Supplemental C](#)
- ☐ Port of Oakland – Complete [Supplemental D](#)
- ☐ All the above

**The Common Application is a sharing of information between agencies and NOT a reciprocal certification.**

### 1) Contact Information

|  |       |                               |          |
|--|-------|-------------------------------|----------|
| Legal Name of Entity                   |       | Contact Person (Name & Title) |          |
| Street Address of Entity (No P.O. Box) |       |                               |          |
| City                                   |       | State                         | Zip Code |
| County                                 |       |                               |          |
| Telephone                              | Fax # | Cell #                        |          |
| Email Address                          |       | Web Site                      |          |

### 2) Company Profile

|  |   |  |   |
|--|---|--|---|
| Primary Services/Supplies offered:   |   | Primary NAICS Code(s) (listed on Federal tax documents):   |   |
| Date Entity was established (mm/dd/yr)   | Does the entity have one or more additional offices outside Alameda County? <input type="checkbox"/> Y <input type="checkbox"/> N<br>If yes, list other location(s) |  | Date Alameda County office was established (mm/dd/yr)                                   |
| Method of Acquisition  | <input type="checkbox"/> New<br><input type="checkbox"/> Merger or consolidation  | <input type="checkbox"/> Purchased existing<br><input type="checkbox"/> Inherited  | <input type="checkbox"/> Secured concession<br><input type="checkbox"/> Other (explain) |
| Federal ID Number:   |   |  |   |
| Has this entity operated under a different name during the past five years? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, list other business name(s):   |   |  |   |
| Type of Firm<br><input type="checkbox"/> Sole Proprietorship<br><input type="checkbox"/> Joint Venture<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Corporation<br><input type="checkbox"/> Limited Liability Partnership<br><input type="checkbox"/> Limited Liability Corporation<br><input type="checkbox"/> Publicly traded entity<br><input type="checkbox"/> Non-Profit or Church<br><input type="checkbox"/> Other |   | Ethnicity Group of owners(s) that own greater than 50% of the business (for tracking purposes only)<br><input type="checkbox"/> African American<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Asian Pacific /Hawaiian<br><input type="checkbox"/> Asian Indian<br><input type="checkbox"/> Caucasian<br><input type="checkbox"/> Filipino<br><input type="checkbox"/> Hispanic<br><input type="checkbox"/> Native American<br><input type="checkbox"/> Multi ethnic ownership<br><input type="checkbox"/> Multi ethnic minority ownership<br><input type="checkbox"/> Other |   |
| Gross Receipts for the last three recent fiscal years:<br>Please attach copies of appropriate tax returns: (e.g. Form 990, Form 1040, Form 1120, etc)  |   | Gender (for tracking purposes only)<br><input type="checkbox"/> Male <input type="checkbox"/> Female   |   |
| Year Ended<br>Year Ended<br>Year Ended   |   | Total Receipts<br>Total Receipts<br>Total Receipts   |   |

**2) Company Profile:** (Continued)

|  |  |  |
|--|--|--|
| Number of Employees at the local office<br>Permanent Full time<br>Permanent Part time    | Temporary Full Time<br>Temporary Part Time | Seasonal Full Time<br>Seasonal Part Time |
| TOTAL Number of Employees at all locations<br>Permanent Full time<br>Permanent Part time | Temporary Full Time<br>Temporary Part Time | Seasonal Full Time<br>Seasonal Part Time |

**3) Certifications:**

| Name of Issuing Authority  | Type | Number | Expiration Date |
|--|------|--------|-----------------|
| City / County Business Tax Certificate   |      |        |                 |
| Internal Revenue Service (required) – If your firm is a Non-Profit, submit the Letter of Determination of Not For Profit Status. |      |        |                 |
| State of CA /CUCP Certification for DBE/ACDBE firm   |      |        |                 |
| State of CA /SBA Certification for Small firm  |      |        |                 |
| Other Certification  |      |        |                 |
| Other Certification  |      |        |                 |
| Other Certification  |      |        |                 |
|  |      |        |                 |

**4) Professional Licenses, Permits and/or Certificates** (e.g. contractor, architect, engineer, etc. – list all that apply - attach copies. List on a separate page if additional space is needed)

| Name of Issuing Authority                                      | Type | Number | Expiration Date |
|--|------|--------|-----------------|
| State of CA Contractor's License Board – Contractor's License: |      |        |                 |
| State of CA Professional Service License or Permit:            |      |        |                 |
| State of CA Service Provider License or Permit:                |      |        |                 |
| Other:   |      |        |                 |
| Other:   |      |        |                 |
|  |      |        |                 |

**5) NAICS Codes:** Please review the NAICS<sup>1</sup> listing of work codes and indicate below your areas of expertise ranked in order of importance (begin with primary and add all specialty areas as indicated in the Company Profile section) NAICS Codes can be found at: <http://www.naics.com/search.htm> & <https://www.census.gov/eos/www/naics/>, add separate sheet for additional NAICS codes if needed.

| NAICS Code | Description of Work |
|------------|---------------------|
|            |                     |
|            |                     |
|            |                     |
|            |                     |
|            |                     |
|            |                     |
|            |                     |

**6) Additional Information:**

Are you a Trucking Firm? ☐ Yes ☐ No    Are you a Truck Broker? ☐ Yes ☐ No    Both? ☐ Yes ☐ No  
 A supplier? ☐ Yes ☐ No

**7) When submitting this application to any of the checked Certification Taskforce members, I consent to the sharing of information contained herein and declare under penalty of perjury that statements in this application are true and correct.** ☐ Yes ☐ No\_\_\_\_\_  
Signature\_\_\_\_\_  
Print Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date

<sup>1</sup> North American Industry Classification System – [www.naics.com](http://www.naics.com)  
 Rev. 04/24/2019AC



## **EAST BAY INTERAGENCY ALLIANCE**

### **Common Application for Certification**

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Dear members of our local business community:

The East Bay Interagency Alliance (EBIA) partner agencies have established a collaborative Common Application for Local Certification designed to streamline the certification process for local small businesses located in Alameda County. The Port of Oakland also certifies firms in Contra Costa County. **The Common Application for Local Certification is a sharing of information between agencies and NOT a reciprocal certification.**

The agencies of the Certification Task Force hope that the Common Application will further facilitate contracting with our agencies and assist businesses in using our programs when competing for contracts. We have developed this process in response to requests that we make a certification process among our agencies more efficient and in acknowledgement of the past frustrations expressed by our business community. We encourage all of our small and local businesses to participate in the opportunities available to them through our agencies. Our agencies continually seek to increase competition in the bidding process. Increased competition can result in achieving multiple goals including contracts with lower costs, new and emerging technologies, and play a prominent role in the development of our local economy by increasing capacity in our local, small and diverse businesses.

The Common Application for Local Certification, along with the required Supplemental, may be submitted for certification with any of the agencies listed. If any additional information is required, your firm will be contacted by the agencies you have chosen. Please proceed with the Instructions, the Common Application, and the Supplemental Questionnaire that follow in the Application Packet.

On behalf of the EBIA and its member agencies, we thank you for your participation.

The EBIA Certification Task Force

If you have questions, please contact:

**Alameda County – Office of Melissa Wilk, Auditor-Controller**  
SLEB Certification Tel. 510 891-5500, [ACSLEBCertification@acgov.org](mailto:ACSLEBCertification@acgov.org)  
**Alameda County Transportation Commission**  
Maxima Paredes Tel. 510 208-7466, [mparedes@alamedactc.org](mailto:mparedes@alamedactc.org)  
**City of Oakland – Office of the City Administrator, Division of Contracts and Compliance**  
Ernestine Nettles Tel. 510. 238-6160, [enettles@oaklandnet.com](mailto:enettles@oaklandnet.com)  
**Port of Oakland – Contract Compliance – Social Responsibility Division**  
Certification Hotline Tel. 510 627-1627, [srdadmin@portoakland.com](mailto:srdadmin@portoakland.com)

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# EAST BAY INTERAGENCY ALLIANCE

## Common Application for Certification

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### Instructions

1. Complete the Common Application for Local Certification. Select an agency(s) that you want to certify with, review agency specific instructions and information (if available) and complete agency specific Supplemental Questionnaire, if required. Sign and/or notarize as required.
2. Submit Common Application, Supplemental Questionnaire and as required, documents listed on the Supplemental Questionnaire to the agency(s) for review. Please note: Not all certifying agencies require or accept documents with the application.
3. **If you wish to be certified by all of the agencies:** Complete the Common Application and ALL of the Supplemental Questionnaires, (B-D). Be very careful to supply all required documents (not all agencies request the same documents). Submit the complete packet to only one agency. Upon receipt, the agency will forward the Common Application and each Supplemental Questionnaire with the documents provided to the other agencies. Each agency will perform its own certification review.
4. **Project or Contractor related Certifications:** If you are bidding on a contract with a particular agency, submit your certification application to that agency for processing.

### FAQs

1. What will the Common Application for Local Certification do for me?  
Answer: It will reduce the amount of time and energy spent filling out and duplicating paperwork for each agency's separate Certification process.
2. Why are there different Supplemental Questionnaires?  
Answer: The Common Application for Local Certification is not a one-stop certification process. Each agency has its own programs and policies to assist small and local firms. Each agency's certification process is aimed at meeting those program and policy goals. For example: the City of Oakland certifies vendors within the City of Oakland only; Alameda County certifies City of Oakland vendors as well as other vendors that are located within the County of Alameda and the Port of Oakland certifies vendors located within Alameda and Contra Costa counties. You can see that there is some overlap in parts of each agency's certification requirements, yet each agency is different, hence the need for separate Supplemental Questionnaires.
3. I'm bidding on a contract. Who do I submit my certification application to?  
Answer: Submit the Common Application for Local Certification (and Supplemental Questionnaire as required) to the agency that you are bidding with. Meet the requirements as set forth in the bidding documents.