



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
MARYE L. THOMAS, M.D., DIRECTOR

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Oakland, California 94606
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**COUNTY OF ALAMEDA
BEHAVIORAL HEALTH CARE SERVICES**

REQUESTS FOR PROPOSALS

for

The 5150 TRAINING PROGRAM

**Responses due
by
12:00 p.m.
on
Friday, April 6, 2012
To**

**Tracy Hazelton
2000 Embarcadero Cove, Suite 400
Oakland, CA 94606
Email: thazelton@acbhcs.org
Phone: 510.639.1285**

A. INTENT

It is the intent of the specifications, terms and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or the County) in this request for proposals (RFP) to seek bids for the provision of technical assistance, training and evaluation services in order to raise awareness and increase knowledge of the procedure and process of when and how an individual is involuntarily detained due to a psychiatric crisis (5150 process) for the two audiences of individuals living with a serious emotional disturbance or mental illness (mental health consumer) and family members/caregivers.

BHCS is seeking a community-based organization (CBO) based in Alameda County with experience providing trainings for mental health consumers and their family members/caregivers.

For the purposes of this RFP, a CBO is defined as a nonprofit organization.

Through this contract, the selected provider will conduct:

- Technical Assistance (TA)
- Training; and
- Program Evaluation.

This is a time-limited 26 month project (5/1/12-6/30/14) and the County intends to develop a Standard Agreement with the bidder who responses best meet the County's requirements for this RFP. The terms and conditions of the Standard Agreement will be an integral part of this RFP. The County reserves the right to reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor.

This project will be funded through the Mental Health Services Act (also known as MHSA or Prop 63) Prevention and Early Intervention (PEI) Statewide Multi-Jurisdictional funds. The Standard Agreement for this project will be for a maximum of \$90,000. The \$90,000 will be distributed in this manner: \$30,000 for FY 11/12 for start-up, program development and technical assistance, \$30,000 for FY 12/13 to implement and evaluate four 5150 trainings and \$30,000 for FY 13/14 to implement and evaluate four 5150 trainings. Unused funds from FY 11/12 can be rolled into FY 12/13 project activities; however FY 12/13 funds can not roll over into FY 13/14.

An award based on this RFP is based on the availability of MHSA funding.

B. SCOPE

Section 5150 of the California Welfare and Institutions (WIC) Code allows a qualified officer or clinician to involuntarily confine a person deemed to have a mental disorder that makes them a danger to him or herself, and/or others and/or gravely disabled. A qualified officer, who includes any California peace officer, as well as any specifically designated clinician, can request the confinement after signing a written declaration.

A psychiatric crisis that results in an individual being involuntary confined (5150 process) is incredibly stressful not only for the individual in crisis but also for their family and loved ones. When individuals and family members do not understand the 5150 process it can be very traumatic. Through this 5150 training program BHCS hopes to reduce the stress and trauma that go along with this type of situation through increasing knowledge and awareness.

This training program will address the following goals: increase consumer and family member knowledge of the 5150 process; increase understanding of how to interact with law enforcement during a crisis; increase skills for consumers and family members on how to cope during and after a crisis (including communications skills between consumer and family members). Additional goals may be developed during the start-up/technical assistance phase.

A Bidder may utilize a subcontractor to co-develop and co-facilitate these trainings.

C. VENDOR QUALIFICATIONS

1. Bidder shall be a community-based organization (CBO) in Alameda County.
2. Bidder shall possess experience providing training on crisis situations to mental health consumer and/or family member audiences within Alameda County.
3. Bidder shall have over five years' experience in providing mental health services to either consumers or family members.
4. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this IRFQ.

D. SPECIFICATIONS

Technical Assistance (TA)

Vendor shall provide BHCS and the 5150 Training Implementation Team (which will include consumer and family members representatives, mental health service providers and BHCS) with Technical Assistance to ensure the timely and effective implementation of the 5150 trainings. Vendor for these services shall engage and involve key community stake holders in the planning of training objectives and development of training materials.

Training

Vendor shall provide four trainings per fiscal year (for two fiscal years) starting in July 2012. These trainings will comprehensively review what the 5150 process is, how to interact with law enforcement during a 5150 crisis, and tips on coping strategies in dealing with a 5150 process. Two of the trainings should be developed for a consumer audience and two should be developed for a family member audience. The structure and the timing of the trainings is flexible, e.g. a bidder may propose hosting a 2 hour training once a week for 2 weeks, which would equal 1 of the 4 half day trainings.

Program Evaluation

Vendor shall conduct a basic program evaluation of the trainings that shall include using a survey questionnaire.

Term of Standard Agreement: May 1, 2012 through June 30, 2014.

E. VENDOR INSTRUCTIONS:

For Purchases Over \$25,000 Up to \$100,000: Vendors must meet the definition of a Small Local Or Emerging Business (SLEB) or subcontract with a SLEB to participate in this Informal Request for Quotations (IRFQ). SLEB prime vendors will be eligible for a 5% bid preference. However certain entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB. See "County Provisions" Section, page 6 of RFP.

1. Review all specifications before responding. Any questions should be directed to County contact Tracy Hazelton via email thazelton@acbhcs.org.
2. Bidders are to submit:
 - An electronic copy of their proposal to thazelton@acbhcs.org.
 - One original hard copy proposal, with original ink signatures. Original application is to be clearly marked.
 - **Both the electronic and the hard copy proposals need to be received by BHCS no later than 12:00 p.m. noon Friday April 6, 2012 for the proposal to be considered for funding.**

3. All bids must be sealed and received **no later than 12:00 p.m. noon April 6, 2012**. BHCS cannot accept late and/or unsealed applications. If hand delivering applications, please allow time for parking and entry into building. Applications shall only be accepted at the address shown below and by the time indicated above in this application. Any applications received after said time and/or date or at a place other than the stated address cannot be considered and shall be returned to the Bidder unopened. All proposals, 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 delivery address prior to the time designated. BHCS' timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.
4. Proposals are to be addressed and delivered as follows:
BHCS RFP: 5150 Training Program
Alameda County Behavioral Health Care Services
Attn: Tracy Hazelton
2000 Embarcadero Cove, Suite 400
Oakland, CA 94606
5. Proposals must be:
 - Submitted utilizing the response format and budget template;
 - Printed on plain white paper (for the one hard copy); and
 - Clipped using a binder clip (for the one hard copy).
6. All original pages from the Bidder must:
 - Be single spaced;
 - Use 11-point Arial font;
 - Have one-inch margins around each page;
 - Conform to the maximum page limits;
7. Bidder's name and return address must also appear on the mailing package.
8. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of its proposal.
9. Submitted proposals shall be valid for a minimum period of ten months.
10. All costs required for the preparation and submission of a proposal shall be borne by Bidder.
11. Proprietary or Confidential Information: It is the responsibility of the Bidder to clearly identify information in their proposal that they consider to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information shall be held in confidence whenever possible. All other information shall be considered public.
12. All other information regarding the proposal shall be held as confidential until such time as the County Selection Committee/Evaluation Panel has completed their evaluation, notification of recommended award has been made by the County Selection Committee/Evaluation Panel, and the contract has been fully negotiated with the recommended bidder named in the intent to recommend award/non-award notification(s). All parties submitting proposals, either qualified or unqualified, shall receive mailed intent to recommend award/non-award notification(s), which shall include the name of the Bidders(s) to be recommended for award of this project. In addition, recommended award information shall be posted on the BHCS website, mentioned above.

RESPONSES

For a proposal to be considered complete, Bidder must provide all of the requested information described below.

Bidder responses must be complete, substantiated, concise and specific to the information requested. Any material deviation from the requirements may be cause for rejection of the proposal, as determined by BHCS' sole discretion.

The original hard copy proposal must be signed in blue ink and include evidence that the person(s) that signed the proposal is/are authorized to execute the application on behalf of the Bidder.

With Submittal of Proposal

1. **Title Page:** Include a one-page title page with the following:
 - The Program title: "5150 Training Program";
 - Applicant organization name and address;
 - Name, telephone number & E-mail address of the contact person at Bidder's Agency for all matters regarding the Proposal; and
 - Proposal date.
2. **Table of Contents:** Include a table of contents with:
 - A listing of individual proposal responses by question number (1-7) and their corresponding page numbers.
 - A listing of attached Exhibits
3. **Cover Letter:** Include a one-page cover letter with the following:
 - a. Statement of interest and title of program: 5150 Training Program;
 - b. The official name of the Bidder;
 - c. Proof of the Bidder's tax exempt, 501(c) 3, status;
 - d. The address of Bidder's headquarters, any local office involved in the proposal; and the address/location where the actual production of services will be performed;
 - e. The name, address, telephone, fax numbers and e-mail address of the person(s) who will serve as the liaison(s) to the County, with regards to the RFP response and in the implementation of the project with authorization to make representations on behalf of and to bind Bidder;
 - f. Bidder's Federal Tax Identification Number;
 - g. A representation that Bidder is in good standing in the State of California and has all necessary licenses, permits, certifications, approvals and authorizations necessary in order to perform all of its obligations in connection with this RFP; and
 - h. The Bidder's executive director or designated board member's signature on the Cover Letter.
4. **Executive Summary:** Include a synopsis of the highlights and benefits of the application in no more than one page.
5. **Proposal Questions:**

Bidder must respond to the following questions. Responses to any individual question should not exceed three single-spaced pages. Also note that the maximum point allocation per question is listed in parenthesis.

 1. Provide a description of the bidder's outreach plan to ensure that City of Berkeley residents will be included in the training program. (required, no points assigned).
 2. Provide a description of how the Bidder meets the Vendor Qualifications. If the Bidder is proposing to utilize a fiscal sponsor and/or subcontractor, this summary should briefly outline the qualifications of those organizations. (20pts)
 3. If Bidder is proposing to use a subcontractor please describe subcontractor's role. (no points)

4. Provide a description of how outreach will be conducted to consumer and family member groups, including how you will reach different parts of the County (20 pts).
5. Describe how this training program will be culturally sensitive/responsive to the County's various populations. (20pts).
6. Provide a description of how your organization would conduct the 5150 trainings including important training topics. (30 pts).
7. Budget: Please provide a FY 11/12 budget and a separate FY 12/13 budget. (10 pts)
The FY 11/12 budget should cover May-June 30, 2012 for the planning portion of the project. The FY 12/13 budget should cover the entire 12 months of the fiscal year (July 2012-June 30, 2013) for project implementation. If the proposal includes a fiscal sponsor and/or subcontractor, the Bidder must clarify which line items and amounts are assigned to each agency.

The budgets must be appropriate for proposed activities and must be under the maximum funding amount available for the first 14 months of this project-May 2012-June, 30, 2013 (\$60,000). The budget must include all anticipated activities to provide the scope of work specified in the RFP.

6. Provide proof of insurance as specified in *Exhibit C: County of Alameda Minimum Insurance Requirements*. Include as *ATTACHMENT 1*.
7. Complete and return *Exhibit D: Debarment and Suspension Certification* for amounts over \$25,000. Include as *ATTACHMENT 2*.
8. *Exhibit E: Contract Compliance Reporting Requirements*, only applies to purchases/contracts over \$25,000 if the prime is not a SLEB or SLEB was not waived. If there is a SLEB subcontractor requirement and the contract is over \$25,000, please include as *ATTACHMENT 3*.
9. If applicable, complete and return *Exhibit F: Request for Preference for Local Business AND Request for Small and Local OR Emerging and Local Business*. Include as *ATTACHMENT 4*.
10. Any questions must be submitted in writing by Wednesday March 14, 2012, to Tracy Hazelton at thazelton@acbhcs.org. Responses to any submitted questions will be posted on the BHCS website.

Email and Mail completed bids to:

**BHCS RFP: 5150 Training Program
Alameda County Behavioral Health Care Services
Attn: Tracy Hazelton
2000 Embarcadero Cove, Suite 400
Oakland, CA 94606**

Thazelton@acbhcs.org

Bid must be received no later than 12pm noon, Friday, April 6th.

11. COUNTY PROVISIONS (PURCHASES OVER \$25,000)

1. Preference for Local Products and Vendors: A five percent (5%) preference shall be granted to Alameda County products or Alameda County vendors on all sealed bids on contracts except with respect to those contracts which state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this IRFQ/RFP; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this IRFQ/RFP. Applicants must complete Exhibit F in order to receive the preference for local products and vendors.
2. Small and Emerging Locally Owned Business: Please note that community-based organizations (CBOs) should complete Exhibit F in order to receive the preference points for Small and Emerging Locally Owned Business.

A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate North American Industry Classification System (NAICS) code. Size standards and classification codes information available at <http://www.naics.com/search.htm>. An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees and that has been in business less than five (5) years.

In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Renewal Application) has been attached hereto as Exhibit E and must be completed and returned by a qualifying contractor.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this IRFQ/RFP; and which holds a valid business license issued by the County or a city within the County.

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses the following provisions shall apply to this IRFQ/RFP:

- a. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in paragraph 1., above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.
- b. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference and must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder's total bid amount in order to be considered for the contract award. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this IRFQ/RFP. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

The County reserves the right to waive these small/emerging local business participation requirements in this RFP, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB. If you apply and are certified as a SLEB, you will receive a 5% SLEB bid preference:

- non-profit community based organizations (CBO);
- non-profit churches or non-profit religious organizations (NPO);
- public schools; and universities; and
- government agencies

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Service as 501(c) 3.

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

3. Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is ten percent (10%) [five percent (5%) local, and five percent (5%) certified]. Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.
4. First Source Program: The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act requires that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued RFP are to allow Alameda County ten (10) working days to refer potential candidates to vendor to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as Exhibit H, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten day window) in the event that they are awarded a contract as a result of this IRFQ/RFP. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

If compliance with the First Source Program will interfere with Contractor's pre-existing labor agreements, recruiting practices, or will otherwise obstruct the Contractor's ability to carry out the terms of the contract, the Contractor will provide to the County a written justification of non-compliance.

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

12. DEBARMENT/SUSPENSION POLICY (PURCHASES OVER \$25,000)

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of IRFQ/RFP response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of

Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

- The County will verify bidder, its principal and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at www.epls.gov; and
- Bidders are to complete a Debarment and Suspension Certification form, Exhibit D attached, certifying bidder, its principal and their named and unnamed subcontractors are not debarred, suspended or otherwise excluded by the United States Government.

13. ONLINE CONTRACT COMPLIANCE SYSTEM (PURCHASES OVER \$25,000)

As part of the Alameda County General Services Agency's commitment to assist contractors to conveniently comply with legal and contractual requirements, the County has established an online Contract Compliance System. The system was designed to help reduce contractors' administrative costs and to provide various work-flow automation features that improve the project reporting process.

The Alameda County Contract Compliance System will be implemented to monitor contract compliance for County contracts through the use of a new interactive website, Elation Systems. The prime contractor and all participating subcontractors awarded contracts as a result of this bid process for this project, are required to use the secure web-based system to submit SLEB Program information including, but not limited to, monthly progress payment reports and other information related to SLEB participation.

The Alameda County Contract Compliance System has been designed to provide online functionality that streamlines the process, reduces paperwork and assists contractors and subcontractors in complying with the County's SLEB Program and its reporting requirements. Utilizing the Alameda County Contract Compliance System will reduce the amount of time currently required to submit hard copy documentation regarding contract compliance information and is provided for use by County contractors and subcontractors at no cost.

Procedural differences between the previous conventional reporting and the new web-based system include:

- Monthly progress payment status reports will be submitted via the web-based system.
- Paper copies will no longer be required.
- Contractor will be required to enter data for payments made and subcontractors will be required to enter data for payments received into the web-based system.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating sub-contractors awarded a contract as a result of this bid process for this project. Contractors having contracts with the County should schedule a representative from their office/company, along with each of their subcontractors, to attend training. Training sessions are approximately one hour and will be held periodically in a number of locations throughout Alameda County.

Upon award of contract, please view the training schedule http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (510) 764-1870. A special access code will be provided to contractors and subcontractors participating in any contract awarded as a result of this bid process to allow use of the System free of charge. It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System.

Please contact the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org if you have any other questions regarding utilization of the Alameda County Contract Compliance System.

14. **COMPLIANCE INFORMATION AND RECORDS**

As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor.

EXHIBIT A

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL: 5150 TRAINING PROGRAM

Please download Excel RFP Budget Templates from the BHCS Website and use the following instructions to complete:

1. Fill in all areas shaded in yellow including "Bidder Name."
2. Enter amounts for all expenses and revenue using whole dollars.

Expenses

- The budget includes line items that may not be needed for this program.

Salaries & Wages:

- Staff Classifications - List all positions relevant to the programs reflected in the budget; staff may be grouped by classification.
- Annualized Salary – List the annual salary for each position. This salary should reflect the annualized cost of the position based on a 40-hour workweek.
- FTE - Provide the Full Time Equivalent (FTE) for each staff classification applicable to the program. Enter the amount of time each position will be working in each program using a 40-hour week as base. (Examples: (a) If a person works 20 hours a week in a program, this would be .50 FTE. (b) If a person works a total of 37.5 hours per week, this is .9375 FTE).
- Employee Benefits and Taxes – Enter this as a percentage in the box shaded in yellow on the line so designated.

Operating Expenses:

- List all expenses for the program. Use the line items designated on the form. Space has been provided for any additional expenditure accounts you may need to add. Please try to use the standard categories as much as possible.
- For the "Miscellaneous" and "Professional & Specialized Services" line items listed in the Operating Expenses section of your annualized budget; complete the "Expenses Detail" form (see Excel tabs on budget form) with a full description of each expense included in these categories.

Admin: Input indirect costs. Complete the "Admin Expenses Detail" tab on the budget form with a detailed breakdown of the Admin amount. You may also include an explanation of your indirect expense allocation methodology as applicable.

Final Review

Review all amounts for accuracy. Explain any unclear or unusual amounts on the corresponding Expenses Detail Description / Explanation of Line Items forms.

EXHIBIT B – INTENTIONALLY OMMITTED

EXHIBIT C

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 insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability. Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability, Abuse, Molestation, Sexual Actions, and Assault and Battery	\$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 and Omissions. Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 aggregate
E	Directors and Officers Liability. Including Employment Practices Liability	\$1,000,000 per occurrence
F	Employee Dishonesty (ED) and Crime (C). (ED) Required only if a significant amount of funding is advanced to contractor. (C) Required only if contractor keeps significant sums of money at premises	(ED) Minimum of 75% of the Funding (C) Minimum daily amount kept on premises
G	<p>Endorsements and Conditions:</p> <ol style="list-style-type: none"> ADDITIONAL INSURED: General Liability, Automobile Liability, and Directors and Officers Liability Insurance Policies 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 volunteers. Employee Dishonesty and Crime Insurance Policy shall be endorsed to name as Loss Payee (as interest may arise): County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and volunteers. 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. 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 procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A: VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. 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: <ul style="list-style-type: none"> Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies. Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured. CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The require certificate(s) and endorsements must be sent to: <ul style="list-style-type: none"> Department/Agency issuing the contract With a copy to Risk Management Unit (125 – 12th Street, 3rd Floor, Oakland, CA 94607) 	

EXHIBIT D

COUNTY OF ALAMEDA

DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessary result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

BIDDER: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

EXHIBIT E

COUNTY OF ALAMEDA

CONTRACT COMPLIANCE REPORTING REQUIREMENTS

Upon receipt of signed contract documents, prime contractor shall immediately enter/assign subcontractors in the System, confirm payments received from the County within 5 business days in the System, immediately enter payments made to subcontractors and ensure that subcontractors confirm they received payments within 5 business days in the System. Subcontractors shall confirm their payments received from the prime contractor within 5 business days in the System.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating sub-contractors awarded a contract as a result of this bid process for this project. Contractors having contracts with the County which have a start date on or after July 1, 2007 should schedule a representative from their office/company, along with each of their subcontractors, to attend training. The training schedule may be viewed online at http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (510) 764-1870. A special access code will be provided to contractors and subcontractors participating in this contract awarded to allow use of the System free of charge.

It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System. Training sessions are approximately one hour and will be held periodically in a number of locations throughout Alameda County.

EXHIBIT F

COUNTY OF ALAMEDA

REQUEST FOR PREFERENCE

for

LOCAL BUSINESS

and

SMALL AND LOCAL OR EMERGING AND LOCAL BUSINESS

IF YOU WOULD LIKE TO REQUEST THE LOCAL BUSINESS, SMALL AND LOCAL BUSINESS, OR EMERGING AND LOCAL BUSINESS PREFERENCE, COMPLETE THIS FORM AND RETURN IT WITH YOUR BID. IN ADDITION, IF APPLYING FOR LOCAL PREFERENCE, SUBMIT THE FOLLOWING:

- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
- Proof of six (6) month business residency, identifying the name of the vendor and the local address: utility bills, deed of trust or lease agreement.

A five-percent (5%) preference will be granted to Alameda County products or vendors on all sealed bids on contracts except with respect to those contracts which State law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the date upon which a request for sealed bids or proposals is issued; and which holds a valid business license issued by the County or a city with the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County.

In addition, a five percent (5%) preference, for a total bid preference of ten percent (10%), shall be granted (except as noted above) if the bidder is certified by the County as either a small and local or an emerging and local business. Check the appropriate (2 maximum) boxes and provide the requested information below.

<input type="checkbox"/> Request for 5% LOCAL Bid Preference (Complete 1-4, print name, title, sign and date below)	
1. Company Name	
2. Street Address	
3. Telephone Number	
4. Business License #	

<input type="checkbox"/> Request for 5% SMALL Local Business Bid Preference <u>OR</u> <input type="checkbox"/> Request for 5% EMERGING Local Business Bid Preference (Complete certification information below)			
SLEB Certification #:		SLEB Certification Expiration Date	/ /
NAICS Codes Included in SLEB Certification			

The Undersigned declares that the foregoing information is true and correct:

Print/Type name: _____

Title: _____

Signature: _____

Date: _____