

COUNTY OF ALAMEDA

INFORMAL REQUEST FOR QUOTE No. **900050815**

for

**Consultation and Training on the American Society of Addiction Medicine
Criteria, Third Edition Revised (ASAM Criteria)**

EMAIL RESPONSE DUE

by

2:00 p.m.

on

May 20, 2015

to

Dave Abramson, Special Projects Consultant

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PHONE: (510) 567-8112

VENDOR INSTRUCTIONS:

- REVIEW ALL SPECIFICATIONS BEFORE QUOTING;
- COMPLETE EXHIBIT A, BID FORM;
- COMPLETE EXHIBIT B, SLEB SUBCONTRACTING INFORMATION SHEET FOR **PURCHASES \$25,000 and OVER**;
- PROVIDE PROOF OF INSURANCE AS SPECIFIED ON EXHIBIT C, COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS;
- COMPLETE EXHIBIT D, DEBARMENT & SUSPENSION CERTIFICATION FORM FOR **PURCHASES \$25,000 and OVER**;
- EXHIBIT E, CONTRACT COMPLIANCE REPORTING REQUIREMENTS, ONLY APPLIES TO PURCHASES/CONTRACTS **\$25,000 AND OVER** 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, THIS EXHIBIT IS APPLICABLE; AND
- EXHIBIT F, REQUEST FOR BID PREFERENCE, FOR CONTRACTS OVER \$25,000.

FOR PURCHASES \$25,000 OR LESS: VENDORS MUST MEET THE ATTACHED DEFINITION OF A SMALL LOCAL OR EMERGING BUSINESS (SLEB).

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 QUOTE (IRFQ). **SLEB PRIME VENDORS WILL BE ELIGIBLE FOR A 5% BID PREFERENCE.** SEE "COUNTY PROVISIONS" SECTION.

A. INTENT

1. Provide training, technical assistance and case consultation to Alameda County Behavioral Health Care Services' (ACBHCS) Substance Use Disorder (SUD) System of Care provider staff and staff of key referral stakeholder groups and agencies, including those referring AB109 clients, on the application of American Society of Addiction Medicine Patient Placement Criteria (ASAM Criteria) for screening, triage/referrals, and utilization review for criminal offenders with substance use disorders.
2. Provide technical assistance to ACBHCS management for the redesign of the county's system of SUD services as per the Drug MediCal Organized Delivery System Waiver. This will improve services to all clients, including those referred through AB109.

ACBHCS intends to award a one-year contract to an outside vendor selected as most qualified in meeting the services described in Paragraph B below. The budget provided for this contract is for \$24,500. Bid amount should contain professional services, taxes and all other costs inclusive and be measured in hours and cost or rate per hour.

The County of Alameda does not guarantee that the terms and conditions described in this IRFQ are to remain exactly the same.

B. SCOPE

1. Develop training curricula and provide training to SUD providers and staff of key referral stakeholders and others as directed by ACBHCS.
2. Facilitate Case Consultation and role-play scenario training to SUD providers and staff of key referral stakeholders as directed by ACBHCS, including those referring AB109 clients into the SUD system of care.
3. Provide technical assistance to ACBHCS's SUD System of Care staff with the development of the Organized Delivery System per the Drug MediCal 1115 Waiver that will in turn leverage federal dollars to expand services for AB109 clients.
4. Provide consultation to ACBHCS in development of funding mechanisms, such as case rates, that are conducive to a comprehensive, continuum of care approach to the provision of SUD treatment. Provide consultation to management regarding performance measures and related funding mechanisms that incentivize a person-centered, continuum of care approach to the provision of SUD treatment

C. VENDOR QUALIFICATIONS

Vendor Minimum Qualifications

Bidder shall be regularly and continuously engaged in the business of providing systems-level consultation in use of the ASAM Criteria for at least 5 of the last ten years.

Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this IRFQ.

Bidder shall be a member in good standing of the American Society of Addiction Medicine, and be a licensed MD specializing in addiction treatment.

D. SPECIFICATIONS: Member in good standing of the American Society of Addiction Medicine, and a certified MD specializing in addiction medicine.

E. DELIVERY REQUIREMENTS: Contractor must be able to deliver services via conference call, in-person training using multiple media including power point, video, case consultation and other interactive and video aids.

F. BRAND NAMES AND APPROVED EQUIVALENTS: There are no approved equivalents to the services described herein. The services must be based on the copyrighted version of the ASAM Criteria and must be delivered by a trainer who has completed the week-long intensive training in use of ASAM Criteria

1. The County reserves the right to be the sole judge of what is equal and acceptable and may require Bidder to provide additional information and/or samples.
2. If Bidder does not specify otherwise, it is understood that the referenced brand will be supplied.

G. COUNTY PROVISIONS

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; 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.

2. Small and Emerging Locally Owned Business: A small business for purposes of this IRFQ is defined by the United States Small Business Administration and must be certified by the County for the following NAICS Code(s): 541611. An emerging business, as defined by the County, is one that has less than one-half (1/2) of the preceding amount and 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. To access the online (pdf) version of this application please go to: <http://www.acgov.org/auditor/sleb/forms/commonapp.pdf>.

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; 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:

- 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. 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. SLEB subcontractors must be independently owned and operated from the prime contractor with no employees of either entity working for the other.

- b. 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. 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 IRFQ, 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 (CBOs) that are providing services on behalf of the County directly to County clients/residents
- 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 goods, services and professional services contracts, including but not limited to architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.

4. Environmentally Friendly Packaging: Alameda County is an environmentally responsible employer and seeks all practical opportunities for waste reduction and recycling. The County, therefore, encourages its contractors to reduce waste volume and toxicity by using environmentally friendly packaging material whenever possible. Options may include backhauling product packaging to the supplier for reuse or recycling, shipping in bulk or reduced packaging, using soy bean-based inks for packaging printing, using recycled product packaging or using recyclable or reusable packaging material. The County encourages all bidders and contractors for goods and services to adhere to these principles where practicable.

H. DEBARMENT/SUSPENSION POLICY (PURCHASES \$25,000 and Over)

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 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

I. 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 are held monthly in the Pleasanton, California area.

Upon award of contract, please view the training schedule

http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (925) 924-0340. 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.

J. 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.