



ADDENDUM 12-03
SPECIFICATION CLARIFICATION/MODIFICATION AND RECAP OF THE NETWORKING/BIDDERS' CONFERENCES
FOR
ALCOHOL AND OTHER DRUG (AOD) PRIMARY PREVENTION RFP 12-03
HELD ON
OCTOBER 27, 2011

NOTICE TO BIDDERS

THIS COUNTY OF ALAMEDA, BEHAVIORAL HEALTH CARE SERVICES (BHCS) RFP ADDENDUM HAS BEEN ELECTRONICALLY ISSUED TO POTENTIAL BIDDERS VIA E-MAIL. E-MAIL ADDRESSES USED ARE THOSE FROM THE BIDDER'S CONFERENCE SIGN IN SHEETS. THIS RFP ADDENDUM WILL ALSO BE POSTED ON THE BHCS WEBSITE LOCATED AT [HTTP://WWW.ACBHCS.ORG/DOCS/DOCS.HTM#RFP](http://www.acbhcs.org/docs/docs.htm#RFP)

Changes made to the original RFP document are highlighted or crossed-out below. The new Exhibit have been uploaded to the BHCS website.

Additional Required Exhibits

The following Exhibits are **required**. Rows may be added to these documents as needed. There are no page limits for the following.

- **Bidders must submit a *Logic Model as Attachment 12*. There is no Exhibit template for the Logic Model.** Section I. E. 3. should read: **BHCS expects providers to follow a logic model** II. F. d. of the RFP. Should **include a Logic Model as ATTACHMENT 12.**
- **Bidders must submit *Exhibit Q: Process Measures as Attachment 13*.** Section II. F. 8. of the RFP should read: **Fill in EXHIBIT Q: Process Measures Table and attach as ATTACHMENT 13.**

Clarifications

The Primary Prevention definitions are as follows. The RFP Glossary & Acronym List should include:

- **Direct Time (Service Hours):** The face-to-face time spent on an activity. Also known as Service Time. For example, a two hour outreach event equals two service hours. The RFP should include:

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- **Service Units** Are recorded as displayed in Exhibit P. They must be included by strategy in the bid and any awarded contract as per the requirements of the Department of Alcohol and Drug Programs (ADP).

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- **Staff Hours:** The time that staff member spends on the direct service.

Staff Hours	The time staff member(s) spend on direct service. For example two staff at a two hour outreach event equals four staff hours.
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- **Indirect Staff Hour:** The time that is spent preparing for the activity and traveling to and from the activity site. The RFP should include:

Indirect Staff Hours	The time that is spent preparing for the activity and traveling to and from the activity site. This can include preparing literature/handouts, driving to and from the event, etc. For example, two staff that spent one hour each preparing for an outreach event and half an hour each driving to and from the event equal three indirect staff hours.
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- **Non-Direct Service Costs** Are costs associated with administrative or overhead. This cost should not go over 21% of the total budget.

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Budget/Budget Forms Questions

Q. 1. Can bidders use the same Dunn and Bradstreet Qualifier Report that was submitted in the previous AOD Primary Prevention RFP process?

A. 1. Yes. Bidders may submit a previously used Qualifier Report as long as the report is less than one year old.

Q. 2. How does BHCS define 'direct services'?

A.2. BHCS defines direct services as face-to face-services. Bidders must mark 'Direct Services' with a 'D' on the Personnel tab of the Exhibit B.

Q. 3. Are training costs an allowable piece of the budget (to qualify to implement a specific model)?

A.3. Yes. Training costs are an allowable cost.

Q. 4. Do bidders have to submit their agency budget; their proposed program budget or both?

A. 4. BHCS is requesting both. See section II. F. 5. b. of the RFP. It states that bidders must submit a current budget. This is referring to the agency budget. Section II. 8. of the RFP asks bidders to submit a budget for the proposed program.

Q. 5. What should the budget narrative include?

A. 5. The budget narrative provides bidders an opportunity to describe their budget. It should explain what funds will be spent on and how.

Q. 6. Does BHCS consider a Program Director's salary a Non-Direct Service Cost if that person supervises line staff?

A. 6. Funds for Program Directors who only provide supervision to staff are considered Non-Direct Costs.

Q. 7. What are Indirect Costs?

A. 7. Indirect Costs are general and administrative costs that are not Direct Program Service Costs. The amount of Indirect Costs requested from BHCS should not exceed 21% of the total Direct Program Service Costs. Awarded contractors using the Indirect Costs line item in the Exhibit B are required to provide an Indirect Cost Rate Proposal/Plan, which is subject to the approval of BHCS. The expectation is that Indirect Costs will be equitably allocated between programs and/or funders.

Bidding Questions

Q. 8. How would a bidder deal with a school from one district located in another region?

A. 8. BHCS expects awarded contractors to deliver services as described in their proposal and to target the populations within the cities and areas within the proposed region. Awarded contractors may also target other contiguous cities; however, cities outside the proposed region will not count toward meeting the geographic requirements of the RFP or BHCS' Primary Prevention programming. Bidders should consider where the bulk of their work is and provide services to that region.

Q. 9. What is the meaning of the Vendor Minimum Qualifications regarding 'three years of experience working with proposed target populations'; how would this impact potential work with new, emerging communities?

A. 9. Bidders should describe their experience in providing regular and continuous Primary Prevention services for at least three of the past five years and document their connection to the proposed target population. For new and emerging communities, bidders should document their broader connections and experience working with these populations.

Q. 10. For the Vendor Minimum Qualifications, does a bidder need three years of experience with the proposed strategy or the second strategy? For example, if a bidder had experience with Education and wanted to expand to Environmental and Alternative Activities, would the bidder qualify to bid?

A. 10. Yes, this bidder would qualify. BHCS asks that bidders have at least three years of experience within the past five years of experience with any of the Primary Prevention strategies (not including Information Dissemination).

Q. 11. If a bidder submits two proposals for youth and families, how unique does each proposal have to be in terms of curriculums and strategies?

A. 11. Each proposal's strategies, categories and models should be specific to the proposed region and target population.

Q. 12. Can bidders receive feedback on previously submitted AOD Primary Prevention proposals?

A. 12. No.

Q. 13. Can bidders review the Evaluation Panel comments from the first round of AOD Primary Prevention?

A. 13. Yes, they can be reviewed upon submission of Public Records Request.

Q.14. Page fourteen of the RFP references Exhibit K, but it is intentionally omitted, is there more information Bidders need?

A. 14. No. You may reference the Master Contact Boilerplate, which will be posted on the BHCS website:

<http://www.acbhcs.org/Docs/docs.htm#RFP> or **Exhibit O: Terms and Conditions**. The RFP should now read: ~~**EXHIBIT K: TERMS AND CONDITIONS, Section B: PRICING.**~~

Q. 15. Page three of the RFP reads, "Bidders may submit more than one proposal. Bidders may submit one proposal per region for youth and families and one proposal for older adults." Does this mean that the same organization may submit youth and families proposals in two different regions, as long as two different proposals are submitted?

A. 15 Yes. As stated in Section I. A. of the RFP, bidders may submit up to five unique region-specific youth and families proposals, if desired. Each youth and family proposal must target a separate region. For example, if bidder desired to bid for youth and families in South County and youth and families in East County, and older adults in North County, the bidder must submit three separate proposals.

Q. 16. How will bidder's proposals be counted if bidder is planning to serve two regions?

A. 16. Each proposal will be evaluated as a unique program proposal.

Q. 17. For bidders to collaborate, will BHCS require subcontractors?

A. 17. Section I. A. of the RFP describes BHCS' expectation of collaboration. Proposals with subcontractors **will not** be accepted.

Q. 18. How does BHCS define a 'subcontractor'?

A. 18. For the purposes of this RFP, BHCS defines subcontract as 'one who takes a monetary portion of a contract from the principal contractor. The Glossary of Terms in the RFP should read:

Subcontractor	One who takes a monetary portion of a contract from the principal contractor.
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Q. 19. Will BHCS accept proposals with subcontractors?

A. 19. No. BHCS will not accept proposals with subcontractors for this RFP.

Q. 20. How many contracts could be awarded in total?

A. 20. Eight contracts could be awarded as a product of this RFP. Two for older adults and six for children and families (two in Oakland and one in each County region).

Q. 21. What is the total number of bids a provider may submit?

A. 21. A bidder may submit up to six proposals. One for older adults and one in each County Region (Oakland, North, Central, South and East).

Q. 22. Would BHCS recommend an organization to submit more than one proposal?

A. 22. BHCS has no recommendation on the number of proposals submitted by any organization.

Q. 23. If a bidder submits a proposal for less than the maximum for any one proposal (\$250,000) what will happen to the rest of the funds?

A. 23. Any funds remaining at the end of the RFP process will be reviewed by BHCS for re-allocation to best meet AOD Primary Prevention objectives.

Q. 24. If a bidder's budget request is less than the maximum amount of \$250,000, does that bidder have less of a chance of being funded by not asking for the maximum amount?

A. 24. No. Proposals will be ranked in accordance to how well it meets the published evaluation criteria. See sections II. G. and H, of the RFP.

Q. 25. Can a bidder submit a bid for less than \$250,000 and be awarded for that amount?

A. 25. Yes. A bidder may submit a bid for less than \$250,000. Yes. A bidder may be awarded for the amount requested as long as it is under the maximum.

Evaluation/Point Allocation Questions

Q. 26. How will cultural competency be addressed in the composition of the Evaluation Panel?

A. 26. BHCS recruits panelists with expertise in the content of the RFP, which includes cultural competence.

Q. 27. How will cultural competency be addressed in terms of regional decision making?

A. 27. See A. 26. above.

Q. 28. Can BHCS assure bidders that the Evaluation Panelists understand that there are evidence based practices that are not in the SAMHSA registry that should be considered and that the registry is just a set of examples and there are other ways to be evidence based?

A. 28. Yes. BHCS trains panelists on the contents of the RFP, including the specific services that BHCS wishes to purchase.

Q. 29. The appeal procedure now limits the appeals to the procurement process, leaving no room for other kinds of issues of substance, such as distribution of resources by race/ethnicity, because of that, it is important that issues, such as cultural competency be addressed at the Evaluation Panel level. These panels need to be comprised of individuals who understand cultural competency and health disparity issues and/or people who represent the diversity in the County. What is the County doing to assure that panels will take cultural competency and health disparities issues seriously, so bidders do not need to worry about not having the ability to appeal on these grounds at the end of the process?

A. 29. BHCS is committed to providing culturally responsive services. Panelists are charged with considering the needs of diverse populations in Alameda County in terms of race/ethnicity, special populations, services consumers/clients and their family members. The Health Care Services Agency (HCSA) Director is responsible for the approval of all Evaluation Panelists. The RFP includes Cultural Responsiveness as part of the evaluation criteria.

Q. 30. Will BHCS provide technical assistance to Evaluation Panelists on cultural competency issues?

A. 30. See A. 26. above

Q. 31. Will BHCS provide technical assistance to Evaluation Panelists on Scientifically Defensible Strategies?

A. 31. See A. 26. above

Q. 32. How is the need for Oral Interviews determined?

A. 32. Network Office staff consult with the Evaluation Panel on whether the results at the end of the evaluation of written scores give a clear outcome that can be forwarded to the BHCS Director.

Q. 33. Will points be awarded to Department of Housing and Urban Development (HUD) program primarily serving CalWORKS recipients?

A. 33. No. No BHCS will not allocate additional points to HUD programs that primarily serve CalWORKS recipients. Point allocations are defined in section II. G. of the RFP.

Q. 34. For the youth and families programs, will the proposals be evaluated by two different panels or just one with the same individuals?

A. 34. This has not been determined at this time.

Contract Questions

Q. 35. Are awarded contracts for a 2 ¼ year time?

A. 35. No. Contracts will be prorated for the remaining fiscal year ending June 30, 2011, then rolled over into the next fiscal year. The contract is ongoing until otherwise specified.

Q. 36. Could a bidder potentially be awarded contracts in all the regions?

A. 36. Yes.

Q. 37. On page five of the RFP, there is only, one table that describes the number of contracts per region. Does this mean that if only one organization bids for the East Region that bidder will be funded even if their RFP is poorly done?

A. 37. No. The County reserves the right to not award a contract as the result of any RFP process. See sections II. H. and I. of the RFP and **Exhibit O**.

Q. 38. Will only two contracts be awarded to the Oakland Region, even if their budgets request less than the \$250,000 per proposal maximum?

A. 38. Yes. Proposals will be ranked in accordance to how well the bid meets the published evaluation criteria. See sections II. G. and H. of the RFP.

Format Questions

Q. 39. Where should bidders include the tabs? For example, should each item under II. F. be tabbed separately?

A. 39. No. Use **Exhibit M** as a guide. Each major heading on the left hand side should be separated with a tab. Exhibit M: should read:

Cost	Two	Attachment 7: Budget Bid Form	Exhibit B
		Attachment 8: Budget Narrative	N/A
		Attachment 12: Logic Model	N/A
		Attachment 13: Process Measures	Exhibit Q

Q. 40. The RFP provides static Exhibits, should Bidders re-type them to include the correct date/page number?

A. 40. No. BHCS does not expect bidders to re-type any forms. As long as the Exhibits are placed in the correct location as the correct Attachment number, Exhibits may be printed and filled in by hand. BHCS will provide Word documents for Exhibits that are not mandated by the County (in this case **Exhibits P** and **Q** will be posted on the website in Word). Based on this feedback from providers, Network Office staff have produced fillable PDF versions of the following **Exhibits: A: Bid Acknowledgement; D1: Current References; D2: Former References; H: Vender First Source Agreement; I: Exceptions, Clarifications, Amendments; and Exhibit N: Debarment & Suspension Certificate** that may be filled out before printing. Links to the fillable PDF forms are on the BHCS website

Q. 41. Please clarify page limits. For example the RFP states a twelve-page limit, does this mean twelve pieces of paper (double side printed) or twelve pages of text?

A. 41. BHCS requests no more than the page limit; in this example twelve pages of text (or six pieces of double side printed paper).

Q. 42. Can bidders submit bids with a binder clip or just loose leaf?

A. 42. Proposals may be provided in a three-ring binder, which is preferred. Please do not bind bids (with spiral or any other binding that cannot be easily removed). See section II. E. of the RFP.

Q. 43. How should bidders communicate their 'good standing'?

A. 43. As stated in section II. F. 3. of the RFP, Bidders should submit **Exhibit N: Debarment and Suspension Certification** as **Attachment 4** and provide a statement of the organization's good standing in the Cover Letter signed by the Executive Director or agency's designated board member.

Q 44. Do Bidders have to include their organization's full audited financial statements in each proposal copy?

A. 44. Bidders must only include their audited financial statements, agency budget and 990 forms in the original copy of each proposal. Section to II. F. 5. b. of the RFP should read:

- b. Bid responses must describe the bidder's fiscal management experience and the fiscal controls that will be used in terms of acceptable accounting practices and the ability to maintain accountability for contract funds in up to two pages (page limit does not include attachments) and include as **ATTACHMENT 2B**, including the following in the original copy of the proposal:
 - The Bidder's last three audited financial statements, from most recent to least recent, separated by tabs. To be considered for contract award, Bidder's audited financial statements must be satisfactory, as deemed solely by the County.
 - If there are any audit findings, provide response to all findings with steps taken to address them in the original proposal and not in the copies.
 - Include copies of the bidder's agency budget for the current year.

Q. 45. How many pages can the Implementation Plan and Schedule have to be?

A. 45. The Implementation Plan and Schedule is split into two parts: Part a. shall include **Exhibit P** and be included as **Attachment 9**. Part b. asks for a description of mitigation of risks and barriers, which may adversely affect the program's schedule. This has a one-page limit.

Q. 46. Can Exhibit P: Implementation Plan and Schedule be converted into a Word document?

A. 46. Yes. **Exhibit P** has been converted into a Word document, so bidders may add rows. Rows may be added to the table by pressing 'tab' in the last row in the last column or by 'right clicking' a row and 'inserting a row below'.

Program Questions

Q. 47. Does BHCS have any preferred Environmental Strategies?

A. 47. No.

Q. 48. Can services be provided by mental health staff or other interns?

A. 48. Yes, however mental health staff or interns cannot use their time spent on AOD Primary Prevention towards their licensing hours and cannot bill for any of this time. It is expected that all staff hired for these projects are qualified to do the work set out in the bidder's proposal.

Q. 49. Many school districts have reduced or eliminated summer school. Instead of school districts, could a bidder/awarded contractor partner with a recreation department or other youth institutions?

A. 49. Yes. However, BHCS expects that the bidder and awarded contractor to provide services to the targeted population in the specified region. Additionally, if a bidder/awarded contractor partners with a recreation department and uses the Alternative Activities strategy, BHCS expects the awarded contractor provide explicit AOD Primary Prevention messages during these activities.

Q. 50. Page four of the RFP states that BHCS ‘shall monitor...to ensure 65% of Primary Prevention funds are allocated to direct services’. Is this correct?

A. 50. The revised statement for section I. C. of the RFP should read: BHCS shall monitor contracts on a quarterly basis to ensure direct services are maximized. Services meeting the definition of direct and indirect services will be the monitored indicators.

Q. 51. Are Prevention and Early Intervention services part of this RFP’s scope?

A. 51. No. This RFP only pertains to AOD Primary Prevention. Any verbal mention of Prevention and Early Intervention was unintentional.

Q. 52. Are Secondary Prevention services part of this RFP’s scope?

A. 52. No. This RFP only pertains to AOD Primary Prevention.

Q. 53. Earlier it was stated that bidders could propose service provision through mental health staff and/or interns, however, is BHCS/Network Office aware that AOD Primary Prevention services is a field with its own expertise and skill sets separate from mental health?

A. 53. Yes. BHCS is aware of the unique expertise required for AOD services. BHCS expects all bidders to provide a proposal that uses strategies, categories and models as specified in the RFP. BHCS also expects awarded providers to maintain fidelity to the model as described in the RFP.

Q. 54. How will BHCS monitor programs to ensure that services will not include mental health counseling (if provided by mental health staff and/or interns)?

A. 54. A team of BHCS staff, including the Prevention Coordinator, Contract Liaison, and Fiscal Liaison will monitor the programs to ensure this funding is being utilized only for AOD Primary Prevention services.

Q. 55. Does BHCS prefer Mental Health Clinicians over Prevention Specialists to deliver prevention services?

A. 55. BHCS expects that all staff hired for these projects are qualified to do the work set out in the bidder’s proposal.

Q. 56. When selecting a Scientifically Defensible Model, can a provider choose to implement selected sections or strategies of the model?

A. 56. Yes. However, BHCS expects the chosen model to match the needs, risk factors and characteristics of the target population. Adaptations to services must be made in a way that maintains high fidelity to the model. If any changes are made to the chosen Scientifically Defensible Model, bidders must explain how fidelity will be maintained. See sections I. E. 3. and II. F. 7. d. of the RFP.

Q. 57. What is the requirement for parental involvement?

A. 57. Section I. E. 1. of the RFP and the Glossary & Acronym List define family.

Q. 58. Are foster youth living in a group home or unengaged with adults required to have a family component?

A. 58. Section I. E. 1. of the RFP and the Glossary & Acronym List define family.

Q. 59. Will an awarded contractor be able to provide their services across regions?

A. 59. BHCS expects awarded contractors to deliver services as described in their proposal and to target the populations within the cities and areas within their region. Awarded contractors may also target other contiguous cities, however, cities outside the proposed region will not count toward meeting the geographic requirements of the RFP.

Q. 60. Can awarded contractors collaborate for services with another awardee?

A. 60. Awarded contractors are expected to collaborate with other providers on issues such as violence, suicide and well-being, as specified in section I. E. 6. of the RFP. Delivery of services in any proposal cannot depend on any other proposal. Each proposal must stand alone.

Q. 61. Since there will be one program selected per region, would bidders/awarded contractors be expected to serve all ethnic groups in the region?

A. 61. Bidders may identify a specific population group or sub-group within the region to target for primary prevention efforts. However, upon award, contractors may not establish policies or practices that specifically exclude County residents from participation.

Bidder's Conference Attendees		
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Bidder's Conference Attendees

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