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# ALAMEDA COUNTY

## A Partnership Of Behavioral Health Care Services & Alameda County Sheriff's Office

REQUEST FOR PROPOSAL NO. 10-04

SPECIFICATIONS, TERMS & CONDITIONS  
For

### Maximizing Opportunities for Mothers to Succeed (MOMS)

#### INFORMATIONAL MEETING / BIDDERS' CONFERENCES

August 18<sup>th</sup>, 2010 3:00-5:00 pm  
2000 Embarcadero Cove, Oakland 5<sup>th</sup> Floor  
Alvarado Niles Room

#### RESPONSES DUE

September 13<sup>th</sup>, 2010 by 5:00 pm

Alameda County Behavioral Health Care Services, Attn: Gilda Mansour  
2000 Embarcadero Cove, Suite 400  
Oakland, CA 94606

Contact: Gilda Mansour  
Email: [Gmansour@acbhcs.org](mailto:Gmansour@acbhcs.org)  
Phone: 510.567.8189

**Alameda County**  
**REQUEST FOR PROPOSAL 10-04**  
**SPECIFICATIONS, TERMS & CONDITIONS**  
For  
**MOMS**

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## I. STATEMENT OF WORK

### A. INTENT

A partnership between Behavioral Health Care Services (BHCS) and Alameda County Sheriff's Office invite organizations to apply to deliver the case management services component of the Maximizing Opportunities for Mothers to Succeed Program (MOMS) to pregnant and/or parenting mothers in Santa Rita jail during incarceration and for up to 18 months after release.

Alameda County intends to award a contract to one administrative entity to deliver case management services to pregnant and parenting women in Santa Rita Jail as described in this request for proposals (RFP) within the existing MOMS program.

BHCS intends to award a contract to the bidder selected as most qualified as defined in the RFP requirements. BHCS does not guarantee that a subsequent contract will be awarded as a result of this RFP process. The initial contract will be subject to annual review and renewal for each of the following years by mutual agreement.

#### 1. Funds Available

Both BHCS and the Alameda County Sheriff's Office view the target population of this project as priority. Bids must include one budget containing ongoing costs. Bids that exceed the amount of \$202,192 will not be accepted for further evaluation.

### B. BACKGROUND

#### 1. History of MOMS Program

In 1998, the Alameda County Sheriff's Office conducted an analysis of perinatal services for incarcerated women in Alameda County. Over 75% of 339 pregnant women self-identified as substance users (alcohol, tobacco and other drugs) many with co-occurring mental health conditions; nearly 80% were repeat offenders, approximately 20% were homeless, and most had low incomes. The analysis determined that the needs of pregnant and parenting women were multidimensional and would be best served by comprehensive services provided both during custody and after release.

As a result of the analysis, a broad-based group of community leaders, guided by the Alameda County Sheriff's Office and Alameda County Criminal Justice Oversight Committee's Women's Task Force, took on the challenge of developing a program for pregnant and parenting women and their children. They created the Maximizing Opportunities for Mothers to Succeed (MOMS) program.

The MOMS program began in September 1999 at Santa Rita Jail located in the city of Dublin and was later expanded to include the Community Re-Entry Center (CRC) in Oakland. The MOMS program began as an intensive, one month program of in-custody services with a one year post-release case management and community services program. Today, the program consists of an eight week, in-custody gender-responsive curriculum, one year post-release case management services, alumni groups, and transitional housing.

From September 10, 1999 to December 31, 2004, the MOMS Program enrolled a total of 1,074 participants. From information collected at program intake, the following client profile was developed. Overall, MOMS participants were disproportionately African American (56%), never married (52%), less than or only high school educated (52%), and unemployed at the time of arrest (91%). The average age of MOMS participants was 36.

#### 2. Overview of MOMS Program

The program incorporates six phases. Initially, women enter the MOMS Program following an application and screening process while in custody at Santa Rita Jail. Next, women complete a needs assessment and intake process to the MOMS Program. This is followed by an eight-week gender specific educational component. During enrollment in the education component, parenting and/or pregnant women refine their individual needs assessment to create an Individual Action Plan. This assessment is followed with case management services, if needed. As necessary, women are evaluated for housing needs and other services as required. Based on housing and child custody status, women are eligible to apply for temporary housing (up to 18 months) through the housing component partnership with the Oakland Housing Authority (OHA).

The MOMS program occurs in both the jail setting (in-custody) and after release (post-custody). The MOMS program is designed to reunite incarcerated mothers with their children; improve the health and well-being of family members; and reduce recidivism among MOMS participants. Specifically, the program has three goals:

- To promote the healthy development of children by increasing the capacity of their incarcerated mothers for self-sufficiency and parenting skills, with an emphasis on successful parent-child bonding;
- To reduce recidivism among incarcerated pregnant women and incarcerated mothers; and,
- To demonstrate a replicable, community-oriented criminal justice model for assisting incarcerated pregnant women and incarcerated mothers toward self-sufficiency; family reunification; and learning new behaviors.

Each MOMS participant works with her Case Manager to create an Individual Action Plan (IAP). The plan determines needs for both in-custody and post-custody services. IAP planning and monitoring provides ongoing encouragement and support to MOMS participants as they continue to focus on the steps and objectives identified as needs.

### **In-Custody Services**

Services during incarceration include classroom curriculum and group case management services, which include:

- *Family Preservation/Reunification:* Case Managers assist MOMS participants to maintain contact with their children through phone calls, letters, and facilitation of mother-child visits. Case Managers help participants obtain copies of reunification plans, begin work on their reunification plans, and fulfill other requirements. Additionally, staff coordinate with caretakers and/or Child Protective Services (CPS) workers to facilitate opportunities for family bonding.
- *Alcohol, Tobacco and Other Drug (ATOD) Treatment:* Case Managers assist participants to face their substance use, plans for treatment, identify treatment programs, and develop an application for appropriate intervention programs. As a result of program outreach and linkage building, several recovery programs now call the MOMS staff when they have available space. Case Managers monitor openings in collaborating recovery programs and set up telephone interviews for participants while in-custody, as well as in-person meetings with treatment programs upon release.
- *Mental Health Treatment:* Case Managers identify mental health needs/risks and help participants to access treatment with service partners. Case Managers also provide continuous support, listen to and respond to participants' concerns on an ongoing basis.

### **Post-Custody Services**

Services offered to women after discharge from jail include:

- *Family Preservation/Reunification:* Case Managers assist MOMS participants in reunifying with their children. They refer participants to appropriate agencies and serve as advocates for participants with CPS and related agencies, such as CalWORKS. Additionally, MOMS staff accompanies participants to court for hearings related to custody of their children. When needed, Case Managers also provide transportation with their own or organization's vehicle and infant/children's necessities, such as, cribs, beds, car seats, diapers, clothes, food as well as other essential items.

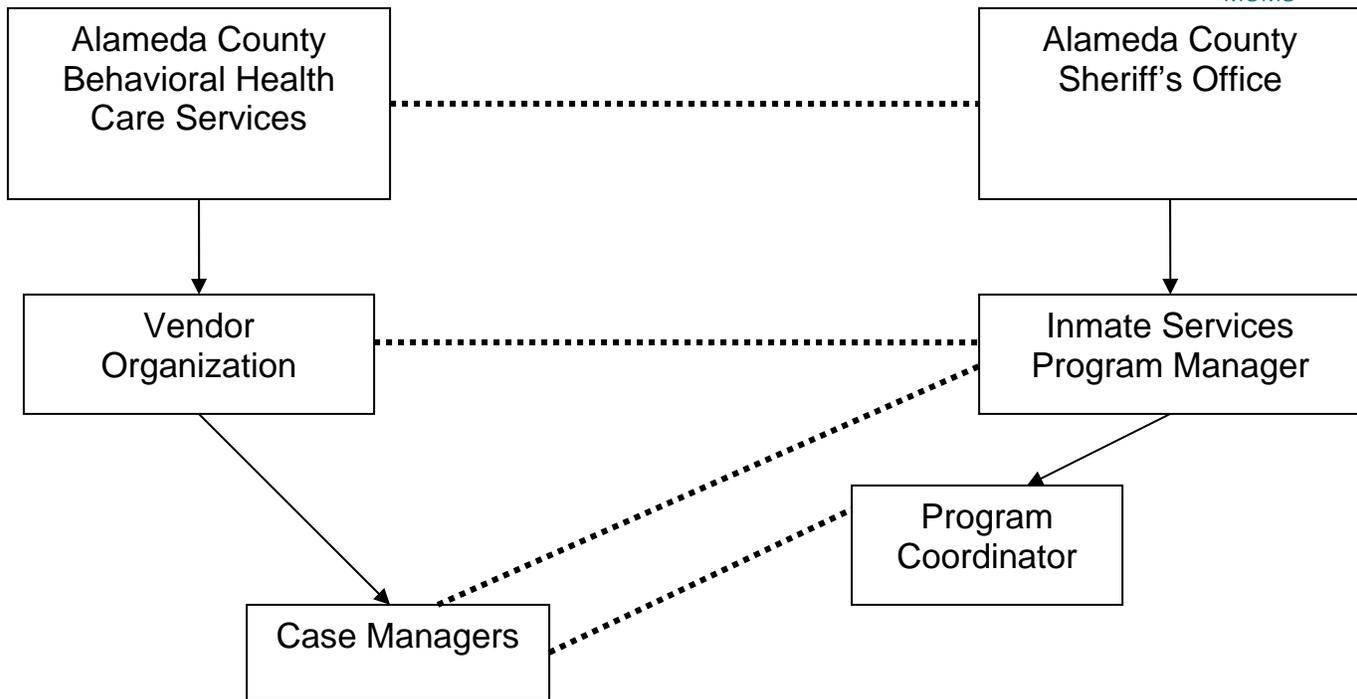
- *Housing:* To the fullest extent possible, Case Managers work with participants upon release from incarceration to find a safe place to live. Case Managers then support and assist participants in securing and maintaining permanent housing by helping them to prepare applications for transitional and permanent housing.
- *Alcohol, Tobacco and Other Drug (ATOD) Treatment:* When possible, Case Managers facilitate participants' acceptance into residential substance use treatment upon release. When necessary, the Case Managers facilitate referral; advocate access to outpatient treatment; and transport participants to programs in their own vehicles.
- *Mental Health Treatment:* Case Managers provide referrals to appropriate mental health services. Case Managers are also available after hours to support participants during potential crises.
- *Employment/Training:* Case Managers provide referrals and follow up for job training, job search and placement for part-time and full-time employment. Case Managers also supply transportation in their own vehicles and assistance for job related travel. When possible, Case Managers provide additional support, such as clothing, uniforms and tools.
- *Alumni Meetings:* Case Managers work with the Sheriff's Office to hold alumni meetings. Meetings are held with MOMS graduates in order to facilitate peer support and connection.
- *Additional Support:* Case managers often work with other community based organizations to obtain resources, such as health coverage, food stamps, and material goods like baby furniture, clothing, books, toys, etc.
- *Continuing Education-*Case Managers work with participants to meet their educational goals. If a MOMS participant lives in the OHA temporary housing, she will be offered ongoing group classes. These classes are mandated based on the needs of particular MOMS participants.

### **MOMS Curriculum**

The MOMS gender specific curriculum was developed by Dr. Denise Johnston who co-founded the Center for Children of Incarcerated Parents (CCIP) and Dr. Stephanie Covington. The mission of the CCIP is the prevention of intergenerational crime and incarceration. CCIP's goals are the production of high quality documentation on and the development of model services for children of criminal offenders and their families. Dr. Covington's evidence-based program integrates theories of women's psychological development, trauma, and addiction to meet the needs of women with substance use issues. The curriculum is comprehensive and contains seventeen-sessions within four modules that address the areas that women with substance use issues identify as triggers for relapse. These topics include: self, relationships, sexuality and spirituality. The curriculum includes topics on: self-esteem, sexism, family of origin, relationships, domestic violence, and trauma.

### 3. Organizational Roles in the MOMS Program

Case Managers, the Alameda County Sheriff's Office and BHCS work in accord to provide quality services to MOMS participants. While cross agency work presents challenges, it also allows opportunities for collaboration and diverse perspectives. The below diagram illustrates the lines of responsibility and communication between the three organizations. In order to mitigate the challenges of cross agency work, each entity/staff person has roles and responsibilities within the program that are described below.



### Vendor Organization

The vendor organization is contracted with BHCS to provide three Case Managers to the MOMS program. Equally important, the vendor organization works closely and collaboratively with the Sheriff's Office staff and BHCS to ensure proper communication and collaboration. The vendor insures that Case Managers are fulfilling their duties and possess the necessary skills and knowledge for effective case management. The vendor organization provides weekly administrative and clinical supervision of Case Managers; monitors schedules; provides on-going training and regularly attends meetings with the Sheriff's Office's Inmate Services Program Manager to discuss Case Manager performance evaluation and ensure overall success of the MOMS program. While the vendor organization is responsible for providing administrative and clinical supervision, the vendor organization does not have to provide most office equipment and supplies as the Sheriff's Office provides the standard provisions.

### Case Managers

The job of the Case Manager occurs both within the jail and following release into the community throughout Alameda County. Direction and supervisory responsibilities lie with the vendor organization, yet the Case Managers will work closely with and attend regularly scheduled meetings scheduled by the Inmate Services Program Manager and Program Coordinator. The Case Managers interact with Sheriff's Office staff and subcontractors, such as deputies, teachers and other non-profit workers, on a daily basis. Case Managers work with their organization to receive weekly supervision and ongoing training. Case Managers report to work at a variety of settings and keep and share an updated calendar to communicate their whereabouts to several key Sheriff's staff, particularly the Inmate Services Program Manager and Program Coordinator, and to their own vendor organization. Case Managers also work with the Program Coordinator on activities to support the MOMS participants. Moreover, Case Managers collect and provide MOMS participant data, which is input into a Sheriff's Office database.

The case management philosophy parallels the Women Offender Case Management Model prepared for the National Institute of Corrections documented by Orbis Partners, Inc.

### Sheriff's Office

MOMS participants interact with Sheriff's Office staff, such as deputies, teachers and other non-profit workers, on a daily basis. The Sheriff's Office provides office space, supplies and mobile phones to the Case Managers

as part of the MOMS program. The Sheriff's Office provides training for any contracted staff who work at the jail site. Of the Sheriff's Office staff, two positions constitute the primary oversight role in the MOMS program: Inmate Services Program Manager and Program Coordinator.

*Inmate Services Program Manager*

The Sheriff's Office Inmate Services Program Manager oversees all parenting skills programs in Santa Rita Jail, including the MOMS Program. As part of that oversight, the Inmate Services Program Manager collaborates and coordinates with many of the contracted service providers in Santa Rita Jail, including the vendor for the MOMS Program. For example, the Program Manager arranges meetings with the vendor organization to discuss Case Manager performance and overall direction of the MOMS program. Specifically, this staff person acts as the gatekeeper to the MOMS program by accepting participants to the MOMS program, assigning caseloads, and debriefing Case Managers on particular participants. Moreover, this position provides support, coordination and navigation of logistics to Case Managers to help MOMS participants achieve goals in IAPs.

*Program Coordinator*

The Program Coordinator also works in the MOMS program. Specifically, this staff person coordinates the educational aspects of the MOMS program, such as the curriculum. This person helps Case Managers to navigate the educational system to support MOMS participant's educational goals.

**BHCS**

BHCS holds the contract with the vendor organization. BHCS assigns a Contract Liaison to each of its contract services to monitor the contract.

*Contract Liaison*

Specifically, the Contract Liaison works with the contracted vendor organization and the Sheriff's Office to ensure that contract deliverables are met. The Contract Liaison also collects relevant reports; works collaboratively to mitigate barriers to success; and evaluates the effectiveness of the contractor's role in delivering quality services.

C. SCOPE

Incarceration can cause a disruption in the lives of mothers and their children. Combined with substance use conditions, mental health treatment needs, housing and employment instability, incarceration can increase stress and weaken the bonds between mother and child. The MOMS program works to act as an intervention within jail and continue services to mothers and their children upon release.

1. Target Population

The MOMS program is for inmates of Santa Rita jail who are pregnant and/or parenting mothers of children zero to twelve. post-release case management services will target MOMS participants residing within Alameda County.

3. Services to be Provided

The MOMS program's success relies on the provision of services and linkages that Case Managers provide to mothers. It is expected that all services are provided in a culturally and linguistically responsive manner; that mothers are included as partners in the process; and that information is given to educate and empower the entire family. Specifically, MOMS' three Case Managers will carry a caseload of 25-30 participants at any given time. Case Managers will help mothers develop Individual Action Plans (IAP). Case Managers will work closely with participants to meet the needs and achieve the goals set forth in the IAP as described in section I. STATEMENT OF WORK B. BACKGROUND 2. Overview of MOMS Program.

D. VENDOR MINIMUM QUALIFICATIONS

In order to be considered as a viable bidder for this RFP, the bidder organization must describe how it meets all of the following qualifications:

1. Three years minimum experience working with an incarcerated population; and
2. Three years minimum experience linking individuals to needed services and supports or providing case management services.

E. SPECIFIC REQUIREMENTS

Based on available funding described under section I. STATEMENT OF WORK A. INTENT the contractor will provide responses to the items listed below. Detailed response requests are located in section II. INSTRUCTIONS TO BIDDERS E. RESPONSE FORMAT.

1. Hiring Staff

It is expected that the vendor agency awarded with the MOMS contract will ensure that hired or assigned Case Managers will have the following qualifications:

- Alcohol and Other Drug certification by a State certified organization;
- At least two years case management experience in a community-based agency serving low-income individuals;
- Experience working with an incarcerated population. (Individuals with experience in maternal and child health, child development and/or drug and alcohol services are especially desirable);
- Ability to work effectively with multidisciplinary teams;
- Ability to work in culturally, linguistically and ethnically diverse settings and a proven sensitivity to personal and economic circumstances of low income and indigent people;
- Ability to work effectively in a criminal justice environment;
- Experience with healthcare delivery systems and eligibility requirements;
- Excellent time management and organizational skills;
- Excellent oral and written communication skills; and
- Reliable transportation.

Since some of the case management will occur in a jail setting, the Sheriff's Office asks that vendors are thoughtful of their staff selection. It is expected that the vendor agency will hire staff that will meet the following criteria:

- *Pass a Background Check as Evaluated by the Sheriff's Office:* A thorough background investigation will be made of all prospective Case Managers. A record of any felony conviction(s) may result in the need to recruit an alternative Case Manager.
  - Background investigations will be made on final Case Manager candidates and may include an interview with Sheriff's Office staff.
  - *Attend Mandatory Trainings:* Contracted vendors from community agencies are required to attend Sheriff's Office orientations to work with incarcerated offenders, which include training on identifying and obtaining Sheriff's Office assistance in situations where a participant may become a danger to herself or others.
  - Prior to finalizing hiring for the Case Manager positions, Case Managers must complete a tour of the jail.

*Have relevant experience:* Case managers should have experience working in a jail setting with female inmates.

- *Possess a License:* Case Managers must have a Valid California State Motor Vehicle Operator's license.
- *Meet Age Requirement:* Case Managers must be at least 21 years of age at time of appointment.
- *Insurance Coverage:* The vendor organization must be prepared to cover their staff for general liability and automobile insurance. The Sheriff's Office will request a copy of the policy.

2. Supervision & Training

The vendor organization is expected to provide ongoing training to Case Managers regarding case management techniques, available resources/referrals, culturally responsive practices, etc. It is also expected that the vendor organization will provide at least two hours of supervision per week to each Case Manager. Supervision will include discussion of challenges, how to obtain needed referrals and services, communication issues, and mitigation and solutions of problems. The supervision will be complemented by the daily oversight of the Inmate Services Program Manager and at least once per week for a general meeting.

3. Collaboration/Communication

The vendor organization should establish collaborative relationships with the Sheriff's Office and BHCS. It must also create a communication plan with both County agencies. It is expected that the service provider will work closely with the Alameda County Sheriff's Office. Specifically, the vendor will:

- Be available for monthly meetings with Sheriff's Office Inmate Services Program Manager and as needed;
- Be available for meetings as needed with BHCS Contract Liaison, as needed.

F. DELIVERABLES & EVALUATION

All contractors must comply with medical records and BHCS claiming and data management requirements. Contractors must use provided or approved systems. Moreover contractors must participate in the BHCS Quality Improvement and Compliance Programs and must adhere to all BHCS performance requirements.

Identified objectives and goals will be monitored through regular meetings to be scheduled by the contractor and County staff. Specific performance objectives, goals and outcomes will be placed in the contract.

1. Vendor Organization Deliverables

- Hire three FTE Case Managers within two months of contract start date.
- Be available for at least twelve meetings with the Sheriff's Office per year and as needed to discuss performance and program issues.
- Provide at least two hours of supervision per week to each Case Manager.
- Provide a summary of trainings that each Case Manager attended.
- Send Case Managers' supervisor to attend Sheriff's Office orientations.

2. Case Manager Deliverables

- Attend Sheriff's Office orientations prior to beginning assignment.
- Provide a total of 120 hours weekly (equivalent to three Full-time positions) in staff resources to provide pre and post-release case management services.
- Collect data on participants' engagement in education and vocational training.
- Collect data on participants' family preservation/reunification efforts.
- Collect data on the number of participants served in each area: housing needs, substance use treatment needs; physical health and mental health treatment needs.
- Collect any other information on the MOMS data collection sheet.

## II. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTACTS

All contact during the competitive RFP process is to be through Gilda Mansour, only.

The Alameda County Behavioral Health Care Services Agency (BHCS) website will be the official notification and posting place for this Request for Proposal (RFP) and any Addenda. Go to <http://www.acbhcs.org/Docs/docs.htm> to view current information.

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

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 pm **August 16<sup>th</sup>, 2010** to: [Gmansour@acbhcs.org](mailto:Gmansour@acbhcs.org)

Gilda Mansour, Attn: RFP 10-04  
Alameda County Behavioral Health Care Services  
2000 Embarcadero Cove, Suite 400  
Oakland, CA 94606  
E-Mail: [gmansour@acbhcs.org](mailto:gmansour@acbhcs.org)  
FAX: 510.567.8189

## B. CALENDAR OF EVENTS

Event	Date/Location
Request for Proposal Issued	August 6 <sup>th</sup> , 2010
Written Questions Due	August 16 <sup>th</sup> , 2010 by 5:00 pm
First Bidder's Conference	August 18 <sup>th</sup> , 2010 3:00-5:00 pm @ 2000 Embarcadero Cove, 5 <sup>th</sup> Floor Alvarado Niles Oakland
Addendum Issued	August 23 <sup>rd</sup> , 2010 by 5:00 pm
Response Due	<b>September 13<sup>th</sup>, 2010 by 5:00 pm @ 2000 Embarcadero Cove, Suite 400 Oakland</b>
Evaluation Period	September 13 <sup>th</sup> to September 29 <sup>th</sup> , 2010
Vendor Interviews (if needed)	September 29 <sup>th</sup> , 2010 11:00 am-2:00 pm @ 2000 Embarcadero Cove, 5 <sup>th</sup> Floor Alvarado Niles Room Oakland
Notification and Award Letters Issued	September 30 <sup>th</sup> , 2010
Board Letter Issued	October 2010
Board Award Date	November 2010
Contract Start Date	November 2010

**Note:** Award and start dates are approximate.

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

## C. NETWORKING/BIDDERS CONFERENCE

One networking/bidders conference will be held to:

- Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
- Provide the County with an opportunity to receive feedback regarding the project and RFP.

Written questions submitted prior to the bidders' conferences, in accordance with the Calendar of Events and verbal questions received at the bidders' conference, will be addressed whenever possible at the bidders' conference. All questions will be addressed and the list of attendees will be included in an RFP Addendum following the bidders' conference in accordance with the Calendar of Events.

Potential bidders are strongly encouraged, but not required, to attend a networking/bidders' conference in order to further facilitate subcontracting relationships. Vendors who attend a networking/bidders conference will be added to the Vendor Bid List.

Failure to participate in a networking/bidders conference will in no way relieve the Contractor from furnishing services required in accordance with these specifications, terms and conditions. Attendance at a networking/bidders conference is strongly encouraged and recommended, but is not mandatory.

D. SUBMITTAL OF BIDS

1. All bids must be sealed and received at BHCS Administrative Offices by 5:00 p.m. on the due date specified in the Calendar of Events.

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

Bids will be received only at the address shown below, and by the time indicated in section II. INSTRUCTIONS TO BIDDERS B. CALENDAR OF EVENTS. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

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

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

MOMS 10-04  
Alameda County Behavioral Health Care Services  
Attn: Gilda Mansour  
2000 Embarcadero Cove, Suite 400  
Oakland, CA 94606

3. Bidders are to submit an original plus **twelve** copies: Original and copies are to be clearly marked and are to be placed in 3-ring binders, with clearly marked **dividers** between each section.
4. Bidder name and return address must also appear on the mailing package.
5. No telegraphic, email (electronic) or facsimile bids will be considered.
6. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of its bid.
7. Submitted bids shall be valid for a minimum period of six months.
8. All costs required for the preparation and submission of a bid shall be borne by Bidder.
9. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement,

"partnership" shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state's Corporations Code or an equivalent statute.

10. Proprietary or Confidential Information: No part of any bid response is to be marked as confidential or proprietary. The County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. The County shall not be liable in any way for disclosure of any such records. Additionally, all bid responses shall become the property of the County. The County reserves the right to make use of any information or ideas contained in submitted bid responses. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of "trade secrets" protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.)
11. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee/Evaluation Panel has completed their evaluation and, or if, an award has been made. Bidders will receive mailed award/non-award notification(s), which will include the name of the bidder to be awarded this project. In addition, award information will be posted on the BHCS website.
12. Each bidder name shall be entered on a record and each record with the successful bid indicated thereon shall, after the award of the order or contract, be open to public inspection.

#### E. RESPONSE FORMAT

In order for proposals to be considered complete, the bidder must provide all requested information. Bidders are encouraged to use the *Exhibit M: Response Content and Completeness Checklist* to ensure the completeness of the proposal. **The content and sequence for each required bid document/exhibit must follow the *Exhibit M: Response Content and Completeness Checklist*.**

Bid responses must be complete, substantiated, concise and specific to the information requested. The original bid response must be signed in ink and include evidence that the person(s) that signed the proposal is/are authorized to execute the proposal on behalf of the bidder.

Bidders must provide all of the noted bid documentation, *Exhibits* and *ATTACHMENTS*. Any material deviation from the requirements may be cause for rejection of the proposal, as determined in BHCS' sole discretion. All original pages from the bidder, excluding forms or *ATTACHMENTS*, must be printed single spaced, in 12-point Times New Roman font with one-inch margins around each page and conform to the maximum page limits. "*RFP-MOMS 10-04*" must be on the left header of each page with the name of the bidder on the left footer and the document page number at the right footer of each page.

Please note that the following section **II. INSTRUCTIONS TO BIDDERS F. EVALUATION CRITERIA/SELECTION COMMITTEE** provides the point system that will be used to evaluate bids. Bidders should reference these sections when responding to the proposal. The numbering and lettering of the criteria correspond across these sections.

This section describes BHCS' expectations and what BHCS seeks in a successful RFP bidder. Bidders must address each of the areas in the RFP proposal response. Please note that the *Specific Requirements* are restated as questions in *Exhibit M: Response Content and Completeness Checklist*. The numbering and lettering of the requirements correspond between the *Specific Planning Requirements* and the *Exhibit M: Response Content and Completeness Checklist*.

It is important to note that this section will refer to specific *Exhibits* that assist bidders in submittal of proposals and specific *ATTACHMENTS*, which bidders are required to submit as part of the proposal. In some cases, bidders will be asked to complete a specific *Exhibit* and submit it as an *ATTACHMENT* in the proposal. Please note that the *Exhibit* letters and *ATTACHMENT* numbers do not correspond.

The bidder organization must address and include all of the following in the Proposal to be evaluated. Score allocations are located in *Exhibit M: Response Content and Completeness Checklist*.

1. **Title Page:** Bid responses must include a one-page title page that includes:
  - a. The RFP number and title;
  - b. Bidder organization's name and address;
  - c. Name of the contact person (for all matters regarding the RFP, telephone number & e-mail address; and
  - d. Proposal date.
  
2. **Table of Contents:** Bid responses must include a table of contents that includes:
  - a. A listing of the individual sections of the proposal and their corresponding page numbers with tabs separating each individual section.
  
3. **Cover Letter:** Bid responses must include a one-page cover letter describing the bidder, including the following:
  - a. The official name of bidder;
  - b. Bidder's organizational structure (i.e. corporation, partnership, limited liability company, etc.);
  - c. Jurisdiction and date of organization: The jurisdiction in which the bidder's agency was incorporated and the date of this incorporation;
  - d. Addresses of applicable headquarters, offices and location: 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 contact(s) to the County, with regards to the RFP response, 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. An acceptance of all conditions and requirements contained in this RFP through a signed copy of Exhibit A: Bid Acknowledgement as ATTACHMENT 1; and
  - i. The agency's executive director or designated board member's signature on the Cover Letter.
  
4. **Letter of Transmittal:** Bid responses must include a one-page description of the bidder's approach to providing services and planning in collaboration with the County, stating its understanding of the preparation to be done and a positive commitment to perform the work as specified.
  
5. **Organizational Reference**
  - a. The bidder's organizational chart must be included as *ATTACHMENT 2* and must represent the total organizational structure.
  - b. *Fiscal Management Capacity:* Bid responses must describe the bidder's fiscal management experience; 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 (not including attachments) as *ATTACHMENT 3*, including:
    - i. The bidder organization's last three audited financial statements, from most recent to least recent, separated by tabs. Bidder's audited financial statements must be satisfactory, as deemed solely by the County, to be considered for contract award.
    - ii. If there are any findings in the audited financial statements, provide one response to all findings with steps taken to address them in the original proposal and not in the copies.
    - iii. Original and all copies of current budget year and year-to-date financial statements.
  - c. *References:* Bidders must provide a list of three current and three former contacts that demonstrate the ability of the bidder to perform the services solicited with a similar scope, volume and requirements herein and complete *Exhibits D1 and D2* and include as *ATTACHMENTS 4A and 4B*, which must include the following:

- i. Organization name;
    - ii. Name of contact person (name and title), contact person is to be someone directly involved with the services;
    - iii. Complete street address;
    - iv. Telephone number;
    - v. Type of business; and
    - vi. Dates of service.
  - d. Debarment and Suspension: Each bidder will be screened at the time of RFP response to ensure that the bidder, its principle agents and named subcontractors are not be debarred, suspended or otherwise excluded by the United States Government in compliance with the 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. BHCS requires that the selected campaign provider maintain compliance with these regulations.
    - i. The County will verify bidder, its principle and named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at [www.epls.gov](http://www.epls.gov); and
    - ii. Bidders must complete *Exhibit N: Debarment and Suspension Certification*, certifying the bidder, its principle and named subcontractors are not debarred, suspended or otherwise excluded by the United States Government and include as *ATTACHMENT 5*.
6. **Executive Summary:** Bid responses must include a synopsis of the highlights of the RFP and benefits of the proposal to the County in no more than one-page.
7. **Minimum Qualifications:** This section will be used to evaluate whether a bidder meets the minimum qualifications to move forward in the competitive process. Bidders must describe how they meet the following in **no more than two pages**:
1. Three years minimum experience working with incarcerated population;
  2. Three years minimum experience linking individuals to needed services and supports or providing case management services.
8. **Organizational Experience and Capacity:** This section will be used to evaluate the capacity of the bidder in executing similar projects. Responses must be concrete, relevant and thorough. Bidders must describe the following in **no more than six pages**:
- a. The bidder's experience in meeting the needs of women, children and families from an array of racial/ethnic, linguistic and cultural backgrounds and other populations that have been historically under or inappropriately served.
  - b. The bidder's experience coordinating services for clients with other agencies (e.g. housing, employment, etc.).
  - c. The bidder's experience providing supervision to case managers.
  - d. The bidders' experience providing ongoing and relevant training to staff.
  - e. The bidder's experience managing cross agency relationships, including how problems were mitigated and resolved.
  - f. The bidder's experience and techniques budgeting in the last three years during the contracting economy.
  - g. If applicable, describe the bidder's experience working with an incarcerated female population.
9. **Technical Criteria:** The Technical Criteria section will be used to evaluate the bidder's proposed plan. Responses must be concrete, relevant and thorough. Describe the plan for this program, including the following in **no more than five pages**:
- a. A detailed plan to hire, train and retain qualified and culturally aware Case Managers.
    - i. Include a one-page job description, which describe necessary roles, responsibilities and qualifications for the position in the organization and include as *ATTACHMENT 6*.
    - ii. Bidders must include Memoranda of Understanding (MOU) for any partners or collaborators that will provide substantial services in services. Use the summary form on *Exhibit O: MOU Guidelines & Summary*

*Listing* as a coversheet for MOUs and include as *ATTACHMENT 7* (Case Management services cannot be subcontracted under this RFP).

- iii. Bidders must include a project organizational chart, which describes oversight and linkages between program staff and other partners, including any subcontracted services staff as *ATTACHMENT 8*.
- b. A detailed plan to ensure cross agency communication and collaboration.
- c. A detailed plan to ensure ongoing Case Manager training.
- d. A detailed plan for data collection, evaluation and program quality management and a feedback mechanism to the Sheriff's Office Inmate Services Manager.
- e. A detailed plan describing how the bidder will incorporate and introduce the MOMS mission and program values into the entire agency.

#### 10. Cost:

- a. A budget is requested in this RFP. The bidder must use *Exhibit B: Bid Form Instructions* to prepare the budget. Budget and budget narrative must be appropriate for proposed planning and implementation. Proposals will be evaluated on whether the bidder's budget appears reasonable for planned and ongoing activities. **Describe how \$202,192 per year will be used in the program.**
  - i. The ongoing budget should include ongoing costs for personnel and non personnel expenses. Please see *Exhibit B: Bid Form Instructions* for detailed instructions. Attach budget narrative as *ATTACHMENT 9*. The one-time budget should be no more than two pages.

BHCS has historically given cost of living adjustments (COLAs) to contractors as funding is available. The COLA increase is generally based on SEIU negotiated COLA amounts and is subject to Board of Supervisors' approval. Pricing for the procurement of goods and services by the County shall include all taxes, freight and all other costs, or credits, associated with the procurement and delivery to the County of Bidder's goods and services. Refer to *Exhibit K: Terms and Conditions* section B: PRICING.

- #### 11. Implementation Schedule and Plan:
- Bidders must create an implementation work plan for the program, which must describe activities, such as staff recruitment and training. The bidder must describe the timeline, milestones for planning activities and demonstrate that the program is built in an intentional way to result in full and effective program implementation. This timeline should match activities listed under section **II. INSTRUCTIONS TO BIDDERS E. RESPONSE FORMAT 8. Technical Criteria**. Bidders must identify and plan for mitigation of risks and barriers, which may adversely affect any of the program's schedule through the following:
- a. *Implementation Plan and Schedule is realistic and appropriate.* Bidders must use *Exhibit H*. to provide information about the anticipated timeline for the first year of the project milestones and include as *ATTACHMENT 10*.
  - b. *Identification of potential problems, which may adversely affect the Implementation Plan and Schedule and potential solutions.* Bidders must respond in no more than one page.

In addition to the above requirements, bidders must also submit additional *Exhibits and ATTACHMENTS* to the proposal:

- *Exhibit E: Small, Local and Emerging Business Certification Application Package* as *ATTACHMENT 11*
- *Exhibit F: Small, Local and Emerging Business Subcontracting Information* as *ATTACHMENT 12*
- *Exhibit G: Request for Local Business or Small or Emerging Local Business Preference* as *ATTACHMENT 13*
- *Exhibit H: Alameda County Vendor First Source Information* as *ATTACHMENT 14*
- *Exhibit I: Exceptions, Clarifications and Amendments* as *ATTACHMENT 15*

#### F. EVALUATION CRITERIA/SELECTION COMMITTEE

BHCS administrative staff will evaluate all proposals based on the evaluation criteria above. The results of that evaluation will be provided to the County Selection Committee/Evaluation Panel (CSC) with recommendations on which proposals have passed criteria one through six and should continue in the evaluation process. The County Selection Committee/Evaluation Panel may be composed of County staff and other parties that have expertise or

experience in the delivery of community-based mental health services for children and youth. The CSC will select a contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

All contact during the evaluation phase shall be through the BHCS contact only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of Bidder.

The CSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of a lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

As a result of this RFP, BHCS intends to award a contract to the responsible bidder whose response conforms to the RFP and whose bid presents the greatest value to BHCS, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to BHCS. The goal is to award a contract to the bidder that proposes the best quality as determined by the combined weight of the evaluation criteria. BHCS may award a contract of higher qualitative competence over the lowest priced response.

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on a six-point scale. The scores for all the Evaluation Criteria will then be added according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred fifty (550) points.

The zero to five-point scale range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement, this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria and their respective weights are as follows:

Section Number	Section Title	Points Allocated
1.	Title Page	Pass/Fail
2.	Table of Contents	
3.	Cover Letter	
4.	Letter of Transmittal	
5.	Organizational References	

6.	Executive Summary	
7.	Minimum Qualifications	
8.	Organizational Experience & Capacity	175
9.	Technical Criteria	150
10.	Cost	25
11.	Implementation Plan & Schedule	50
12.	Overall Proposal	50
13.	Oral Interviews	50
14.	Small and/or Local Emerging Business Points	25 + 25
Total		550

**G. CONTRACT EVALUATION AND ASSESSMENT**

The County reserves the right to determine, at its sole discretion, whether Contractor has complied with all terms of this RFP. 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/or services as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. 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.

**H. NOTICE OF AWARD**

1. At the conclusion of the RFP response evaluation process ("Evaluation Process"); all bidders will be notified in writing by certified mail, return receipt requested, of the contract award recommendation, if any, of BHCS. The document providing this notification is the Notice of Award.

The Notice of Award will provide the following information:

- The name of the bidder being recommended for contract award;
- The names of all other bidders.

2. Debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful bid with the BHCS.
  - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder, etc.
  - b. Debriefing may include review of successful bidder's proposal.

**I. BID PROTEST / APPEALS PROCESS**

BHCS prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project.

1. Any bid protest must be submitted in writing to the Director of BHCS, 2000 Embarcadero, Suite 400, Oakland, CA 94606. The bid protest must be submitted before 5:00 p.m. of the tenth (10<sup>th</sup>) business day following the date of the Notice of Award.
  - a. The bid protest must contain a complete statement of the basis for the protest.
  - b. The protest must include the name, address and telephone number of the person representing the protesting party.
  - c. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest which may be adversely affected

- by the outcome of the protest. At a minimum, those parties listed in the Notices of Award/Non-Award shall be notified of such protest and the specific grounds therefore.
- d. The procedure and time limits are mandatory and are the Bidder's sole and exclusive remedy in the event of Bid Protest.
2. Bidder's failure to comply 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. Upon receipt of written protest/appeal the Director will review and provide an opportunity to settle the protest/appeal by mutual agreement, will schedule a meeting to discuss or issue a written response to advise an appeal/protest decision within five (5) working days of review date.
    - a. Responses will be issued and/or discussed at least five (5) days prior to Board hearing date.
    - b. Responses will inform the bidder whether or not the recommendation to the Board will change.
  4. The decision of the Director, BHCS may be appealed to the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax: (510) 272-6502. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) calendar days of notification of decision by the Director, BHCS.
  5. The decision of the Auditor-Controller's OCC is the final step of the appeal process.

### III. ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

Adolescent	Youth between the ages of 12 and 17.
Agreement	The formal contract between ACBHCS and the Contractor
Assessment	A service that is based on a method of interview, observation, and testing. This service may include a clinical analysis of the history and current status of a client or patient's mental, emotional, or behavior disorder, relevant cultural issues and history, diagnosis, and the use of testing procedures.
ACBHCS	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency
Bid	Shall mean the bidders'/contractors' response to this Request
Bidder	Shall mean the specific person or entity responding to this RFP/Q
Board	Shall refer to the County of Alameda Board of Supervisors
CBT	Cognitive Behavioral Therapy
CSC	Shall refer to County Selection Committee
COLA	Cost Of Living Allowance
Community-Based Organization	A non-government organization that provides direct services to participants.
Consumer/Client	Any individual who does or could receive mental health, alcohol, drug and other care services to improve the quality of his or her life.
Consumer-Driven	A client-centered system of mental health care tailored to an individual's needs, preferences, and timetables that views providers and family as partners, not controlling partners.
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
CPS	Child Protective Services
Crisis Intervention	A service that is a response to an unplanned event for a condition which requires a more

	timely response than a regularly scheduled visit. Crisis intervention may include, but is not limited to, assessment, collateral, and therapy. The service can be delivered at any site that has been certified by the MHP or State to provide crisis intervention services.
Crisis Service/Program	An outpatient program offering either crisis intervention or stabilization services.
Cultural Competence/Multi-Culturalism	The practice of continuous self-assessment and community awareness on the part of service providers to assure a focus on the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems relative to their care.
DBT	Dialectic Behavior Therapy
Developmentally Delayed	This refers to health conditions associated with established growth or maturation processes and may include both physical and mental functions
Disabling Condition	Under the HUD definition, a diagnosable substance use disorder, severe mental illness, developmental disability, or chronic physical illness or disability, is including the co-occurrences of two or more of these conditions.
DSM-IV	Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition
DSM-IV-TR	Diagnostic Statistic Manual, Fourth Edition, Text Revised
Early Intervention	Usually joined in phrase with the term Prevention, it means providing services or treatment early on at the onset of an illness with the goal of reducing the duration of the disorder.
EBT	Evidence Based Treatment
EMT	Emergency Medical Team
Federal	Refers to United States Federal Government, its departments and/or agencies
Evidence-Based Practice	An approach to managing mental health services that uses data which shows consistent evidence of improved outcomes to support decision-making.
Expand	Increase in the kind or amount of services offered or increase in the number of people served or increase in the capacity to provide extended or new services.
Family, Family Partner, Parent Partners, Significant Other, Significant Support Person	The persons (biologically related or not) responsible for the consumer in question.
Family-Driven	A system of care that involves the family of a youth/consumer in the process of assessment, identifying treatment options and developing a treatment plan that is based on and adapted to the youth/consumer's individual needs.
Fictive Kin	A term used to refer to individuals that are unrelated by either birth or marriage, who have an emotionally significant relationship with another individual that would take on the characteristics of a family relationship.
IEP	Individual Educational Plan – Developed by the school and family for student's receiving Special Education services to address a student's physical, cognitive and/or psychological barriers to learning.
Innovation	New and creative approaches and programs that increase access, quality of services and/or collaboration.
Integrated Services	The range of community and supportive services available to a consumer that are coordinated, integrated and reflect common values and focus on the delivery of services.
MOMS	The total provision of services to a child/youth that addresses his or her needs to function at his or her best level in the community, often arranging for appropriate services and support.
Involuntary	Actions taken without regard to the willingness, or in opposition to the intentions of the client and/or his parent/guardians
Labor Code	Refers to California Labor Code
Managed Care	A system requiring that a single individual in the provider organization is responsible for arranging and approving all services needed under the contract. Embraced by employers,

	mental health authorities, and insurance companies, managed care helps to ensure that individuals receive appropriate and reasonable health care services.
Medical Services	Health care services other than mental health services
Medication Support	Services which may include the prescribing, administering, dispensing and monitoring of psychiatric medications or biologicals, which are necessary to alleviate the symptoms of mental illness. Medication support may include evaluation of the need for medication, evaluation of its clinical effectiveness and side effects, obtaining informed consent, medication education, and plan development related to the delivery of the service and/or assessment of the client/patient.
MHP	Mental Health Plan
MHS	Mental Health Services
MHSA	Mental Health Services Act
Non-public school	NPS. A private, nonsectarian establishment or individual that provides related services necessary for an individual with exceptional needs to benefit educationally from the pupil's educational program pursuant to an individualized education program and that is certified by the department.
Organization	The awarded vendor or contractor may be an entity that is part of a larger administrative and functional association provided all County requirements are met
OSHA	Refers to California Occupational Safety and Health Administrations
Outpatient Mental Health Services	All mental health services except those services that are provided within a psychiatric hospital inpatient service
Outpatient Treatment Capacity	Capabilities of a provider/contractor expressed as a volume of services or a number of participants/patients served or a range of non-hospital services available
Outreach and Engagement	The acts of extending services or assistance to those in the community who may benefit from care but who have not, or have not been able to, come forth to seek it.
Milieu	An environment or setting
MOU	Memorandum of Understanding
Peer Counselor	Partners in the multidisciplinary team who have experience as consumers in the public mental health system and whose duties include a peer support role, contributing significantly to the recovery culture and client orientation of the team.
Perinatal	Relating to, or being the period around childbirth.
Proposal	Shall mean bidder/contractor response to this RFP
Positive Youth Development	Defined as those programs and services that promote resilience and positive self concept.
Recidivism	A tendency to relapse into a previous condition or mode of behavior. For the purposes of this RFP, recidivism refers to returning to incarceration.
Request for Proposal	Shall mean this document, which is the County of Alameda's request for contractors'/bidders' proposal to provide the goods and/or services being solicited herein. Also referred herein as RFP or RFQ
Response	Shall refer to bidder's proposal submitted in reply to RFP
RFP	Request for Proposal
Qualified	Competent by training and experience to be in compliance with specified requirements
SED	Seriously Emotionally Disturbed means minors under the age of 18 who have a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than a primary substance use disorder or developmental disorder, which results in behavior inappropriate to the child's age according to expected developmental norms.
Service Provider	Individuals, groups, and organizations, including County-operated programs, that deliver services to participants and patients under an agreement or contract with ACBHCS
SLEB	Small Local Emerging Business

Special Education Services	Instruction specifically designed to meet the unique needs of a student with a disability, including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions.
Specialty Mental Health Services	Rehabilitative services which include mental health services, medication support services, intensive day treatment, day rehabilitation, crisis intervention, crisis stabilization, adult residential treatment services, crisis residential services, and psychiatric health facility services.
SSA	Social Services Agency
SSI	Social Security Insurance
Stakeholder	(a) A person or group of people who impacts or is impacted by mental health services; (b) A person who represents others' interests relative to mental health services.
State	Refers to State of California, its departments and/or agencies
System Of Care	A multi-disciplinary, multi-agency delivery system of services that supports a consumer through a continuum of care and that uses a "person first" approach to build on the strengths of the person being served and his or her support system.
The Department	Alameda County Behavioral Health Care Services.
Transform	To wholly change the mental health services system in appearance, structure, nature or function.
Transition Age Youth	Young adults between the ages of 16 and 25 years who would benefit from mental health community services and support to maximize their life skills and independence.
Treatment	Specified mental health, medical and appropriate ancillary services to be assessed, prescribed, implemented, and monitored for participants by the contractor or BHCS designees.
Unserved or Underserved Populations	Individuals that have received no services or are receiving inadequate services to meet their needs.
Utilization Review	Evaluation of the need, appropriateness, and efficiency of the use of health care services, procedures, and facilities. Utilization review usually includes review of the medical record. It may include review of the appropriateness of admissions, services ordered and provided, the length of stay, and discharge practices, and may be performed on a prospective, concurrent and/or retrospective basis. Utilization review can be done by a peer review group or an external agency.
Voluntary	To receive services by request and/or consent. In the case of a minor, refers to the request and/or consent of a parent, guardian, or other responsible agent unless the minor may give consent.
Youth Guided Community	Describes a form of care where community partners and stakeholders have an open minded viewpoint about youth, with a desire to involve youth in engagement and as experts on the system. This also refers to providing appropriate incentives for youth to serve on boards.
Youth Development	Principles and program approaches that develop youth guided individuals, incorporate youth guided policy and contribute to the growth of a youth-guided community.
Youth Guided Individual	Describes a form of care where youth is engaged in the idea that change is possible in his or her life, where youth feel safe, valued and grounded. In this type of care, youth are also empowered in the planning processes and receive training about their rights and purpose of care.
Youth Guided Policy	Describes a form of care where youth are invited to meetings to have a role in decision making. Youth also have an appointed mentor who helps the youth to feel comfortable expressing his or herself and to understand the process.
Youth with Placement Challenges	Difficult to place youth are defined as youth who are physically and/or sexually assaultive to staff or peers, and whose behavior causes significant property destruction. Assaultive behavior is the determining factor that prohibits placement and/or causes early placement discharge. Other issues such as mental retardation, pregnancy, substance abuse,

	prostitution, suicidality, sexually acting out, AWOL, and many other complicating presenting issues often co-exist with assaultive behavior but these are not the primary reason for difficulty to place.
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#### **IV. COUNTY ATTACHMENTS/EXHIBITS**

## EXHIBIT A: BID ACKNOWLEDGEMENT FORM MOMS – RFP No. 10-04

The County of Alameda is soliciting bids from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP/Q number. This Bid Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the bid response. Obligations assumed by such signature must be fulfilled.

1. **Preparation of bids:** (a) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid. (b) Quote price as specified in RFP/Q. No alterations or changes or any kind shall be permitted to Exhibit B, Bid Form. Responses that do not comply shall be subject to rejection in total.
2. **Failure to bid:** If you are not submitting a bid but want to remain on the mailing list and receive future bids, complete, sign and return this Bid Acknowledgement and state the reason you are not bidding.
3. **Taxes and freight charges:** (a) Unless otherwise required and specified in the RFP/Q, the prices quoted herein do not include Sales, Use or other taxes. (b) No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid. (c) Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County, as such papers may be accepted by the carrier as proof of the exempt character of the shipment. (d) Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
4. **Award:** (a) Unless otherwise specified by the bidder or the RFP/Q gives notice of an all-or-none award, the County may accept any item or group of items of any bid. (b) Bids are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP/Q. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful bidder within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
5. **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.
6. **Samples:** Samples of items, when required, shall be furnished free of expense to the County and if not destroyed by test may upon request (made when the sample is furnished), be returned at the bidder's expense.
7. **Rights and remedies of County for default:** (a) In the event any item furnished by vendor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by vendor with its bid, the County may reject the same, and it shall thereupon become the duty of vendor to reclaim and remove the same forthwith, without expense to the County, and immediately to replace all such rejected items with others conforming to such specifications or samples; provided that should vendor fail, neglect or refuse so to do the County shall thereupon have the right purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may there after come due to vendor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that vendor fails to make prompt delivery as specified for any item, the same conditions as to the rights of the County to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government. (b) Cost of inspection or deliveries or offers for delivery, which do not meet specifications, will be borne by the vendor. (c) The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
8. **Discounts:** (a) Terms of less than ten (10) days for cash discount will considered as net. (b) In connection with any discount offered, time will be computed from date of complete, satisfactory delivery of the supplies, equipment or services specified in the RFP/Q, or from date correct invoices are received by the County at the billing address specified, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the County warrant check.
9. **California Government Code Section 4552:** In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
10. **No guarantee or warranty:** The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

THE undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP and Bid Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this RFP?

By: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Printed Name Signed Above: \_\_\_\_\_ Title: \_\_\_\_\_

EXHIBIT B: BID FORM INSTRUCTIONS & QUARTERLY FINANCIAL  
MOMS – RFP No. 10-04

*All amounts shown must be rounded to the nearest whole dollar.*

Fill in all the information pertaining to your organization that is required at the top of the page.

**EXPENSES**

- Enter the name of each Behavioral Health Care Services - Alcohol and Drug Programs funded program at the top of each column. If there are more than six (6) programs use additional pages. All programs should be reflected on this form including those combined with Drug Medi-Cal funding.

Note: the above requirement is for the Annual Exhibit B submission only. Costs on the Qtrly Financials for combined Drug Medi-Cal programs will be represented in each appropriate Cost Allocation workbook.

- On Line 1, enter the appropriate total amount for personnel expenses for each program as reflected on the *Personnel Expenses* (ExB Pers2) of this exhibit.
- On Lines 3 through 32, under *Other Than Personnel Expenses*, enter the amount for each line item for each program. Refer to the *Department of Alcohol and Drug Programs' Chart of Accounts* dated March 1990 for placement of specific expenses.
- Line 33 automatically adds Lines 3 through 32 for the *Total - Other Than Personnel Expenses*.
- Line 34 automatically adds Lines 1 and 33 for the total *GROSS COST*.

All line items with an asterisk (\*) - Recreational Supplies (including Activities), Travel, Training, Medical and Pharmaceutical Supplies, Professional and Specialized Services, Equipment, Measure A Capital Costs, Interest and Miscellaneous require submission of an *Explanation/Justification of Line-Items* form. (Use the Miscellaneous line item for explanation/justification of Equipment.)

An expenditure on the *Indirect Costs* (Line 31) line item requires submission of an Indirect Cost Rate Proposal (ICRP). Please refer to Exhibit B Provisions, Section VII, #12 for ICRP guidelines.

**REVENUES**

- Enter revenues on the appropriate line item for each program.

NOTE: *Prior Year Excess Fees* (Line 41): This figure should agree with the Total Excess Fees amount in the prior year cost report. If the budget is prepared prior to the year-end cost report, and the figure in the budget differs from that in the final cost report, the budget figure must be adjusted either prior to approval of the budget or in a subsequent budget modification.

- Line 45 automatically adds Lines 36 through 44 for *TOTAL REVENUE*.
- Line 46 automatically totals Line 34 less Line 45 for *NET COST*.

*In no instance can the NET COST exceed the amount allocated by BHCS for each program for the contract period.*

Instructions  
Exhibit B & Quarterly Financial  
Personnel Detail  
Page 2

*All amounts shown must be rounded to the nearest whole dollar.*

Enter the Contractor Name at the top of the page.

Enter the name of each program at the top of each column. If there are more than three programs, use additional pages.

The following information in the first two columns should cover all programs:

- **Position/Incumbent:** List all staff titles and names of incumbents for your agency. Use a separate line for each staff member. If a position is unoccupied, list the incumbent as *vacant*. If there are more than fifty-six (56) staff members, use additional pages.
- **Annual Budgeted Salary:** This salary should reflect the annualized cost of the position. This reflects what the position would earn working **40 hours per week** for a year. If a full time equivalent is less than 40 hours at your agency, your full time salaries should be extrapolated to a 40 hour a week base. (Example: Your staff member works 37.5 hours a week for full time with an annual salary of \$30,000. If this individual were working 40 hours a week, the annualized salary would be \$32,000. This is the salary to use on this form. This individual would be .9375 FTE).

The following information is to be completed for each program:

**Status:** Enter for each position as applicable. Use the following designations:

**A** = Administrative    **S** = Supervisorial    **D** = Direct Program Staff

If a staff person qualifies for more than one status, enter each one and in subsequent columns indicate the breakdown in percent FTE and salary.

**Number of Months:** Enter the number of months that each position will be funded for the contract period.

**Percent (%) FTE:** This is automatically calculated. The % FTE should be reflective of 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 is 50% FTE. (b) if a person works a total of 20 hours a week for the agency, but is projected to work in two programs for 10 hours each, then each program would be 25% FTE. (c) if a person works 37.5 hours per week in one program and this is considered full time, then this would be 93.75% FTE using a 40 hour per week base). In no instance should one individual staff member exceed 100% FTE on a 40 hour per week base. The total for each program is automatically calculated.

**Salary:** Determine the salary for each position by the following formula: annualized salary divided by 12 times the number of months the position is funded times the percent FTE. The total for each program is automatically calculated. If an individual has mixed status, the FTE and salary should be shown separately for each status.

**Employee Fringe Benefits:** For each program, enter the amounts to be allocated for the appropriate line items. The total for each program is automatically calculated.

**TOTAL PERSONNEL EXPENSES:** The sum of Total Salaries/FTEs and Total Fringe Benefits is automatically calculated.

Instructions  
For Exhibit B only  
Explanation / Justification of Line Items

One (1) form is completed for each asterisk \* Line Item.

Note: This form is to be used to describe in detail all expenditures allocated to any of the following line items:

Recreational Supplies (including Activities)

Travel

Training

Professional and Specialized Services

Measure A Capital Costs

Miscellaneous

**HEADING INSTRUCTIONS**

Enter your organization's name, applicable program name, line item account to be detailed, and date prepared

**COLUMN INSTRUCTIONS**

Description of Expenditure: List each expenditure within the line item account separately, and include a complete description of the expenditure (e.g., subcontractor, description of services provided, dates of service, cost of service, etc.).

Amount: Enter the actual total expenditure for the service for the 12-month period.

Total Line Item Amount: The total of all the itemized expenditures for this line item is automatically calculated. This total must be identical to the amount shown on the corresponding line item amount under ***Other Than Personnel Expenses*** (ExB Budg1).

**EXHIBIT C: MINIMUM INSURANCE REQUIREMENTS**  
**MOMS – RFP No. 10-04**

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
<b>A</b>	<b>Commercial General Liability</b> 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>B</b>	<b>Commercial or Business Automobile Liability</b> 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
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
<b>D</b>	<b>Professional Liability/Errors and Omissions</b> Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 project aggregate
<b>E</b>	<b>Employee Dishonesty and Crime</b>	Value of Cash Advance

F	<p><b><u>Endorsements and Conditions:</u></b></p> <ol style="list-style-type: none"><li>1. <b><u>ADDITIONAL INSURED:</u></b> All insurance required above with the exception of Professional Liability, Personal Automobile Liability, Workers' Compensation and Employers Liability shall provide an additional insurance endorsement page that names 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.</li><li>2. <b>DURATION OF COVERAGE:</b> 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.</li><li>3. <b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li><li>4. <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>5. <b>SUBCONTRACTORS:</b> 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.</li><li>6. <b>JOINT VENTURES:</b> 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"><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.</li><li>– Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured.</li></ul></li><li>7. <b>CANCELLATION OF INSURANCE:</b> All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.</li><li>8. <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 to:<ul style="list-style-type: none"><li>- Alameda County - Public Health, Insurance Coordinator, 1000 Broadway, Suite 500, Oakland, CA 94607</li><li>- With a copy to Risk Management Unit (125 - 12th Street, 3rd Floor, Oakland, CA 94607)</li></ul></li></ol>
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**EXHIBIT D-1: CURRENT REFERENCES**  
**MOMS – RFP No. 10-04**

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

**EXHIBIT D-2: FORMER REFERENCES**  
**MOMS – RFP No. 10-04**

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

**EXHIBIT E: SLEB CERTIFICATION  
MOMS – RFP No. 10-04**

**1. Complete the appropriate application form for New or Renewal Certification:**

Current or previously certified businesses must complete the Renewal Certification Application on Page 4 of 4.

To apply for a New Certification, complete the application form in Pages 2 and 3 of 4.

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 business which has been certified by the County as local and meets the U.S. Business Administration (SBA) size standards for its classification. Size standards and classification codes information available at <http://www.naics.com/search.htm>

*Emerging Business:* A business which has been certified by the County as local and meets one half of the U.S. SBA size standards for its classification and has been in business less than 5 years.

If you own less than 51% interest in your business, please indicate other owner(s) name(s), title(s) and percentage of ownership. List all current business and professional licenses. If you have been in business for less than three years, please provide your actual gross receipts received for the period that you have been in business. If you have not been in business for a complete tax year, please provide actual gross receipts to date. If any item on the application form is not applicable, please put "N/A" in the designated area. If additional space is needed, please attach additional sheet(s).

**2. Please sign\* and mail Application to:**

Alameda County Auditor-Controller Agency  
Office of Contract Compliance  
1221 Oak Street, Room 249  
Oakland, CA 94612

\*The application form must be signed by the owner, principal partner or authorized officer of the corporation. We will contact you within 10 days to schedule a site visit upon receipt of your application.

**3. On-site Visit**

The following items must be available for our review during the visit to your business address:

- 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

\*\*Personal Net Worth Statement (if the business has never filed taxes)

If you have questions regarding your certification, please contact the Office of Contract Compliance Telephone: (510) 891-5500      Email: <a href="mailto:ACSLEBcompliance@acgov.org">ACSLEBcompliance@acgov.org</a>
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**EXHIBIT E: SLEB NEW CERTIFICATION BID ACKNOWLEDGEMENT FORM  
MOMS – RFP No. 10-04**

**East Bay Interagency Alliance (EBIA)  
COMMON APPLICATION for  
LOCAL CERTIFICATION**

Alameda County – Alameda County Transportation Improvement Authority – City of Oakland – Port of Oakland

**Insert RFP number and response due date below:**

√	Alameda County	
	RFP/Q/I# _____	RFP/Q/I Response Due Date: __/__/__

**Check additional certifying agencies below that you would like your application to be forwarded to:**

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

**2) Company Profile: (Continue)**

Number of Employees at the local office Permanent Full time ____  Permanent Part time ____	Temporary Full Time ____ Temporary Part Time ____	Seasonal Full Time ____ Seasonal Part Time ____
TOTAL Number of Employees at all locations. Permanent Full time ____ Permanent Part time ____	Temporary Full Time ____ Temporary Part Time ____	Seasonal Full Time ____ 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 specialty areas as indicated in the Company Profile section) NAICS Codes can be found at: <http://www.naics.com/search.htm> & <http://www.census.gov/epcd/naics02/>. 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) I consent to the sharing of information contained herein with the certifying agencies I have checked on Page 1, and declare under penalty of perjury that all statements made in this Application are true and correct :**  Yes     No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ (Revision 3-03-09)

<sup>1</sup> North American Industry Classification System – [www.naics.com](http://www.naics.com)  
Page 34 of 56



**EXHIBIT E: SLEB RECERTIFICATION  
MOMS – RFP No. 10-04**

SLEB Certification Number: \_\_\_\_\_ Date of Initial Certification: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

How long at this address: \_\_\_\_\_ Business Telephone Number: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Ownership changed since last certification:  Yes  No Number of Employees: \_\_\_\_\_

Gross Business Receipts for Last Three Years:

\$ \_\_\_\_\_ 20 \_\_\_\_\_ \$ \_\_\_\_\_ 20 \_\_\_\_\_ \$ \_\_\_\_\_ 20 \_\_\_\_\_

Composition of Ownership	
Are you a publicly traded entity, a public school, or a government? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a non-profit, or a church? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If "Yes" to one of the above, skip Ethnicity and Gender below. The Collection of ethnicity and gender data is for statistical and demographic purposes only. Please check the ONE most applicable in each category:	
<b>Ethnicity</b>	
<input type="checkbox"/> African American or Black (greater than 50%)	<input type="checkbox"/> Hispanic or Latino (greater than 50%)
<input type="checkbox"/> American Indian or Alaskan Native (greater than 50%)	<input type="checkbox"/> Native Hawaiian/Pacific Islander (greater than 50%)
<input type="checkbox"/> Asian (greater than 50%)	<input type="checkbox"/> Multi-ethnic minority ownership (greater than 50%)
<input type="checkbox"/> Caucasian or White (greater than 50%)	<input type="checkbox"/> Multi-ethnic ownership (50% Minority-50% Non-Minority)
<input type="checkbox"/> Filipino (greater than 50%)	
<b>Gender</b>	
<input type="checkbox"/> Female (greater than 50% Ownership)	<input type="checkbox"/> Male (greater than 50% Ownership)

**North America Industry Classification System Codes (NAICS)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RENEWAL AFFIDAVIT**

I declare, under penalty of perjury all of the foregoing statements are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title (Proprietor, Partner, Officer, etc.): \_\_\_\_\_

**EXHIBIT F: SLEB PARTNERING INFORMATION SHEET**  
**MOMS – RFP No. 10-04**

In order to meet the small local emerging business (SLEB) requirements of this RFP/Q, all bidders must complete this form as required below.

Bidders not meeting the definition of a SLEB (as stated in this RFP/Q County Provisions) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute the partner without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

The OCC will monitor the contract for compliance with the SLEB requirements.

<b>BIDDER (CONTRACTOR) NAME:</b> _____
<input type="checkbox"/> <b>is</b> Certified SLEB # _____ through ___/___/___ (certification expiration date)

<input type="checkbox"/> <b>BIDDER is <u>not</u> a SLEB</b> and will subcontract _____% with the SLEB named below for the following service(s): _____
SLEB Subcontractor Business Name: _____
Street Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____ E-mail: _____
Tax ID Number: _____ SLEB Certification Number: _____
SLEB Certification Status (Small or Emerging) _____ SLEB Certification Expiration Date: ___/___/___
Principal Name: _____
SLEB Principal Signature: _____ Date: _____

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT G: REQUEST FOR PREFERENCE  
MOMS – RFP No. 10-04**

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.

Request for 5% local preference

Request for 5% small and local preference     OR      Request for 5% emerging and local preference

Company Name:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Business License Number:

\_\_\_\_\_

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

Print/Type Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

EXHIBIT H: VENDOR FIRST SOURCE AGREEMENT  
MOMS – RFP No. 10-04

VENDOR INFORMATION

ALCOLINK Vendor Number (if known): 00000

SLEB Vendor Number:

Full Legal Name:

DBA

Type of Entity:  Individual  Sole Proprietor  Partnership  
 Corporation  Tax-Exempted  Government or Trust

Check the boxes that apply:

Goods Only  Goods & Services  Rents/Leases  Legal Services  
 Rents/Leases paid to you as the agent  Medical Services  Non-Medical Services – Describe \_\_\_\_\_  
 Other \_\_\_\_\_

Federal Tax ID Number (required): \_\_\_\_\_

P.O. Box/Street Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Contact's Name: \_\_\_\_\_

Vendor Contact's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vendor Contact's E-mail address: \_\_\_\_\_

***Please check all that apply:***

- LOC  Local Vendor (Holds business license within Alameda County)
- SML  Small Business (as defined by Small Business Administration)
- I  American Indian or Alaskan Native (>50%)
- A  Asian (>50%)
- B  Black or African American (>50%)
- F  Filipino (>50%)
- H  Hispanic or Latino (>50%)
- N  Native Hawaiian or other Pacific Islander (>50%)
- W  White (>50%)

Number of Entry Level Positions available through the life of the contract: \_\_\_\_\_

Number of other positions available through the life of the contact: \_\_\_\_\_

This information to be completed by County:

Contract # \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Contract Term: \_\_\_\_\_

**Vendor** agrees to provide Alameda County (through East Bay Works and Social Services Agency), ten (10) working days to refer to Vendor, potential candidates 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. Vendor will also provide the County with specific job requirements for new or vacant positions. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but final decision of whether or not to offer employment, and the terms and conditions thereof, to the candidate(s) rest solely within the discretion of the Vendor.

**Alameda County** (through East Bay Works and Social Services Agency) agrees to only refer pre-screened qualified applicants, based on vendor specifications, to vendor for interviews for prospective employment by Vendor (see Incentives for Vendor Participation under Vendor/First Source Program located on the Small Local Emerging Business (SLEB) Website, <http://www.acgov.org/auditor/sleb/>).

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

---

(Company Name)

---

(Vendor Signature)

---

(Date)

---

(East Bay Works / One-Stop Representative Signature)

---

(Date)

Justification of Non-Compliance:

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**EXHIBIT I: EXCEPTIONS, CLARIFICATIONS & AMENDMENTS  
MOMS – RFP No. 10-04**

List below requests for clarifications, exceptions and amendments, if any, to the RFP and its exhibits, including Exhibit J, 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.

Item No.	Reference To:		Description
	Page No.	Paragraph No.	

_____ <b>Bidder Name</b>	_____ <b>Bidder Signature</b>	_____ <b>Date</b>
-----------------------------	----------------------------------	----------------------

**EXHIBIT J : INTENTIONALLY OMITTED**

EXHIBIT K: TERMS AND CONDITIONS  
MOMS – RFP No. 10-04

A. TERM / TERMINATION / RENEWAL

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

B. PRICING

1. Prices quoted shall be firm for the first twelve (12) months of any contract that may be awarded pursuant to this RFP.
2. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial twelve months.
3. The price(s) quoted shall be the total cost the County will pay for this project including taxes and all other charges.
4. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
5. A lump sum fixed price quote is required for this contract and will be the maximum price the County will pay.
6. Bidders are advised that in the evaluation of cost, *if applicable*, it will be assumed that the hourly rate quoted is correct in the case of a discrepancy between the unit price and an extension.
7. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.
8. Prevailing Wages: Pursuant to Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

C. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled "Evaluation Criteria/Selection Committee."
2. The committee will recommend award to the bidder who, 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.
3. The County reserves the right to reject any or all responses that materially differ from any terms contained herein or from any Exhibits attached hereto and to waive informalities and minor irregularities in responses received.
  4. The County reserves the right to award to a single or multiple contractors.
  5. The County has the right to decline to award this contract or any part thereof for any reason.
  6. Board approval to award a contract is required.
  7. Contractor shall sign an acceptance of award letter prior to Board approval. A Master Contract must be signed following Board approval.
  8. Final terms and conditions will be negotiated with the selected bidder. Attached Exhibit L contains minimal Agreement boilerplate language only.
  9. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

D. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Contractor shall utilize standardized invoice.
5. Invoices shall only be issued by the Contractor who is awarded a contract.
6. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
7. The County will pay Contractor monthly as agreed upon in Exhibit B Provisions, not to exceed the total lump sum price quoted in bid response.

E. LIQUIDATED DAMAGES

1. A deduction for liquidated damages will be assessed for not meeting (performance requirements) as prescribed in the section entitled "Specific Requirements".

2. It being impracticable or extremely difficult to fix the actual damage, the amount set forth above is hereby agreed upon as liquidated damages and will be deducted from any money due the Contractor under any contract which may be awarded to Contractor arising from the RFP/Q. Should the amount of the damages exceed the amount due, the Contractor's sureties shall be liable for the excess.
3. In the event the Contractor's performance and/or deliverable projects have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and or deliverable projects are deemed satisfactory.

F. 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 RFP/Q; 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 RFP.
2. Small and Emerging Locally Owned Business: A small business for purposes of this RFP is defined by the United States Small Business Administration as having no more than \$10 million in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County is one having annual gross receipts of less than one-half (1/2) of the above amount over the same period of time. 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 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 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 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 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](mailto:ACSLEBcompliance@acgov.org).

3. 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 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 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.

#### G. ONLINE CONTRACT COMPLIANCE SYSTEM

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](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 Auditor-Controller's Office of Contract Compliance (OCC) located 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](mailto:ACSLEBcompliance@acgov.org) if you have any other questions regarding utilization of the Alameda County Contract Compliance System.

#### H. 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.

#### I. ACCOUNT MANAGER/SUPPORT STAFF

1. Contractor shall provide a dedicated competent account manager who shall be responsible for the County account/contract. The account manager shall receive all communication from the County and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, services offered and be able to identify and resolve quickly any issues.

#### J. GENERAL REQUIREMENTS

1. Proper conduct is expected of Contractor's personnel when on County premises. This includes adhering to no-smoking ordinances, the drug-free work place policy, not using alcoholic beverages and treating employees courteously.
2. County has the right to request removal of any Contractor employee or subcontractor who does not properly conduct himself/herself/itself or perform quality work.

**EXHIBIT L: INTENTIONALLY OMITTED**



**EXHIBIT M: RESPONSE CONTENT & COMPLETENESS CHECKLIST  
MOMS – RFP No. 10-04**

SUB-SECTION	INCLUDED/COMPLETED	MAX. LENGTH	CORRESPONDING <i>EXHIBIT</i>	CORRESPONDING <i>ATTACHMENT</i>	POSSIBLE POINTS
1. Title Page	a. RFP number & title b. Organization name & address c. Name of contact person, phone number d. Proposal Date	One	<i>N/A</i>	<i>N/A</i>	<i>Pass/Fail</i>
2. Table of Contents	a. Listing of all sections & corresponding page numbers, separated by tabs.	N/A	<i>N/A</i>	<i>N/A</i>	<i>Pass/Fail</i>
3. Cover Letter	a. Official name of bidder b. Bidder's organizational structure c. Jurisdiction & date of organization d. Addresses of applicable headquarters, offices & locations e. Name, address, phone & fax numbers & E-mails of contact Person(s) f. Bidder's Federal Tax Identification Number g. Proof of good standing in the State of California h. Signed acceptance of Conditions & Requirements (Bid Acknowledgement) i. Signature	One	<i>N/A</i>	<i>N/A</i>	<i>Pass/Fail</i>
			<i>Exhibit A</i>	<i>ATTACHMENT 1</i>	
			<i>N/A</i>	<i>N/A</i>	
4. Letter of Transmittal	Describe the bidder's approach to providing services to the County	One	<i>N/A</i>	<i>N/A</i>	<i>Pass/Fail</i>
5. Organizational Reference	a. Provide a current Organizational Chart.	<i>Two</i>	<i>N/A</i>	<i>ATTACHMENT 2</i>	<i>Pass/Fail</i>

	<p>b. Describe bidder's Fiscal Management Capacity</p> <p>i. Include last three audited financial statements, separated by tabs</p> <p>ii. Any audit findings, if applicable</p> <p>iii. Include original and all copies of current budget year and year-to-date financials</p>	Two	N/A	ATTACHMENT 3	
	c. Provide three current & three former organizational references	N/A	Exhibits D1 & D2	ATTACHMENTS 4A&4B	
	d. Certify that bidder, principal & named subcontractors are not debarred &/or suspended.	N/A	Exhibit N	ATTACHMENT 5	
<b>6. Executive Summary</b>	Provide a one page synopsis of the highlights of the plan.	One	N/A	N/A	<b>Pass/Fail</b>
<b>7. Minimum Qualifications</b>	<p>Describe how bidder meets minimum qualifications:</p> <p>1. Three years minimum working with incarcerated population; and</p> <p>2. Three years minimum experience linking individuals to needed services and supports or providing case management services.</p>	Two	N/A	N/A	
<p><b>8. Organizational Experience and Capacity</b></p> <p>(175 Maximum Points)</p> <p>The Organizational</p>	a. Describe bidder's experience in meeting the needs of women, children and families from an array of racial/ethnic, linguistic and cultural backgrounds and other populations that have been historically under or inappropriately served.	Six	N/A	N/A	<b>175</b>

<p>Experience and Capacity section will be used to evaluate the bidder's proposed plan. Bidder responses must be concrete, relevant and thorough. Each response must demonstrate plans to achieve planning and implementation activities.</p>	<p>b. Describe the bidder's experience coordinating services for clients with other agencies.</p>				
	<p>c. Describe how the bidder's experience providing supervision to case managers.</p>				
	<p>d. The bidder's experience providing ongoing and relevant to staff.</p>				
	<p>e. Describe the bidder's experience managing cross agency relationships, including how problems were mitigated and resolved.</p>				
	<p>f. Describe bidder's experience and techniques budgeting in the last three years during the contracting economy.</p>				
	<p>g. If applicable, please describe bidder's experience working with an incarcerated female population.</p>				

<p><b>9. Technical Criteria</b> <b>(150 Maximum Points)</b></p> <p>The Technical Criteria section will be used to evaluate the bidder's proposed plan. Bidder responses must be concrete, relevant and thorough. Each response must demonstrate plans to achieve planning and implementation activities.</p>	<p>a. Describe the detailed plan to hire, train and retail qualified Case Managers:                      i. Include a one-page job description.                      ii. Include an MOUs.                      iii. Include a project organizational chart with oversight and linkages.</p>	Five		<p><i>ATTACHMENT 6</i>  <i>ATTACHMENT 7</i>  <i>ATTACHMENT 8</i></p>	<b>150</b>
	<p>b. Describe the detailed plan to ensure cross agency communication and collaboration.</p>		N/A	N/A	<b>150</b>
	<p>c. Describe detailed plan to ensure ongoing Case Manager training.</p>				
	<p>d. Describe detailed plan for data collection, evaluation and program quality improvement and a feedback mechanism to the Sheriff's Office Inmate Services Manager.</p>				
	<p>e. Describe detailed plan for how the bidder will incorporate and introduce the MOMS mission and program values into the entire agency.</p>				
<p><b>10. Cost</b> <b>(25 Points Maximum)</b></p>	<p>a. Complete highlighted areas in Bid Form Instructions budget sheets for cost associated with ongoing costs.                      i. The ongoing budget should include an annualized budget that includes all program component costs and revenue for ongoing operations. Include a narrative for the budget.</p>	Two	<i>Exhibit B</i>	<i>ATTACHMENT 9</i>	<b>25</b>
<p><b>11. Implementation Plan &amp; Schedule</b> <b>(50 Points Maximum)</b></p>	<p>a. Describe the proposed Implementation Plan &amp; Schedule;</p>	Two	<i>Exhibit H</i>	<i>ATTACHMENT 10</i>	<b>50</b>
	<p>b. Describe potential problems, which may affect the Implementation Plan &amp; Schedule &amp; proposed solutions,</p>	One	N/A	N/A	
<p><b>12. Overall Proposal</b> <b>(50 Points Maximum)</b></p>	<p>The CSC/Evaluation Panel will evaluate the overall proposal.</p>	N/A	N/A	N/A	<b>50</b>

<b>13. Oral Interviews</b> <b>(50 Points Maximum)</b>	Questions will be determined if an oral interview is requested from Evaluation Panel.	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<b>50</b>
<b>Total Points= 500</b>					
<b>SLEB Certification Application Package</b>	Completed forms	<i>N/A</i>	<i>Exhibit E</i>	<i>ATTACHMENT 11</i>	
<b>SLEB Subcontracting</b>	Completed forms	<i>N/A</i>	<i>Exhibit F</i>	<i>ATTACHMENT 12</i>	
<b>Request for Local or Small Business Preference</b>	Completed forms	<i>N/A</i>	<i>Exhibit G</i>	<i>ATTACHMENT 13</i>	<i>Local 5%</i>
					<i>SLEB or CBO 5%</i>
<b>Vendor First Source</b>	Completed forms	<i>N/A</i>	<i>Exhibit H</i>	<i>ATTACHMENT 14</i>	
<b>Exceptions, Clarifications &amp; Amendments</b>	Completed forms	<i>N/A</i>	<i>Exhibit I</i>	<i>ATTACHMENT 15</i>	
<b>Copies</b>	1. One original proposal in three ring binder (not bound) separated by tabs 2. Twelve copies of proposal	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
<b>Total Points=550</b>					

**EXHIBIT N: DEBARMENT & SUSPENSION CERTIFICATION**  
**MOMS – RFP No. 10-04**

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 necessarily 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 O: MEMORANDUM OF UNDERSTANDING GUIDELINES & SUMMARY LISTING  
MOMS – RFP No. 10-04**

Throughout your proposal you will be describing how you propose to implement project activities. Many of these proposed steps may require the cooperation and involvement of sub-contracted project partners.

In the event that your proposal includes no partners, it is important that your proposal demonstrates how your staff will deliver all the services required.

MOUs should stipulate:

- The conditions under which partner organizations will participate in your project;
- The specific roles they will fulfill and either the job titles and/or the specific individuals that will perform these roles;
- The amount of funding (if any) that they will receive via sub-contract;
- The relevant experience and expertise of the partner

MOUs should be obtained from any organization that plays a substantive role in your proposal's operations. However, you should not use the MOU framework for submitting letters of support. Reviewers will not consider or value MOUs that simply indicate that they support the proposal. The MOU is designed to substantiate another organization's direct involvement in your proposed project.

Signed MOUs should be submitted with a table of contents (example below) indicating who has provided MOUs and a one or two sentence description of the contents of the MOU.

Organization	Commitment or Role Described in MOU	Page