

# COUNTY OF ALAMEDA

## REQUEST FOR QUOTATION No. TIC-1

### SPECIFICATIONS, TERMS & CONDITIONS

For  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:

### TRAUMA INFORMED CARE PROJECT

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#### NETWORKING/BIDDERS CONFERENCES

at

<p><b>October, 26, 2011</b> <b>9-11 am</b> First 5 Every Child Counts 1100 San Leandro Blvd. #120 San Leandro, CA 94577 Room: Conference Room A</p>	<p><b>October, 26, 2011</b> <b>1-3 pm</b> BHCS 2000 Embarcadero, Ste 400 Oakland, CA 94606 Room: Gail Steele Room</p>
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**For complete information regarding this project see RFQ posted at <http://www.acbhcs.org> or contact the person listed below. Thank you for your interest!**

**Contact Person: Tracy Hazelton**

**Phone Number: (510) 639-1285**

**E-mail Address: [thazelton@acbhcs.org](mailto:thazelton@acbhcs.org)**

#### RESPONSE DUE

**No later than**

**12:00 noon, November 21, 2011**

**To**

Attn: Tracy Hazelton  
2000 Embarcadero Cove, Suite 400  
Oakland, CA 94606

**COUNTY OF ALAMEDA**

**SPECIFICATIONS, TERMS & CONDITIONS  
For  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

**TRAUMA INFORMED CARE PROJECT**

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# **COUNTY OF ALAMEDA**

## **SPECIFICATIONS, TERMS & CONDITIONS For MENTAL HEALTH SERVICES ACT PREVENTION AND EARLY INTERVENTION TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

### **TRAUMA INFORMED CARE PROJECT**

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- Exhibit A – Acknowledgement
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- Exhibit C – Insurance Requirements
- Exhibit D– Current References
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- Exhibit E – SLEB Certification Application Package
- Exhibit F – Small and Local Business Subcontracting Information
- Exhibit G – Request for Small and Local or Emerging Preference
- Exhibit H – First Source Agreement
- Exhibit I – Exceptions, Clarifications, Amendments
- Exhibit J – Master Contract Sample [Intentionally Omitted]
- Exhibit K – Environmental Certification [Intentionally Omitted]
- Exhibit L – RFP/Q Vendor Bid List [Intentionally Omitted]
- Exhibit M – Response/Content Submittal; Completeness Check List
- Exhibit N – Debarment and Suspension Certification

**I. ACRONYM AND TERM GLOSSARY**

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

ACBHCS or BHCS	Alameda County Behavioral Health Care Services
Agreement	The formal contract between ACBHCS and the Contractor
Adolescent	Youth between the ages of 12 and 17.
Adult	Individuals between the ages of 18 and 59.
Best Practice	A body of knowledge that may include scientific, practical or anecdotal elements and that is perceived as an effective method of treatment.
BHCS	Behavioral Health Care Services. This department is part of the Alameda County Health Care Services Agency. Also known as Alameda County Behavioral Health Care Services (ACBHCS)
BOS	Board of Supervisors
Calendar Year	Twelve month period from January 1 <sup>st</sup> to December 31 <sup>st</sup>
Capacity Building	Developing the skill set and knowledge base of stakeholders and /or people working in the behavioral health care system.
Child	Children between the ages of 0 and 17.
Consumer/Client	A consumer is a person who has experienced mental health issues that have disrupted his or her education, employment, housing, social connections and/or quality of life. He or she has utilized mental health services and has a personal experience of stigma, discrimination or social exclusion.
Consumer-Driven	In a consumer -driven system, consumers choose their own programs and the providers that will help them most. Their needs and preferences drive the policy and financing decisions that affect them. Care is consumer-centered, with providers working in full partnership with the consumers they serve to develop individualized plans of care.
Consumer Empowerment	Consumers have the authority to choose from a range of options and to participate in all decisions including the allocation of resources that will affect their lives and are educated and supported in doing so. Consumers have the ability to join with other consumers to collectively and effectively speak for themselves about their needs, wants, desires and aspirations.
Consumer Involvement	Consumers share their unique expertise by directly and significantly participating and affecting the mental health system at all levels, in policy development, program planning, implementation, management, oversight, and evaluation, as well as service delivery and training.
Consumer-Run	Defined as services that are planned, operated and evaluated by consumers. Consumer-run or operated services do not preclude non-consumers or professionals from being involved, but the inclusion of non-consumers is within in the control of consumer operators.
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.

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.
Evidence Based Model or Practice	A model or practice with well-documented effectiveness. An evidence-based model or practice has been, or is being evaluated, and meets the following criteria: * Has some quantitative or qualitative data showing positive outcomes, but does not yet have enough research or replication to support generalized positive outcomes; or * Has been subject to expert/peer review that has determined that a particular approach or strategy has a significant level of evidence of effectiveness in research literature.
Family, Significant Other, Significant Support Person	A person, who has provided primary support for, is a primary caregiver of, or whose daily life is impacted by, being a family member (by personal or biological definition) of a person who is living with symptoms of mental illness. Family members may be the biological parents, foster parents, siblings, spouses, children, aunts, uncles, cousins, friends, or anyone else whom the consumer defines as “their family members.”
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.
Family Involvement	The full participation of family members in all levels of our systems of care including: direct service peer support, system development workgroups, clinical teams, training, management, administration, policy development and legislative advocacy.
Family Member	An individual who is now or was in the past, either the primary caregiver or a concerned and involved person who provides a significant level of support to a person who is living with a severe mental illness (SMI), serious emotional disturbance (SED) or other mental health issues.
Family Partnership	This term has two meanings: 1) Family Partnership is an intentional focus on working with the consumer as a member of a family unit that offers insight, strength and support to the consumer's treatment team. 2) Family Partnerships are programs that include Family Partners as a peer professional position in the treatment team or direct service unit. Family Partners are persons who have been primary caregivers of persons with SED/SMI and have undergone significant training in multi-disciplinary settings to assist families in understanding and navigating the behavioral health care system, as well as other systems that they will interact with to become their own advocates for their families.
Fiscal Year (FY)	Twelve month period from July 1 <sup>st</sup> - June 30 <sup>th</sup> , used in the County accounting and contracting system.
Inappropriately served pop	Population for whom current services are ineffective in that they are either offering too many services of the wrong type, duration or modality, or too little services of the wrong type , duration or modality.

Level I Services	Are for those who meet Medi-Cal medical necessity for specialty mental health. Services are designed for severe and persistent mental illness including significant functional impairment resulting in an inability to manage activities of daily living and may also include high risk for harm to self or others. It may or may not have co-occurrence of substance use disorder. Service types include Service Teams, Full Services Partnerships and Assertive Community Treatment Teams.
Level II: Moderately Intensive	Are for those who meet Medi-Cal medical necessity for specialty mental health. Services are designed for moderate-to-severe presentation of mental disorder with or without substance use disorder. Service types include Temporary Case Management and Treatment Services.
Level III: Solo Practitioner in Office Based Practice	Are for those who meet Medi-Cal medical necessity for specialty mental health. Services are designed for mild to moderate presentation of mental illness with at least one significant impairment in an important area of life functioning. Includes all 'included' DSM IV-TR diagnosis.
Level IV	Services are designed for mild to moderate presentation of symptoms, which may at times interfere with activities of daily life and/or adherence to treatment of chronic medical conditions.
Level V	Services are designed for the need for information and referral services only for individuals who seek various resources and supports, but generally function well in daily life.
Major Mental Disorder	ACBHCS defines a major mental disorder or illness to be a condition associated with a diagnosis within the DSM-IV-TR that meets the medical necessity criteria as specified in the California Code of Regulations, Title 9, Chapter 11, Sections 1820.205(a)(1) for Psychiatric Inpatient Hospital Services and 1830.205(b)(1) for Specialty Mental Health Services. Same definition as Severe Mental Illness.
Mental Health Services	Individual or group therapies and interventions that provide reduction in mental disability and restoration, improvement or maintenance of functioning consistent with the goals of learning development, independent living and self-sufficiency that are not provided as a component of adult residential services, crisis residential treatment services, crisis intervention, crisis stabilization, day rehabilitation or day treatment services. Services activities may include, but are not limited to, assessment, plan development, therapy and rehabilitation and collateral.
MHSA	Mental Health Services Act. Also known as Prop 63.
Older Adult	Individuals age 60 years or older.
Outcomes	The extent of change in attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be short, intermediate, and longer-term outcomes.
Prevention	Services using interventions that reduce the likelihood of an onset of a severe illness or disorder.
PEI	Prevention and Early Intervention. This is one of the funding categories under the MHSA.

Prevention and Early Intervention	This definition is used for MHSA funded PEI programs. The prevention component includes programs and services defined as universal and selective, both occurring prior to a diagnosis for a mental illness. Prevention involves reducing risk factors or stressors, building protective factors and skills and increasing support. Generally, there are no time limits imposed on prevention programs. Early intervention is short-duration (usually less than one year) relatively low-intensity intervention appropriate to measurably improve a mental health problem.
Products	Something that is made or created as a result of specific work.
Promising Practice	Programs and strategies that have some quantitative data showing positive outcomes over a period of time, but do not have enough research or replication to support generalized outcomes. It has an evaluation design in place to move towards demonstration of effectiveness; however, it does not yet have evaluation data available to demonstrate positive outcomes.
Recovery	A process where mental health clients learn how to self-direct their lives and mental health, regain hope and optimism and reclaim positive social experiences beyond the mental health system.
Request For Proposal (RFP)	Request for contractor's/bidder's proposal to provide the goods and/or services being solicited.
Resilience	The enduring ability of someone to recover from assaults to their person, whether physical, mental or emotional and, in the midst of that, maintain a sense of spirit and hope used in reference to children and youth.
Severe Mental Illness (SMI)	ACBHCS defines a Severe Mental Illness to be a condition associated with a diagnosis within the DSM-IV-TR that meets the medical necessity criteria as specified in the California Code of Regulations, Title 9, Chapter 11, Sections 1820.205(a)(1) for Psychiatric Inpatient Hospital Services and 1830.205(b)(1) for Specialty Mental Health Services. Same definition as Major Mental Disorder.
SLEB	Small Local Emerging Business.
Strategies	A carefully devised plan of action to achieve a goal, or the art of developing or carrying out such a plan.
Stakeholders	Providers, Clients and Family Members involved the receipt of or provision of Behavioral Health Care Services; members of the community who wish to influence or be part of behavioral health care decision making.
System Of Care (SOC)	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.
Target Population	A group of individuals that share qualities, usually defined by age, geographic locations, race/ethnicity and other characteristics. When defined as a target population, this group is meant to receive particular services.
Technical Assistance	Providing advice or instruction around a specific topic.
Tools	A device that can be used to achieve a specific task.

Trauma Informed Care	An approach that is based on an understanding of the vulnerabilities or triggers of trauma survivors that traditional service delivery approaches may exacerbate, so that these services and programs can be more supportive and avoid re-traumatization.
Unserved or Underserved Populations	Individuals that have received no services or are receiving inadequate services to meet their needs.
Wellness, Recovery & Resiliency	Effective mental health services and supports offer people opportunities to build their <i>resiliency</i> , giving people the internal resources required to fully pursue <i>recovery</i> and manage <i>wellness</i> . <b>Wellness</b> is the experience of health across the dimensions of mind, body and spirit; <b>Recovery</b> refers to the process of people returning to a meaningful life, guided by their own choices, in their natural community; <b>Resiliency</b> is a person’s innate capacity for positive growth and transformation across the life span despite difficult challenges

**II. STATEMENT OF WORK**

**A. INTENT**

The intent of this Request for Quotations (RFQ) is to solicit quotes and select the lowest bidder whose response best meets the County’s requirements to develop capacity-building tools and strategies that can be used to develop Trauma Informed Care approaches for Alameda County residents experiencing serious behavioral health issues. Alameda County Behavioral Health Care Services (BHCS) is a division of the Alameda County Health Care Services Agency.

This technical assistance and capacity building project will be for one year, with no option to renew.

BHCS is seeking bidders with qualifications and experience to successfully:

- Collaborate with BHCS Stakeholders who are local experts in trauma-informed care to (i) provide advice in implementation of the two project components (tool development & training ); and (ii) provide a leadership base to promote project sustainability beyond the project end date;
- Complete descriptive research that identifies a range of local strategies recognized as effective in helping people who have experienced trauma and serious behavioral health care issues. Results will reflect the unique strategies used in cultures/ethnic groups that are prevalent in Alameda County;
- Identify Evidence Based Practices and strategies that are nationally recognized as effective in helping people of diverse cultural backgrounds who have experienced trauma and serious behavioral health care issues;
- Complete product development (including pilot-testing of tools);
- Complete training on tools; and



- Complete strategy development that will lead towards sustainability of tools and strategies developed through this RFQ.

B. SCOPE

BHCS is committed to increasing the use of culturally-responsive trauma informed care practices by behavioral health care providers and other organizations throughout the County.

This is a time-limited 12 month project. The County intends to develop a Standard Agreement with the bidder with the lowest quote and whose response best meets the County's requirements. The terms and conditions of the Standard Agreement will be an integral part of this RFQ. The County reserves the right to reject any or all offers and discontinue this RFQ process without obligation or liability to any potential vendor.

This project will be funded through the Mental Health Services Act (also known as MHSA or Prop 63) Prevention and Early Intervention (PEI) Training, TA and Capacity Building funds (TTACB). The Standard Agreement for this project will be for a maximum of \$220,000. An award based on this RFQ is based on the availability of MHSA funding.

**PROPOSALS THAT EXCEED THIS AMOUNT WILL NOT BE CONSIDERED.**

Bidders may utilize subcontractors to implement portions of the contract provided that the bidder has clearly articulated their leadership role and roles of the subcontractor(s).

C. BACKGROUND

In 2007 the Mental Health Services Oversight and Accountability Commission approved five PEI Statewide Projects, one of which is the Training, Technical Assistance and Capacity Building (TTACB) project. Recently the State has determined that this program will be implemented at the County level with the following guidelines:

1. Time-limited funding that is similar to one-time MHSA Funds
2. \$220,800/yr in Alameda County for four yrs (FY 08/09, 09/10, 10/11, 11/12). For a total of \$883,200.
3. First year funds (08/09) to revert at end of FY 11/12.
4. This funding established pursuant to the Mental Health Services Act (MHSA) shall be utilized for activities consistent with the intent of the Act and proposed guidelines for the Prevention and Early Intervention component of the County's Three-Year Program and Expenditure Plan.
5. Funds shall not be used to supplant existing state or county funds utilized to provide mental health services.
6. These funds shall only be used to pay for the programs authorized in WIC Section 5892 (i.e., the language of the MHSA).

7. These funds may not be used to pay for any other program.
8. These funds may not be loaned to the state General Fund or any other fund of the state, or a county general fund or any other county fund for any purpose other than those authorized by WIC Section 5892.
9. These funds shall be used to support a project(s) that demonstrates the capacity to develop and provide statewide training, technical assistance and capacity building services and programs in partnership with local and community partners via subcontracts or other arrangements to assure the appropriate provision of community-based prevention and early intervention activities.
10. These funds shall be used to support a project(s) that utilizes training methods that have demonstrated the capacity to increase skills and promote positive outcomes consistent with the MHSa and PEI proposed guidelines.

This Request for Quotation (RFQ) was developed by the BHCS Healing Trauma Workgroup, a leadership team made up of providers, consumers and family members from community-based organizations and county run programs that have expertise in interventions used to address trauma. The structure and content of this RFQ is based on their recommendations.

**D. SPECIFIC REQUIREMENTS / VENDOR QUALIFICATIONS**

**1. Vendor Minimum Qualifications**

Alameda County Behavioral Health Care Services is seeking qualified bidders who meet the following qualifications and who can collaborate with local stakeholders to complete the project.

- i. Bidder shall be an organization that is qualified as a SLEB and based in California.
- ii. Bidder shall have experience conducting large and small meetings with local stakeholders with the purpose of generating information to support the development of strategies and products.
- iii. Bidder shall have expertise that qualifies them to review Evidence Based Practices and recommend their relevance to a new project.
- iv. Bidder shall possess knowledge and experience developing and testing capacity-building tools and strategies related to changing behavioral health care practices with culturally diverse populations (preferably on interventions relevant to Trauma Informed Care).
- v. Bidder shall have experience training stakeholders from diverse cultural groups in “how to” implement new tools and strategies.

- vi. Bidder shall have the capacity and availability to train leadership teams from California Counties on products/tools/strategies developed through this project<sup>1</sup>.
- vii. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFQ.

## 2. Specific Requirements

Specific Requirements for this technical assistance / capacity building project include the following two components

Component One: Develop capacity-building tools and strategies that:

- Offer clients, family members and providers the skills and knowledge needed to address trauma and its impact on behavioral health challenges.
- Are easy-to-use within diverse cultural populations that provide and receive behavioral health care services in Alameda County.
- Include stakeholder meetings that are designed as safe/healing places to learn and share practical knowledge and skills that providers, consumers and family members use in giving and receiving support for trauma.
- Are replicable to other counties.
- Are sustainable past the initial one-year funding period.
- During completion of each task, effectively communicate the commitment of BHCS to developing approaches to Trauma Informed care.

Component Two: Complete the project in two phases.

Phase I: Development of Tools and Strategies: Achieve three outcomes:

- Raise awareness of the role of trauma in mental health;
- Develop tools and strategy; and
- Lay groundwork for sustainability of final product.

Phase II: Training, Implementation, Sustainability: Achieve two outcomes:

- Implement products of this project; and
- Prepare a leadership core who can sustain training and use of products/strategies developed by this project.

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<sup>1</sup> All products/tools/strategies developed under this project will become the property of Alameda County Behavioral Health Care Services.

E. DEBARMENT / SUSPENSION POLICY

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of RFP/RFQ response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

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

F. GENERAL ENVIRONMENTAL REQUIREMENTS:

1. Regulatory Compliance

Manufacturers and service providers will be in compliance with all local, state, and federal environmental and worker health and safety regulations that apply to their operation.

G. DELIVERABLES/REPORTS

The (lead agency/consultant) will be required to coordinate all data collection and product development activities of the project including:

(i) Catalog local approaches to healing trauma by:

- Establishing and working relationship with BHCS Stakeholders interested in advising the design of the Healing Trauma Summit (conference) and “convenings”;
- Completing a one-day “Healing Trauma” Summit (conference);
- Completing a series of half-day “convenings” with diverse communities.
- Written report on summit and convening findings.
- Identify Evidence Based Practices and strategies that are nationally recognized as effective in helping people of diverse cultural backgrounds who have faced both trauma and serious behavioral health care issues.

(ii) Integrate findings from local practices and national Evidence Based Practice tools or approaches.

- (iii) Pilot and finalize the trauma informed tool and strategy.
- (iv) Provide *training* on the capacity-building tool and/or method within BHCS stakeholder communities.
- (v) Complete *a sustainability plan that*:
  - Creates strategies that span diverse stakeholders and builds “buy-in” to ensure long-term project sustainability (i.e. Create an Advisory Council).
  - Is coordinated through the BHCS Prevention Coordinator.
  - Includes a communication strategy for BHCS to ensure public awareness of BHCS leadership (e.g. develop messages that can be used by each System of Care).
- (vi) Additional deliverables and reporting requirements:
  - Communicate on a regular basis with the Prevention and Early Intervention Coordinator.
  - Final report of all activities, tools and outcomes.

### **III. INSTRUCTIONS TO BIDDERS**

#### **F. COUNTY CONTACTS**

Alameda County Behavioral Health Care Services (BHCS) is managing the competitive process for this project on behalf of the County. The evaluation phase of the competitive process shall begin upon receipt of sealed bids until a contract has been awarded.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail **by 5pm on Tuesday, October 18th, 2011** to:

*Tracy Hazelton*  
Alameda County, BHCS  
2000 Embarcadero, Ste 400  
Oakland, CA 94606  
E-Mail: *thazelton@acbhcs.org*  
FAX: 510-567-8130

G. CALENDAR OF EVENTS

<b>Event</b>	<b>Date/Location</b>	
Request Issued	October 12, 2011	
Written Questions Due	<b>by 5pm, October, 18, 2011</b>	
Bidders Conference #1	October 26th , 2011 @ 9 am	<b>at:</b> First Five ECC 1100 San Leandro Blvd. San Leandro, CA 94577
Bidders Conference #2	October 26th, 2011 @ 1pm	<b>at:</b> BHCS 2000 Embarcadero, Ste 400 Oakland, CA 94606
Response Due	<b>By 12:00 Noon November 21, 2011</b>	
Evaluation Period	November 22-28, 2011	
Award Notice Date	December 2, 2011	
Board Letter Issued	January 9, 2012	
Board Award Date	February 14, 2012	
Contract Start Date	February, 1, 2012	

**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.

H. NETWORKING / BIDDERS CONFERENCES

A networking/bidders conference(s) will be held to:

- Provide an opportunity for bidders to ask specific questions about the project;
- Request RFQ clarifications; and
- Meet bidders with whom collaborations can be developed.

Written questions submitted prior to the bidders conference(s), in accordance with the Calendar of Events, and verbal questions received at the networking/bidders conference(s), will be addressed whenever possible at the bidders conference(s).

Potential bidders are strongly encouraged, but not required, to attend a bidders conference in order to further facilitate subcontracting relationships.

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

Bidders conference(s), will be held on:

October 26th , 2011 <b>9 am</b> First Five ECC 1100 San Leandro Blvd. San Leandro, CA 94577	October 26th , 2011 <b>1pm</b> BHCS 2000 Embarcadero, Ste 400 Oakland, CA 94606
Additional Information: Free parking available at on-site parking lot.	Additional Information: Free parking available at on-site parking lot.

I. SUBMITTAL OF BIDS

1. All bids must be SEALED and must be received at the Office of Behavioral Health Care Services of Alameda County **By 12:00 Noon November 21, 2011.**

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

Bids will be received only at the address shown **below**, and by the time indicated **in the 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:

**SPECIFICATIONS, TERMS & CONDITIONS**  
**For**  
**MENTAL HEALTH SERVICES ACT**  
**PREVENTION AND EARLY INTERVENTION**  
**TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

**TRAUMA INFORMED CARE PROJECT**

RFQ #TIC-1  
 Alameda County, BHCS  
 2000 Embarcadero, Ste 400

Oakland, CA 94606

3. Bidders are to submit one (1) original plus three (3) copies of their bids. The original proposal is to be clearly marked and must be loose leaf, **not** in a binder or bound.
4. It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with this recommendation will have no impact on the evaluation and scoring of the proposal. Bidders must also submit an electronic copy of their proposal. The electronic copy must be a single file, scanned image of the original hard copy with all appropriate signatures, and must be on disk or USB flash drive and enclosed with the sealed hardcopy of the bid.
5. Bidder's name and return address must also appear on the mailing package.
6. No telegraphic, email (electronic) or facsimile bids will be considered.
7. Bidder agrees and acknowledges all RFQ specifications, terms and conditions and indicates ability to perform by submission of its bid.
8. Submitted bids shall be valid for a minimum period of six (6) months.
9. All costs required for the preparation and submission of a bid shall be borne by Bidder.

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. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFQ may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all bid responses shall become the property of County. 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 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 County's "Contracting Opportunities" website, mentioned above.

12. Each bid received, with the name of the bidder, 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.

J. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder must provide all information requested. **See Exhibit M, Response Content and Submittals Completeness Checklist.**

L. NOTICE OF INTENT TO AWARD

1. At the conclusion of the RFQ 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, by 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; and
- The names of all other parties that submitted proposals.

M. BID PROTEST / APPEALS PROCESS

BHCS prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following 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 once the Notices of Award/Non-Award have been issued.

1. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the BHCS Director, Dr. Marye Thomas at 2000 Embarcadero, Suite 400, Oakland, CA 94606 before 5:00 p.m. of the **FIFTH (5<sup>th</sup>)** business day **following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder.** A Bid protest received after 5:00 p.m. is considered received as of the next business day.

- a. The Bid protest must contain a complete statement of the reasons and facts for the protest.
  - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
  - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
  - d. BHCS will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest.
2. Upon receipt of written protest, the BHCS Director, or designee will review and evaluate the protest and issue a written decision. The BHCS Director, may, at her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing date.

The decision will be communicated by e-mail or fax, and certified mail, and will inform the bidder whether or not the recommendation to the Board in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the RFQ.

3. The decision of the BHCS Director on the bid protest 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. The Bidder whose Bid is the subject of the protest, all Bidders affected by the BHCS Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the BHCS Director's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the BHCS Director, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day.
- a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
  - b. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFQ or, where appropriate, County contracting policies or other laws and regulations.

- c. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the BHCS Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal.
  - d. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.
4. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors.
  5. The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

#### **IV. TERMS AND CONDITIONS**

##### **N. TERM / TERMINATION / RENEWAL**

1. The term of the contract, which may be awarded pursuant to this RFQ, will be for one year, with no option to renew.

##### **O. AWARD**

1. The award will be made to the lowest responsible bidder who best meets the requirements of these specifications, terms and conditions.
2. Awards may also be made to the subsequent lowest responsible bidders who will be considered the Back-up Contractors and who will be called in ascending order of amount of their quotation.
3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFQ or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
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. A contract must be negotiated, finalized, and signed by the intended awardee prior to Board approval.
8. Final Standard Agreement terms and conditions will be negotiated with the selected bidder.
9. The RFQ specifications, terms, conditions and Exhibits, RFQ 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 RFQ.

P. 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. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
8. The County will pay Contractor monthly or as agreed upon, not to exceed the total lump sum price quoted in the bid response.

Q. 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 RFQ; 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 RFQ.

2. Small and Emerging Locally Owned Business: A small business for purposes of this RFQ is defined by the United States Small Business Administration having no more than \$6,500,000 in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County, is one that has less than one-half (1/2) of the preceding amount and has been in business less than five (5) years. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions and Application) has been attached hereto as Exhibit E and must be completed and returned by a qualifying contractor. To access the online (pdf) version of this application please go to:  
<http://www.acgov.org/auditor/sleb/forms/commonapp.pdf>.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFQ; 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 RFQ:

- 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. SLEB subcontractors must be independently owned and operated from the prime contractor with no

employees of either entity working for the other. 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:

- non-profit community based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents
- non-profit churches or non-profit religious organizations (NPO);
- public schools; and universities; and
- government agencies

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

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 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. Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is ten percent (10%) [five percent (5%) local, and five percent (5%) certified]. Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.
4. First Source Program: The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in

the County. Welfare reform policies and the new Workforce Investment Act require 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 RFQ 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 RFQ. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

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

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 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).

R. ONLINE CONTRACT COMPLIANCE SYSTEM

Alameda County utilizes the Elation Systems contract compliance application as part of its commitment to assist contractors to conveniently comply with legal and contractual requirements. Elation Systems, a secure web-based system, was implemented to monitor compliance and to track and report SLEB participation in County contracts.

The prime contractor and all participating local and SLEB subcontractors awarded contracts as a result of this bid process for this project are required to use Elation to submit SLEB Program information including, but not limited to, monthly progress payment reports and other information related to SLEB participation. Use of Elation

Systems, support and training is available at no charge to prime and subcontractors participating in County contracts.

Upon contract award

1. The County will provide contractors and subcontractors participating in any contract awarded as a result of this bid process, a code that will allow them to register and use Elation Systems free of charge.
2. Contractors should schedule a representative from their office/company, along with each of their subcontractors, to attend Elation training.
  - a. Free multi-agency Elation Systems one-hour training sessions require reservations and are held monthly in the Oakland, California area.

It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize Elation Systems.

For further information, please see the Elation Systems training schedule online at [http://www.elationsys.com/elationsys/support\\_1.htm](http://www.elationsys.com/elationsys/support_1.htm) or call Elation Systems at (510) 764-1870.

If you have any other questions regarding the utilization of Elation Systems please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 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).

S. 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.

T. 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 orders from the County and shall be the primary contact for all issues regarding Bidder's response to this RFQ and any contract which may arise pursuant to this RFQ.
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, products offered and



able to identify and resolve quickly any issues including but not limited to order and invoicing problems.

3. Contractor account manager shall be familiar with County requirements and standards and work with BHCS staff to ensure that established standards are adhered to.

U. 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.

**RFQ ATTACHMENTS**

**EXHIBITS A-N**

**COUNTY OF ALAMEDA EXHIBIT A – BID ACKNOWLEDGEMENT**

**MENTAL HEALTH SERVICES ACT**  
**PREVENTION AND EARLY INTERVENTION**  
**TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

**TRAUMA INFORMED CARE PROJECT**

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 of 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/Q 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/Q and Bid Acknowledgement.

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

By: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Printed Name Signed Above: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT B  
COUNTY OF ALAMEDA**

**BID FORM  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

**TRAUMA INFORMED CARE PROJECT**

**Page 1 of 2  
EXHIBIT B**

**BID FORM**

Cost shall be submitted on Exhibit B as is. No alterations or changes of any kind are permitted. Bid responses that do not comply will be subject to rejection in total. The cost quoted below shall include all taxes and all other charges and is the cost the County will pay, not to exceed the grand total lump sum cost of \$220,000, for the one year term of a contract that is a result of this bid.

Please complete the following budget documents:

**Trauma Informed Care One Year Budget:** This Excel Budget form lists all costs, revenues, estimated units of service, and costs per unit (calculated automatically based on the costs and units entered) for each type of service. Detailed instructions for completing this form are attached. The Trauma Informed Care Cost is the amount of funding available from MHSA TTACB funds and must be for no more than \$220,000.

**Trauma Informed Care Expenses Detail:** This form is used to provide additional description for certain line items listed on your Detail Budget.

**Trauma Informed Care RFQ Annualized Budget  
Detailed Instructions  
Page 2 of 2**

- List “Bidder Name” in the space provided.
- In the Salaries & Wages section, complete the following:
  - List all positions relevant to the programs reflected in the budget; staff may be grouped by classification.
  - Direct Services - For each position, indicate if staff provide direct services to clients (i.e., billable services such as providing counseling, case management, medication support, etc). For this project you will not check “direct services” since this is a training and technical assistance project.
  - Annualized Salary - List the annualized salary for each position. This salary should reflect the annualized cost of the position based on a 40-hour workweek.
  - Provide the Full Time Equivalent (FTE) applicable to each position of each program. Enter the amount of time each position will be working in each program using a 40-hour week as base. (Examples: (a) If a person works 20 hours a week in a program, this would be 50% FTE. (b) If a person works a total of 37.5 hours per week, this is .94FTE).
  - List the budgeted amount for each classification in the applicable column (FTE x Annualized Salary).
  - Enter Employee Benefits on the line so designated.
- In the Operating Expenses section, complete the following:
  - List all expenses for the program applicable to Alameda County clients. Use the line items designated on the form. Space has been provided for any additional expenditure accounts you may need to add, but please try to use the standard categories as much as possible.
  - We require descriptions/explanations for “Miscellaneous”, “Professional & Specialized Services” and “Administration” line items on your Annualized Budget; please complete the form “TIC RFQ Expenses Detail” describing expenses for these line items (and any others that may need further explanation).
- On the “Admin” line, you may show indirect costs not to exceed 5% of your total program cost.

Bidder agrees that the price(s) quoted are the maximum they will charge during the term of any contract awarded.

FIRM: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**EXHIBIT C**  
**COUNTY OF ALAMEDA**  
**MENTAL HEALTH SERVICES ACT**  
**PREVENTION AND EARLY INTERVENTION**  
**TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

**TRAUMA INFORMED CARE PROJECT**

**COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

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

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
<b>A</b>	<b>Commercial General Liability</b> Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$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>	<p><b>Endorsements and Conditions:</b></p> <ol style="list-style-type: none"> <li>1. <b>ADDITIONAL INSURED:</b> All insurance required above with the exception of Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives.</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>- Department/Agency issuing the contract</li> <li>- With a copy to Risk Management Unit (125 – 12<sup>th</sup> Street, 3<sup>rd</sup> Floor, Oakland, CA 94607)</li> </ul> </li> </ol>	

# EXHIBIT D

**COUNTY OF ALAMEDA  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

## TRAUMA INFORMED CARE PROJECT

### CURRENT REFERENCES

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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:	



**COUNTY OF ALAMEDA**  
**SMALL, LOCAL AND EMERGING BUSINESS PROGRAM**  
**SLEB**  
**CERTIFICATION INSTRUCTIONS**

---

*3 Easy Steps*

**1. Complete the application form**

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 meet less than 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:

Office of Contract Compliance Tel: (510) 891-5500 Fax: 510-272-6502 or Email: [ACSLEBcompliance@acgov.org](mailto:ACSLEBcompliance@acgov.org)

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

# East Bay Interagency Alliance (EBIA)

## COMMON APPLICATION for LOCAL CERTIFICATION

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

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

**Check Certifying Agency below and click link to download Supplemental:**

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

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

**1) Contact Information**

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

**2) Company Profile**

Primary 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		Federal ID Number:
		<input type="checkbox"/> Secured concession <input type="checkbox"/> Other (explain)		
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"/> Other _____ <input type="checkbox"/> Filipino		
		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 _____		Total Receipts \$ _____		
Year Ended _____		Total Receipts \$ _____		
Year Ended _____		Total Receipts \$ _____		



**Exhibit E  
Small Local Emerging Business (SLEB) Program new Certification Application  
RFQ No. TIC-1 Trauma Informed Care Project**

**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>2</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) When submitting this application to any of the checked Certification Taskforce members, I consent to the sharing of information contained herein and declare under penalty of perjury that all statements made in the Application are true and correct:**  Yes  No

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

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

<sup>2</sup> North American Industry Classification System – [www.naics.com](http://www.naics.com)

# EXHIBIT F

## SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET

COUNTY OF ALAMEDA  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:

### TRAUMA INFORMED CARE PROJECT

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

Bidders not meeting the definition of a SLEB (as stated in this RFQ 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. SLEB subcontractors must be independently owned and operated from the prime contractor with no employees of either entity working for the other. 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 named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/index.htm>).

**BIDDER IS A CERTIFIED SLEB** (sign below)

SLEB BIDDER BUSINESS NAME: \_\_\_\_\_

SLEB Certification # \_\_\_\_\_ SLEB Certification Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

NAICS Codes Included in Certification \_\_\_\_\_

BIDDER is **NOT** a certified SLEB and will subcontract \_\_\_\_\_% with the SLEB named below for the following goods/services: \_\_\_\_\_

SLEB Subcontractor Business Name: \_\_\_\_\_

SLEB Certification #: \_\_\_\_\_ SLEB Certification Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SLEB Certification Status:  Small  Emerging

NAICS Codes Included in Certification \_\_\_\_\_

Principal Name: \_\_\_\_\_

SLEB Subcontractor Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon award, prime contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

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

# EXHIBIT G

COUNTY OF ALAMEDA  
RFQ: TIC-1  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:

## TRAUMA INFORMED CARE PROJECT REQUEST FOR BID PREFERENCE

**PLEASE READ AND COMPLETE THIS FORM CAREFULLY:**

IF YOU WOULD LIKE TO REQUEST THE **LOCAL BUSINESS, SMALL AND LOCAL BUSINESS, OR EMERGING AND LOCAL BUSINESS BID PREFERENCE**, COMPLETE THIS FORM AND RETURN IT WITH YOUR RFP/Q SUBMITTAL. IN ADDITION, IF APPLYING FOR A **LOCAL BID 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) months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is 10% (5% local & 5% certified). Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.

Check the appropriate boxes below (2 maximum) and provide the requested information.

<input type="checkbox"/> <b>Request for 5% LOCAL Bid Preference</b> (Complete 1-4, print name, title, sign and date below)			
1. Company Name			
2. Street Address			
3. Telephone Number			
4. Business License #			
<input type="checkbox"/> <b>Request for 5% SMALL Local Business Bid Preference</b> <i>OR</i> <input type="checkbox"/> <b>Request for 5% EMERGING Local Business Bid Preference</b> (Complete certification information below)			
SLEB Certification #:		SLEB Certification Expiration Date	/ /
NAICS Codes Included in SLEB Certification			

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

Print/Type Name: \_\_\_\_\_

Print/Type Title: \_\_\_\_\_

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

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

# EXHIBIT H

## COUNTY OF ALAMEDA

### RFQ: TIC-1

#### MENTAL HEALTH SERVICES ACT

#### PREVENTION AND EARLY INTERVENTION

#### TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:

### TRAUMA INFORMED CARE PROJECT

## ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT VENDOR INFORMATION

ALCOLINK Vendor Number (if known): 00000

SLEB Vendor Number:

Full Legal Name:

DBA

Type of Entity:       Individual               Sole Proprietor               Partnership  
                                  Corporation       Tax-Exempt               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: \_\_\_\_\_

**EXHIBIT H**

**COUNTY OF ALAMEDA**

**RFQ: TIC-1**

**MENTAL HEALTH SERVICES ACT**

**PREVENTION AND EARLY INTERVENTION**

**TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

**TRAUMA INFORMED CARE PROJECT**

**ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT  
VENDOR INFORMATION**

**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 for Non-Compliance:

---

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# EXHIBIT I

COUNTY OF ALAMEDA  
RFQ: TIC-1  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:

## TRAUMA INFORMED CARE PROJECT

### Exceptions, Clarifications, Amendments

List below requests for clarifications, exceptions and amendments, if any, to the RFQ and its exhibits, 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 M

COUNTY OF ALAMEDA  
RFQ: TIC-1  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:

## TRAUMA INFORMED CARE PROJECT

### RESPONSE CONTENT AND SUBMITTALS COMPLETENESS CHECKLIST

1. Bid responses must be signed in ink and include evidence that the person or persons signing the proposal is/are authorized to execute the proposal on behalf of the bidder.
2. Bidders shall provide all of the below noted Bid documentation and exhibits. Any material deviation from these requirements may be cause for rejection of the proposal, as determined in the County's sole discretion. The content and sequence for each required Bid document/exhibit shall be as follows:

#### CHECK LIST

- A. Title Page: Show RFQ number and title, your company name and address, name of the contact person (for all matters regarding the RFP/Q response), telephone number and quotation/proposal date.
- B. Table of Contents: Bid responses shall include a table of contents listing the individual sections of the quotation/proposal and their corresponding page numbers. Tabs should separate each of the individual sections.
- C. Cover Letter: Bid responses shall include a cover letter describing Bidder and include all of the following:
  - 1) The official name of Bidder;
  - 2) Bidder's organizational structure (e.g. corporation, partnership, limited liability company, etc.);
  - 3) The jurisdiction in which Bidder is organized and the date of such organization;
  - 4) The address of Bidder's headquarters, any local office involved in the Bid Proposal/Quotation; and the address/location where the actual production of goods and/or services will be performed;
  - 5) Bidder's Federal Tax Identification Number;

- 6) 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/Q response, with authorization to make representations on behalf of and to bind Bidder;
- 7) A representation that Bidder is in good standing in the State of California and will have all necessary licenses, permits, certifications, approvals and authorizations necessary in order to perform all of its obligations in connection with this RFQ. This requirement includes the necessity for some out of state companies to be registered with the State of California by the effective date of the agreement. Information regarding this requirement can be located at the Secretary of State website, <http://www.sos.ca.gov/>; and
- 8) An acceptance of all conditions and requirements contained in this RFQ.
- 9) Cover letter must be signed in ink by a person or persons authorized to execute the proposal on behalf of the bidder.

- D. Letter of Transmittal: Bid responses shall include a description of Bidder's approach in providing its services to the County in one or two pages stating its understanding of the work to be done and a positive commitment to perform the work as specified.
- E. Executive Summary: A brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the County. This synopsis should not exceed three (3) pages in length and should be easily understood.
- F. Bidder's Qualifications and Experience:

Provide a description of Bidder's capabilities pertaining to this RFQ. This description should not exceed five (5) pages and should include a detailed summary of Bidder's experience relative to RFQ requirements described herein, including references.

- G. Financial Statements. Responses are to include:
  - Bidder's most recent Dun & Bradstreet Supplier Evaluation Report. Dun & Bradstreet Supplier Qualifier Report (formerly Supplier Evaluation Report) must be ranked a 6 or lower for bidder to be considered for contract award. For information on how to obtain a Supplier Evaluation Report, contact Dun & Bradstreet at 1-866-719-7158 or [www.dnb.com](http://www.dnb.com).
- H. Key Personnel - Qualifications and Experience:

Bid responses shall include a complete list of and resumes for all key personnel associated with the RFQ. This list must include all key personnel who will provide services/training to County staff and all key personnel who will provide



maintenance and support services. This section of the bid response should include no more than two pages of information for each listed person.

I. Description of the Proposed Services:

Bid response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Bidder's and County personnel involved, and the number of hours scheduled for such personnel. Finally, the description must: (1) specify how the services in the bid response will meet or exceed the requirements of the County listed in this RFQ; (2) explain any special resources, procedures or approaches that make the services of Bidder particularly advantageous to the County; and (3) identify any limitations or restrictions of Bidder in providing the services that the County should be aware of in evaluating its Response to this RFQ.

J. Implementation Plan and Schedule:

The bid response shall include an implementation plan and schedule. The plan shall include a detailed schedule indicating how Bidder will ensure adherence to the timetables set forth herein for the deliverables listed in this RFQ.

K. References, Exhibit D

- 1) Bidders are to provide a list of three (3) current clients on Exhibit D1, attached hereto. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.
- 2) Reference information is to include:
  - Company/Agency name
  - Contact person (name and title), contact person is to be someone directly involved with the services
  - Complete street address
  - Telephone number
  - Type of business
  - Dates of service
- 3) The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

4) Bidder shall provide a complete client list with current contact names and phone numbers on a separate sheet(s).

L. Bid Form, Exhibit B:

Submit hard copies of Exhibit B.

M. Evidence of Insurance

Certificates of insurance are required per the attached Exhibit C from a reputable insurer evidencing all coverage's required for the term of any contract that may be awarded pursuant to this RFP/Q. The County's insurance requirements for Additional Insured reads, "All insurance required above with the exception... shall be endorsed to name as additional insured..." An endorsement is an amendment to a contract, such as an insurance policy, by which the original terms are changed. The insurance certificate (also known as the "Acord") carries a disclaimer, "This certificate is issued as a matter of information only and confers no rights upon the certificate holder. **This certificate does not amend, extend or alter the coverage afforded by the policy below.**" Additional insureds listed in the description box are not a proper risk transfer. Any amendment or extension of the coverage such as an additional insured should be provided by a separate endorsement page or copy of the policy

N. Other required Submittals/Exhibits not included above that are required in the bid response:

- Exhibit A, Acknowledgement form for the RFP and for each Addendum, must be signed and returned.
- Exhibit E, SLEB Certification Application Package, completed, signed, required documentation attached (applicable to a small or emerging business, located within the boundaries of Alameda County, seeking certification or renewal certification).
- Exhibit F, Small Local Emerging Business (SLEB) Subcontracting Information Sheet, must be completed and signed.
- Exhibit G, Request for Preference for Local Business and Small Local or Emerging Local Business, completed and signed (read Exhibit G for applicability). 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.
- Exhibit H, First Source Agreement, must be completed and signed (applicable to contracts over \$100,000).
- Exhibit I, Exceptions, Clarifications and Amendments Form, must be completed and signed. Any exceptions, clarifications and amendments should also address the attached Exhibits (The County is under no obligation

to accept any exceptions and such exceptions may be a basis for bid disqualification).

- Exhibit K, Environmental Certification [Intentionally Omitted]
- Exhibit N, Debarment and Suspension Certification.

**EXHIBIT N**

**COUNTY OF ALAMEDA**

**RFQ: TIC-1  
MENTAL HEALTH SERVICES ACT  
PREVENTION AND EARLY INTERVENTION  
TECHNICAL ASSISTANCE / CAPACITY BUILDING PROPOSAL:**

**TRAUMA INFORMED CARE PROJECT**

**DEBARMENT AND SUSPENSION CERTIFICATION**

For Procurements Over \$25,000

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: \_\_\_\_\_