
Alameda County Behavioral Health Care Services

COUNTY OF ALAMEDA

Request for Proposal

SPECIFICATIONS, TERMS, & CONDITIONS

for

CalWORKs Psycho-Social Assessments

Attendance at Bidders Conference is REQUIRED

RFP CONFERENCES

Friday, February 6, 2009

1:30-3:30 p.m.

**Eden Area Multi-Service Center
24100 Amador St. – 2nd Floor Rm. 225
Hayward, CA 94544**

Wednesday, February 11, 2009

1:00-3:00 p.m.

**Behavioral Health Care Services
2000 Embarcadero, Suite 400
Alameda Room
Oakland**

RFP RESPONSE DEADLINE

Monday, March 9, 2009

5:00 p.m.

at

**Behavioral Health Care Services
2000 Embarcadero, Suite 400
Oakland, CA 94606**

COUNTY OF ALAMEDA
REQUEST FOR PROPOSAL NO. CW101
SPECIFICATIONS, TERMS & CONDITIONS
For
CalWORKs Psycho-Social Assessments

	Page
I. ACRONYM AND TERM GLOSSARY	1
II. STATEMENT OF WORK	
A. Intent	4
B. Scope.....	4
C. Background.....	4
D. Program Description and Requirements	5
E. Debarment and Suspension	8
F. Deliverables/Reports.....	9
III. INSTRUCTIONS TO BIDDERS	
A. County Contact.....	9
B. Calendar of Events	9
C. Bidders Conference.....	10
D. Submittal of Bids.....	11
E. Response Format.....	12
F. Evaluation Criteria/Selection Committee	17
G. Contract Evaluation and Assessment	21
H. Notice of Award	21
I. Bid Protest / Appeals Process	22
IV. TERMS AND CONDITIONS	
A. Term / Termination / Renewal.....	23
B. Pricing.....	23
C. Award	24
D. Method of Ordering	24
E. Invoicing.....	24
F. County Provisions	25
G. Online Contract Compliance Management System	28
H. Compliance Information and Records	29
I. Contract Manager/Support Staff.....	29
J. General Requirements.....	30
K. Cultural Competence Guidelines.....	30

ATTACHMENTS

- Exhibit A – Acknowledgement
- Exhibit B – Bid Form
- Exhibit C1 – Insurance Requirements for Non-Profits
- Exhibit C2 – Insurance Requirements for Private for Profit Organizations
- Exhibit D1 – Current References
- Exhibit D2 – Former References
- 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
- Exhibit L – RFP Vendor Bid List
- Exhibit M – Response Content and Submittals 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.

Bid	Shall mean the bidders'/contractors' response to this Request
Bidder	Shall mean the specific person or entity responding to this RFP/Q
Board	Shall refer to the County of Alameda Board of Supervisors
CSC	Shall refer to County Selection Committee
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
Environmentally Preferable Products	Products manufactured in a manner such that the impact on the environment is minimized throughout the entire lifecycle of the product by implementing sustainable practices during material sourcing, manufacturing, transportation, and by providing products that can be used and disposed of in an environmentally sound manner
EPA	United States Environmental Protection Agency
Federal	Refers to United States Federal Government, its departments and/or agencies
F.O.B	Shall mean without charge for delivery to destination and placing on board a carrier at a specified point (Free On Board)
Labor Code	Refers to California Labor Code
MSDS	As used herein shall refers to Material Safety Data Sheets
OSHA	Refers to California Occupational Safety and Health Administrations
PBTs	Persistent, Bioaccumulative Toxins including compounds such as dioxins, polychlorinated biphenyls, and mercury as defined by the United States Environmental Protection Agency and listed on the EPA's website at www.epa.gov/opptintr/pbt/
Proposal	Shall mean bidder/contractor response to this RFP
PO	Shall refer to Purchase Order(s)
Quotation	Shall mean bidder's response to this RFQ
Request for Proposal / Request for Quotation	Shall mean this document, which is the County of Alameda's request for contractors'/bidders' proposal to provide the goods and/or services being solicited herein. Also referred herein as RFP or RFQ
Response	Shall refer to bidder's proposal or quotation submitted in reply to RFP/Q
RFP	Request for Proposal
RFQ	Request for Quotation
SLEB	Small Local Emerging Business

Source Reduction	Refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.
State	Refers to State of California, its departments and/or agencies

Social Services & Behavioral Health Related Terms

CalWORKs	CalWORKs stands for California's Work Opportunity and Responsibility to Kids program. The program provides cash benefits for eligible families and employment-related activities known as Welfare-to-Work for employable adults who receive the CalWORKs cash aid. CalWORKs replaced the Aid for Families with Dependent Children program (AFDC) in California in 1998.
CalWORKs Assessment	A participant activity required by CalWORKs regulations. This activity consists of educational and career inventory testing as well as career planning and personal/work history. This activity takes place at the beginning of the CalWORKs Welfare-To-Work activities. The result of the Assessment is an employment plan known as a Welfare to Work Plan that specifies an employment goal and lists the CalWORKs activities and services that will lead to employment. This Assessment is provided by SSA staff.
Employment Counselor	A job classification in Social Services that manages and counsels clients through a systematic program designed to assist them in overcoming barriers to self-sufficiency. Employment Counselors facilitate and monitor their client's progress toward self-sufficiency through employment programs that may include training activities, orientations and appraisals, evaluation of test results, employment goals, negotiating clients' employment plans, issuing supportive services and making appropriate referrals.
Employment Services	Activities and services that are designed to result in unsubsidized job placement and job retention.
Exempt recipient	A CalWORKs participant who is not required to participate in welfare to work activities.
Fiscal Agent	The entity responsible for monetary accountability and satisfactory performance of all contractual work.
Non-Exempt recipient	A CalWORKs participant who is required to participate in welfare to work activities.

Sanction	Financial sanctions are applied when a non-exempt Welfare-to-Work participant has failed or refused to comply with program regulation requirements without good cause and compliance efforts have failed.
Social Worker	Social Workers provide protective and supportive casework services to clients receiving public benefits. Social Workers provide information and referral services; identify and assess clients needs for services available in the community or the Agency; may act as liaison with Economic Benefits staff in clarifying client's needs and facilitating referrals; may make home calls to assess client's needs and provide short-term counseling as appropriate. Social Workers also identify and assist public assistance recipients with applying for SSI/SSP.
Supportive Services	Any assistance provided by Social Services to CalWORKs recipients who are in Employment Services, that are needed or required in order for the participant to complete the activities outlined in her/her Welfare to Work Plan. Supportive services can include, but are not limited to, transportation, childcare, domestic violence and behavioral health services, and training/classroom aids and/or uniforms.
Welfare-to-Work Program	The Welfare-to-Work Program is a comprehensive, statewide employment program designed to enable participants to achieve self-sufficiency through employment. The purpose is to provide employment and training services to adult recipients.

II. STATEMENT OF WORK

A. INTENT

Alameda County Behavioral Health Care Services (BHCS) in collaboration with Alameda County Social Services Agency (SSA) is seeking a *maximum of 2 providers* of mental health services to provide behavioral health assessors at SSA sites. The assessors will conduct psycho-social assessments for Alameda County CalWORKs recipients. The purpose of the targeted services is to identify individual CalWORKs recipients who have less obvious, hidden, or unobserved mental health, AOD, and/or domestic violence related barriers to employment.

B. SCOPE

Assessments will be conducted in space provided by SSA at each of the agency's three Self-sufficiency Centers. To better facilitate service delivery, BHCS has divided the County into 2 regions:

- Region 1 is comprised of the Northern and Central portions of Alameda County and is served by SSA's North County (Oakland) and Eastmont Towne Center (Oakland) Self Sufficiency Centers (SSCs). It is anticipated that two Assessors will be needed at the North County office and two at Eastmont.
- Region 2 is comprised of the Southern and Eastern portions of Alameda County and is served by SSA's Eden Self Sufficiency Center (Hayward) and its two satellite offices in Fremont and Livermore. It is anticipated that three Assessors will be needed to serve Hayward, Fremont and Livermore.

One of the four Assessors in Region I will act as Senior Assessor for Region 1 and one of the three Assessors in Region 2 will as act Senior Assessor for Region 2. The Senior Assessors will provide assessments and provide supervision for the other Assessors.

The annualized net BHCS funding available for the CalWORKs Psychosocial Assessments Program is \$675,000. Funds for Region 1 are limited to \$385,714. Funds for Region 2 are limited to \$289,286. **Bids that exceed these specified amounts will not be accepted.**

C. BACKGROUND

The long-term goal of the CalWORKs program is to help program participants become self-sufficient - able to meet their basic needs for housing, food, childcare, transportation, clothing, and related work expenses without the need for public assistance. CalWORKs recipients may have a wide range of psychosocial issues such as domestic violence, learning disabilities, alcohol and drug dependency, and mental health problems that can act as barriers to self-sufficiency. All eligible CalWORKs participants are entitled to, and may be referred for Mental Health and/or Alcohol and Other Drug (AOD) services in support of their participation and maintenance in Alameda County's CalWORKs program.

The target population for this project is adult CalWORKs recipients, referred for psychosocial assessment by Alameda County Social Services Employment Services Department staff and/or the Support Services Specialists. Recipients may be referred for assessment at any time while in the Welfare to Work Program.

CalWORKs recipients will be identified for a psychosocial assessment in one of the following ways:

- self-identification of a behavioral health or related problem
- as a result of their responses on a health and mental health self assessment tool completed during CalWORKs orientation, appraisal, and/or job club.
- Through the case management process.

D. PROGRAM DESCRIPTION AND REQUIREMENTS

Program Purpose

The purpose of the psychosocial assessments is to 1) better identify clients with behavioral health and domestic violence barriers to employment and 2) provide guidance for the client and the Employment Counselor regarding how to address these potential barriers, including accessing treatment services.

Program Goals & Objectives

The overall goal is to identify, in a more timely and effective manner, CalWORKs recipients with behavioral health barriers, so that they will be more likely to access supportive services and ultimately participate successfully in the welfare to work program.

The specific objectives are to:

- identify the presence of mental health, AOD, domestic violence, and/or related barriers to employment,
- inform the Employment Counselor of potential barriers to employment and make recommendations regarding the individual's employment plan,
- refer clients to mental health, AOD, domestic violence, and related support services as needed,
- try to assure participation in supportive services by following up with recipients who have been referred, and
- refer persons for evaluation for SSI advocacy services when appropriate.

Assessment Description

The psycho-social assessment instrument will ultimately be developed and finalized by SSA in conjunction with the bidder or bidders who are awarded contracts. The assessment will include all the areas below and be designed so that it can be completed in a one hour time period.

1. Employment & Education

The individual's success at obtaining and retaining work is affected by their level of education, their ability to get along with others in a work environment, and the educational needs of their children being met. Discuss factors related to participant's employment and

education that will have an effect upon their current ability to find and sustain employment. It is not necessary to gather a complete work history, this section is to identify their strengths, challenges and concerns in the areas of employment.

2. Readiness to Participate in Employment Activities or Work

In order to participate in work, the individual will need to travel to employment or employment activities every day. They will need to arrange for childcare while they are away from home. Discuss issues related to getting back and forth to activities or work, as well as any worries or fears about leaving their children in day care.

3. Housing/Living Situation

Stable, safe housing is necessary to enable the individual to successfully participate in employment. Discuss factors related to the stability of their living situation, including who lives in the household.

4. Family Relationships

Relationships in the family have a strong effect upon individual's success in employment activities and work. Discuss factors related to their family life and how they affect the individual's ability to participate in employment activities and maintaining employment.

5. Physical and Behavioral Health Needs

Barriers to employment include physical and behavioral health needs of the parents and children. Discuss factors related to assistance needed in any of these areas in order to improve chances of the parent's employment.

6. Legal Matters

Legal issues affecting parents and/or their children may pose barriers to employment. Discuss factors related to legal matters that may be problematic for the family.

7. Social Supports

Social support plays a role in the stability of the family, and helps reduce a sense of isolation. An individual with sources of support outside of the immediate family has a stronger connection to the community, which will affect his/her ability to withstand the stress of managing employment while meeting their family's needs. Discuss factors related to support outside of the immediate family.

Within two business days of conducting the assessment, the Assessors will submit a written report summarizing the results of the assessment, identifying barriers to employment, and recommending needed services. This information will be used by the Employment Counselor to develop the recipient's Welfare to Work Plan.

Key Program Requirements

The following elements must be part of the CalWORKs Psycho-Social Assessment Program:

- **Location of Assessment staff at SSA Self-Sufficiency Centers (SSC)**
Assessors will work full-time at Social Services. There must be two Assessors at the North County SSC, two at Eastmont Towne Center SSC, and three at Eden SSC (Hayward) who will also serve Fremont and Livermore.
- **On-site Supervision of Contracted Staff by Senior Assessor**
There will be one Senior Assessor for Region 1 (North County and Eastmont Self-Sufficiency Centers) and one for Region 2 (Hayward and Fremont Self-Sufficiency Centers). The Senior Assessors will supervise the other Assessors as well as provide assessments. The Senior Assessor must have experience supervising staff.
- **Coordination w/SSA staff**
The Senior Assessor will also act as the liaison to the Social Work Supervisor at each site. The Social Work Supervisor, in consultation with the Senior Assessor, will establish an overall assessment schedule, make assignments, develop a process for scheduling individual clients, coordinate necessary meetings and trainings, troubleshoot problems and difficulties that arise, oversee the work of the Assessors and help integrate the new assessment service into SSA.
- **Interview Length**
The assessment should be completed within an hour.
- **Report Writing**
Assessors will be expected to summarize the results of each assessment. This brief report will include the recipient's strengths, potential barriers, and recommendations for treatment and/or other supportive services. It will be due to the appropriate SSA staff within two day of conducting the assessment.
- **Home Visits**
At any given time, a significant number of Alameda County CalWORKs recipients who are required to participate in employment services are not engaged in required activities. Experience has demonstrated that a number of non-participating individuals have mental health, AOD and/or domestic violence related barriers to participation and employment. In order to increase the engagement of non-participating individuals, psychosocial assessments will, when indicated, be conducted in an individual's home using the same interview protocol used in the office based assessments.

Process:

1. An individual will either be contacted by his/her Employment Counselor or a Social Worker and informed that he/she will be receiving a call from an Assessor to schedule a home visit.

2. The Assessor will contact the client and schedule the interview. This will require Assessor to have access to a car. (The County cannot provide vehicles for non-County employees).

- Referrals and follow up
Assessors will follow up with each client who has been referred for behavioral health or DV services to try to assure that they participate in the supportive services.
- Documentation
Assessors will collect all required data and complete all required paperwork in a timely fashion.

Minimum Qualifications for Assessors

Assessors must

- possess a masters degree in Counseling, Social Work, Psychology, or related mental health field,
- possess at least an intermediate level of proficiency in Microsoft Word
- have the equivalent of at least one year experience providing psychosocial assessments to individuals from poor and disenfranchised groups,
- have a good understanding of alcohol and other drug addiction and recovery,
- be willing to make home visits, and
- possess a valid California Drivers License and have access to a car.

Senior Assessors must meet the above requirements and, in addition, have experience supervising.

In addition to demonstrating the capacity to provide psychosocial assessments, successful applicants will demonstrate cultural and linguistic competencies matching the overall demographic characteristics of the Alameda County CalWORKs population.

Respondent's Minimum Qualifications

- a. Bidder shall be regularly and continuously engaged in the business of providing mental health services for at least three years.
- b. Bidder must have the capacity to outstation and supervise appropriately qualified staff at SSA Self-Sufficiency Centers.
- c. Bidder shall have the ability to deliver services and conduct assessments in Spanish, Vietnamese, Cantonese, Farsi, and/or Cambodian in addition to English.

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; 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. DELIVERABLES/REPORTS

Psycho-social assessment reports must be submitted to appropriate SSA staff within two business days of conducting the assessment.

III. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTACT

Maxine Heiliger, MSW. is managing the competitive process for this project. All contact during the competitive process is to be through Behavioral Health Care Services only.

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

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail to Maxine Heiliger at:

CalWORKs Psycho-Social Assessments
Behavioral Health Care Services
2000 Embarcadero, Suite 400
Oakland, CA 94606
E-Mail: mheiliger@acbhcs.org
FAX: 567-8102

B. CALENDAR OF EVENTS

Event	Date/Location	
Request Issued	January 21, 2009	
Written Questions Due	BY 12:00 noon on February 3, 2009	
Bidders Conference #1	February 6, 2009 AT 1:30-3:30 P.M.	AT: Eden Area Multi-Service Center 24100 Amador St. Rm. 225 Hayward, CA 94544

Bidders Conference #2	February 11, 2009 <u>AT</u> 1:00-3:00 P.M.	<u>AT</u> : BHCS 2000 Embarcadero #400 – Alameda Rm. Oakland, CA 94606
Addendum Issued	February 23, 2009	
Response Due	MARCH 9, 2009 <u>BY</u> 5:00 p.m.	
Evaluation Period	March 9-16, 2009	
Vendor Interviews	March 18, 2009	
Announcement of Funding Recommendations	March 20, 2009	
Deadline for Appeals	April 3, 2009	
Award by Board of Supervisors	May 12, 2009	
Contract Start Date	July 1, 2009	

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, Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

C. BIDDERS CONFERENCE

Two mandatory bidders’ conferences will be held to provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.

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

The bidders conferences will be held on:

<p>Friday, February 6, 2009 1:30-3:30 p.m. Eden Area Multi-Service Center 24100 Amador St. 2nd Floor – Room 225 Hayward, CA 94544</p>	<p>Wednesday, February 11, 2009 1:00-3:00 p.m. Behavioral Health Care Services 2000 Embarcadero, Suite 400 Alameda Room Oakland, CA 94606</p>
--	---

Additional Information: Please allow enough time for parking. Parking lot in rear of building is often nearly full.	Additional Information: Free parking available at on-site parking lot.
---	---

D. SUBMITTAL OF BIDS

1. All bids must be SEALED and must be received at

Behavioral Health Care Services
2000 Embarcadero Suite 400
Oakland, CA 94606

BY 5:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED

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.

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

CalWORKs Psycho-Social Assessments
RFP No. CW101
Behavioral Health Care Services
2000 Embarcadero Suite 400
Oakland, CA 94606

3. Bidders are to submit an original plus five (5) copies of their proposal. Original proposal is to be clearly marked and is to be either loose leaf or in a 3-ring binder, **not** bound.
4. Bidder's name and return address must also appear on the mailing package.
5. No telegraphic, email (electronic) or facsimile bids will be considered.
6. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of its bid.
7. Submitted bids shall be valid for a minimum period of 10 months.
8. All costs required for the preparation and submission of a bid shall be borne by Bidder.

9. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
10. Proprietary or Confidential Information: No part of any bid response is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. 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.
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.

E. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested. Bid responses must be signed in ink and include evidence that the person or person signing the proposal is/are authorized to execute the proposal on behalf of the bidder.
2. In order for bids to be considered complete, Bidder must provide all information requested. See Exhibit M, Response Content and Submittals, Completeness Checklist.
3. Bidders shall provide all of the bid documentation, exhibits and attachments noted below. Any material deviation from these requirements may be cause for rejection of the proposal, as determined in the County’s sole discretion.
4. All original pages from the bidder (not including forms or attachments) should be printed in 12-point TIMES NEW ROMAN font with 1 inch margins around each page. “**CalWORKs Psycho-Social Assessments**” should be at the left header of each page with the name of the bidder at the left footer and the document page number at the right footer of each page.

5. Section III. F. EVALUATION CRITERIA / SELECTION COMMITTEE provides a precise description of the point system that will be used by reviewers to evaluate bids. You should reference this section as you write your proposal. The headings in the criteria exactly match the heading found below.

The content and sequence for each required Bid document/exhibit shall be as follows:

1. Title Page

Show RFP title and number, your company name and address, name of the contact person (for all matters regarding the RFP response), telephone number and proposal date.

2. Table of Contents

Bid responses shall include a table of contents listing the individual section of the proposal and their corresponding page numbers. Tabs should separate each of the individual sections.

3. Cover Letter

Bid responses shall include a cover letter describing Bidder and include all of the following:

- a) The official name of the Bidder
- b) Bidder's organizational structure (i.e. corporation, partnership, limited liability company, etc.)
- c) The jurisdiction in which Bidder is organized and the date of such organization
- d) The address of Bidder's headquarters and any local office involved in the Bid Proposal
- e) Bidder's Federal Tax Identification Number
- f) The name, address, telephone, fax numbers and email address of the person(s) who will serve as the contact(s) to the County, with regards to the RFP response, with authorization to make representation on behalf of and to bind Bidder
- g) A representation that Bidder is in good standing in the State of California and has all necessary licenses, permits, certification, approvals and authorizations necessary in order to perform all of its obligation in connection with this RFP, and
- h) An acceptance of all conditions and requirements contained in this RFP.

The agency's executive director or designated board member must sign this letter.

4. Organizational Structure of Bidder and its Relationship to the Proposed Project.

Describe how the Psycho-Social Assessment project will relate to the bidder's organization. Include as ATTACHMENT A, an organizational chart of the bidder and an organizational chart for the project that includes how all those involved in the project (including project partners, if applicable) will function in relation to each other. The organizational chart should present the total organizational structure and where this project would reside within that structure.

5. **Executive Summary** (One Half page maximum)
Give a brief synopsis of the highlights of the proposal and overall benefits of the proposal to the County.

6. **Program Activities / Services Description** (3 pages maximum with actual proposed Assessment Instrument and completed sample Assessment Report as ATTACHMENTS B & C).
 - a. Approximate number of assessments completed
 - If an Assessor did only in-office assessments, estimate how many assessments he/she could do each week. Explain how you derived this number.
 - If, for example, 20% of an Assessor's time was spent doing assessments in recipients' homes, estimate how many total assessments (on-site and off-site) could be completed by one Assessor each week. Explain how you derived this number.
 - Estimate how many assessments the Senior Assessor could do each week. Explain how you derived this number.
 - b. Assessment Instrument and Process
Create an Assessment Instrument that includes the following topics:
 - Employment & Education
 - Participation in employment activities & going to work
 - Housing/Living Situation
 - Family
 - Mental & Physical Health
 - Legal
 - Social Supports

See page 8 for additional details. Additional information may be gathered as long as it doesn't take over an hour to complete the assessment. How would you go about interviewing the client? The order of the questions, the response format (yes/no or narrative answers), and the length are up to the bidder. However, you must explain the rationale for the format you choose. Include the proposed Assessment Instrument as ATTACHMENT B.
 - c. Assessment Report
Develop a written report format that summarizes the results of the assessment, clearly identifies barriers to employment, and recommends needed services. Provide a **completed** version of the report as a *sample* in ATTACHMENT C.

7. **Relationship Between Provider and SSA** (One page maximum).
Given the challenges outside agencies sometimes face in coordinating off-site services, describe how you would propose to structure and manage a relationship with SSA for successfully providing the required off-site services.

8. **Bidder Qualifications** (3 pages maximum)
- a. How long have you been providing mental health services? Describe your experience providing mental health services to low income clients. What percentage of your current clients are on CalWORKs?
Please provide reference letters from three organizations who you have worked with in a professional capacity. Include as ATTACHMENT D.
 - b. Describe your experience overseeing and managing staff who work off site. How have you effectively supervised out-stationed staff? How do you propose to supervise (potentially new) staff assigned to work at Social Services Self Sufficiency Center(s)?
 - c. Describe how the Psycho-Social Assessment project will be managed. Identify both the individual responsible for overseeing this project as well as the program director and other key roles. In addition, for key roles in the project where you will need to recruit and hire new staff, indicate the qualities, experience and expertise you will seek for each role and the timeline for recruiting, hiring and training these individuals. As ATTACHMENT E, please include proposed job descriptions for the Assessor position and the Senior Assessor position.
 - d. Demonstrate your qualifications, experience and expertise in providing culturally sensitive and linguistically appropriate services; include specific examples. (See CULTURAL COMPETENCE GUIDELINES IV. K.).
Describe how you have provided services that are sensitive to different cultures, genders, and sexual orientations/identities and how services will be linguistically appropriate and accessible. Describe how your organization will provide services in the threshold languages of Vietnamese, Spanish, Farsi, English, and Chinese.
 - e. Describe your experience managing government contracts with budgets over \$250,000.
9. **Budget**
Exhibit B: Bid Form, Budget Spreadsheets, must be completed for an annualized budget identifying any startup costs. Exhibit B: Bid Form: Budget Instructions and Worksheets will be available on CDs at the Bidders' Conferences. (See Exhibit B of this document). These forms should be filled out completely and submitted in hard copy as ATTACHMENT F in the original proposal and all five copies. One CD labeled with the bidder's name, with an electronic copy of the Excel file of Exhibit B, should also be submitted as at the end of the entire document, *in the original proposal only*.
10. **Data and Fiscal Management and Controls**
Submit one set of the last three audited financial statements as ATTACHMENT G.
11. **References** (Exhibit D1 and D2)
Bidders must provide a list of current and former contracts that demonstrate their ability to perform the services solicited herein. Include contact information.

Bidders are to provide a list of up to five (5) current and up to five (5) former organizational clients on Exhibit D1 and D2, attached hereto. References must be satisfactory as deemed solely by the county. References should have similar scope, volume and requirements to those outlined in these specification, terms and conditions. Reference information is to include:

- a) Company/Agency name
- b) Contact person (name and title), contact person is to be someone directly involved with the services.
- c) Complete street address
- d) Telephone Number
- e) Type of business
- f) Dates of service.

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.

12. **Evidence of Insurance**

Certificates of insurance are required per one of the attached Exhibits C-1 or C-2 from a reputable insurer evidencing all coverages required for the term of any contract that may be awarded pursuant to this RFP. Contractor(s) awarded contracts under this bid must name the County as additional insured on the certificate of insurance as specified in either Exhibit C-1 or C-2.

13. **Disclosure Statement**

The proposal must contain a response in the form of at least one complete sentence to address each of the following:

- 13.a. A statement of whether the proponent agency is now or has ever been the subject of public or private audit or special investigation due to potential or alleged financial, management, or program improprieties or other irregularities.
- 13.b. A statement of whether the proposed administrative staff have ever been the subject of, or been employed by an agency that was the subject of, a public or private audit or special investigation due to potential or alleged financial, management, or program improprieties or other irregularities.
- 13.c. A statement of whether a member of the Board of Directors or the proposed program has been a member of the Board of Directors of an agency that has been the subject of a public or private audit or special investigation due to alleged improprieties or other irregularities.

- 13.d. A statement providing information regarding all contracts for public funds that have been cancelled, terminated, or not renewed within the last five years, including the public funding agency's name, address, and telephone number.
- 13.e. A statement providing information on all pending or threatened litigation involving the proponent agency and any of its partners, principals, directors, or employees.

These statements should describe the program audited, cancelled, or sued; who audited, cancelled, or sued the program; the date of the audit, cancellation, or suit; and the purpose and outcome of the audit or suit. A response of “none” will not be considered an adequate response to this section.

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

- Exhibit A, Acknowledgement, 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).
- Exhibit F, Small and Local or Emerging and Local Business (SLEB) Subcontracting Information Sheet, must be completed and signed.
- Exhibit G, Request for Preference for Local Business and Small and Local or Emerging and 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, particularly Exhibit J, Standard Agreement (The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification).

F. EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals will be evaluated by a County Selection Committee (CSC). The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in mental health services. The CSC will select a contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

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

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

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

The County reserves the right to request oral presentations on March 18, 2009, from the organizations with the highest ranked bids in the evaluation of the written proposal and to assign additional point on the basis of those presentations. The County reserves the right to select any one of the top scoring bidders within a ten (10) percent point range.

The section numbers and heading below correspond exactly with Section K. RESPONSE FORMAT which should be used to organized the bidders' narrative and required attachments. These specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into on of the sections listed.

BID SECTION	POSSIBLE POINTS
1. TITLE PAGE	<i>These sections of the bid response will not be scored on a point basis. However, completion of these sections in a satisfactory manner will be required for the remainder of the bid to be scored.</i>
2. TABLE OF CONTENTS	
3. COVER LETTER	
4. ORGANIZATIONAL STRUCTURE	
5. EXECUTIVE SUMMARY	

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of bidders' proposals. Proposals will be evaluated according to each Evaluation Criteria. Each responsive proposal will receive a rating up to 10 points. The following provides the **Specific Rating Criteria** for proposed services.

6. PROGRAM ACTIVITIES / SERVICES DESCRIPTION <i>Section 6 should provide the reader a clear and specific description of the vision the bidder has for the assessment process and the assessment instrument.</i>	POSSIBLE POINTS
6.a. Projected Number of Assessments: Does the bidder’s response demonstrate a realistic understanding of the workload capacity of the Assessors and the Senior Assessors?	5
6.b. Assessment Instrument and Process: Does the proposed Assessment Instrument address all the key elements satisfactorily? (See ATTACHMENT B). Does it identify strengths as well as barriers to employment? Using this Assessment Instrument, does it appear that the interview can be completed in one hour? Will the assessment process be likely to maximize responses from the recipient? Will the structure/format make it easy for the Assessors to use and easy for them to summarize the results?	20
6.c. Assessment Report: Does the proposed written report include a brief summary of the assessment, identification of potential behavioral health or DV barriers to employment, recommendations for addressing barriers, and referrals? Is the format easy to complete and use? Is a completed sample included as ATTACHMENT C?	10
Total Points for Section 6	35

7. RELATIONSHIP BETWEEN PROVIDER AND SSA <i>Section 7 should provide the reader with a clear idea of the bidder’s intended working relationship with SSA.</i>	POSSIBLE POINTS
7. Does the bidder describe how they would structure and manage a relationship with SSA to maximize the success of the out-stationed Assessors? Does the proposal demonstrate an understanding of the roles and relationship the Senior Assessor will have with SSA staff?	10
Total Points for Section 7	10

8. BIDDER QUALIFICATIONS <i>Section 8 should clearly and specifically describe the bidder’s prior experience providing mental health services, serving low income clients such as CalWORKs recipients, providing culturally sensitive and linguistically appropriate services, overseeing out-stationed staff, and managing large budgets from government contracts.</i>	POSSIBLE POINTS
8.a. Experience Providing Mental Health Services: Does the bidder document at least three years of providing mental health services? Does the bidder describe successful service provision to low income populations? Does the bidder provide three reference letters from professional organizations familiar with their work? (See ATTACHMENT D).	5
8.b. Experience Managing Out-stationed Staff: Does the bidder have experience overseeing and managing staff working off site? Does the bidder describe how the agency effectively supervised out-stationed staff?	10

8.c. Agency Personnel Capacity: Does the bidder identify the key roles and relationships involved in the Psychosocial Assessment program? Do the job descriptions found in ATTACHMENT E reflect an understanding of the skills and abilities necessary for the Assessors and the Senior Assessor? Does the bidder describe a hiring plan and timeline?	5
8.d. Cultural and Linguistic Responsiveness:	
i. Is the bidder’s experience providing services that are sensitive to all cultures substantial and convincing?	5
ii. Has the bidder provided linguistically appropriate and accessible services? Does the bidder state how its organization has provided services when it doesn’t have a staff person who speaks the language of a client? Does the bidder satisfactorily describe in what languages they will provide assessments and how they will provide assessment to those who don’t speak English?	5
8.e. Has the bidder demonstrated experience managing government contracts with budgets over \$250,000?	5
Total Points for Section 8	35

9. PROJECT BUDGET (Use Exhibit B) <i>The Project Budget should clearly identify how funds will be used. Further it should be clear to the reviewer how the budget is sufficient, realistic and appropriate to the project.</i>	POSSIBLE POINTS
9.a. Is the budget appropriate for the level, quality and quantity of work being proposed?	5
9.b Does the budget include an appropriate amount of time for supervision of out-stationed Assessors?	5
9.c. Do the line items for direct services staff support the number of Assessors being proposed under program activities?	5
9.d. Does the budget include a minimum of operating costs given that the staff will be working full-time off site?	5
Total Points for Section 9	20

TOTAL SCORE	
Alameda County Vendor?	Additional 5%
Small, Local and Emerging Business (SLEB) certified?	Additional 5%
TOTAL SCORE	110

- a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder, etc.
- b. Debriefing may include review of successful bidder's proposal.

I. BID PROTEST / APPEALS PROCESS

Behavioral Health Care Services 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.

1. Any bid protest must be submitted in writing to:

Attn: Director of Behavioral Health Care Services
Alameda County Behavioral Health Care Services
200 Embarcadero Cove #400
Oakland, CA 94606

The bid protest must be submitted before 5:00 p.m. of the tenth (10th) business day following the date of the Notice of Award.

- a. The bid protest must contain a complete statement of the basis for the protest.
 - b. The protest must include the name, address and telephone number of the person representing the protesting party.
 - c. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest which may be adversely affected by the outcome of the protest. At a minimum, those parties listed in the Notices of Award/Non-Award shall be notified of such protest and the specific grounds therefore.
 - d. The procedure and time limits are mandatory and are the Bidder's sole and exclusive remedy in the event of Bid Protest.
2. Bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue the Bid Protest, including filing a Government Code claim or legal proceedings.
 3. Upon receipt of written protest/appeal the Director of Behavioral Health Care Services will review and provide an opportunity to settle the protest/appeal by mutual agreement, will schedule a meeting to discuss or issue a written response to advise an appeal/protest decision within five (5) working days of review date.

- a. Responses will be issued and/or discussed at least five (5) days prior to Board hearing date.
 - b. Responses will inform the bidder whether or not the recommendation to the Board is going to change.
4. The decision of the Director of Behavioral Health Care Services may be appealed to the Director of the Health Care Services Agency (HCSA). All appeals to the Director of the HCSA shall be in writing and submitted within five (5) calendar days of notification of decision by the Director of BHCS.
 5. The decision of the Director of the HCSA is the final step of the appeal process.

IV. TERMS AND CONDITIONS

A. TERM / TERMINATION / RENEWAL

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

B. PRICING

1. Prices quoted shall be firm for the first twelve (12) months of any contract that may be awarded pursuant to this RFP.
2. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
3. The price(s) quoted shall be the total cost the County will pay for this contract based on negotiated rate methodology stated in the contract.
4. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
5. Price quotes shall include any and all payment incentives available to the County.
6. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

C. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled “Evaluation Criteria/Selection Committee.”
2. The committee will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
3. The County reserves the right to reject any or all responses that materially differ from any terms contained herein or from any Exhibits attached hereto and to waive informalities and minor irregularities in responses received.
4. The County reserves the right to award to a single or multiple contractors.
5. The County has the right to decline to award this contract or any part thereof for any reason.
6. Board approval to award a contract is required.
7. Contractor shall sign an acceptance of award letter prior to Board approval. A Master Contract must be signed following Board approval
8. Final Master Contract terms and conditions will be negotiated with the selected bidder. Attached Exhibit J contains minimal Agreement boilerplate language only.
9. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder’s proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

D. METHOD OF ORDERING

1. A Master Contract and accompanying Exhibit A – Program and Performance Requirements and Exhibit B – Budget and Terms and Conditions of Payment will be issued upon Board approval.
2. Purchase Orders and payments for services will be issued only in the name of the Contractor.

E. INVOICING

1. Contractor shall invoice the requesting department monthly in arrears, unless otherwise advised, upon satisfactory performance of services.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory 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 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 Master Contract.
8. Payment shall be made based on monthly invoices supported by actual cost incurred pursuant to the terms and condition set forth in Exhibit B of the Master Contract. Sums not so paid shall be retained by County. In addition, Contractor will be required to submit an annual cost report at the end of each fiscal year to be used as final settlement between the County and Contractor.
9. Contractor shall submit all claims for reimbursement under the Master Contract within sixty (60) days after the ending date of the agreement. All Claims submitted after sixty (60) days following the ending date of the agreement will not be subject to reimbursement by the County. Any “obligations incurred” included in claims for reimbursements and paid by the County which remain unpaid by the Contractor after sixty (60) days following the ending date of the agreement will be disallowed under audit by the County.
10. Contractor agrees to comply with all requirements which are now, or may hereafter be, imposed by the funding government with respondent to the receipt and disbursement of the funds referred to in the Exhibit B, as well as such requirements as may be imposed by County. Without limiting the generality of the foregoing, Contractor agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution in order to obtain any Federal funds under any Federal programs without prior written approval of County.
11. Contractor shall submit their final claim for reimbursement under the contract within sixty (60) days after the ending date of the contracts.

F. COUNTY PROVISIONS

1. Preference for Local Products and Vendors: A five percent (5%) preference shall be granted to Alameda County products or Alameda County vendors on all sealed bids on contracts except with respect to those contracts which state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP/Q; and which holds a valid business license issued by the County or

a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this RFP.

2. Small and Emerging Locally Owned Business: A small business for purposes of this RFP is defined by the United States Small Business Administration as having no more than \$10,000,00 in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County is one having annual gross receipts of less than one-half (1/2) of the above amount over the same period of time. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Renewal Application) has been attached hereto as Exhibit E and must be completed and returned by a qualifying contractor.

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

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

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

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

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

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

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

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

3. First Source Program: The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act requires that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of One Hundred Thousand Dollars (\$100,000) as a result of any subsequently issued 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 RFP/Q. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

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

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

G. ONLINE CONTRACT COMPLIANCE SYSTEM

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

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

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

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

- Monthly progress payment status reports will be submitted via the web-based system.
- Paper copies will no longer be required.

- Contractor will be required to enter data for payments made and subcontractors will be required to enter data for payments received into the web-based system.

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

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

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

H. COMPLIANCE INFORMATION AND RECORDS

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

I. CONTRACT MANAGER / SUPPORT STAFF

1. Contractor shall provide a dedicated competent contract manager who shall be responsible for the County contract. The contract manager shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract which may arise pursuant to this RFP.
2. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, services offered and able to identify and resolve quickly any issues including but not limited to the contracted services.
3. Contractor manager shall be familiar with Federal, State and County standards and work with the Behavioral Health Care Services staff to ensure that established standards are adhered to.

4. Contractor manager shall keep the County Program Liaison informed of requests from departments as required.

J. GENERAL REQUIREMENTS

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

K. CULTURAL COMPETENCE GUIDELINES

1. Contractor must be able to demonstrate cultural competence in the following areas:
 - a. Experience or track record of involvement with the target population - The applicant organization should have a documented history of positive programmatic involvement with the population/community to be served; e.g., a history of involvement with the target population or community.
 - b. Training and staffing - The staff of the organization should have training in gender/age/cultural competence. Attention should be placed on staffing the initiative with people who are familiar with, or who are themselves members of, the population/community.
 - c. Language - If an organization is providing services to a multi-linguistic population, there should be multi-linguistic resources, including use of skilled bilingual and/or bicultural individuals, as specified in the statement of work. Whenever a significant percentage of the target population/community is more comfortable with a language other than English, services need to be provided in the individual's requested language.

RFP No. CW101

for

CalWORKs Psycho-Social Assessments

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.

Table with 4 rows: 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 — BID FORM

RFP No. CW101 - CalWORKs Psycho-Social Assessments

BUDGET AND BUDGET INSTRUCTIONS

Instructions for Non Personnel Expenses

NOTE:

A diskette with the budget forms will be distributed at the bidders conference.

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

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

EXPENSES

- All services specific to the program should be reflected on this form. Use additional forms as necessary
- Line 1, will automatically reflect the total amount for Personnel Expenses for each program as reflected on the Personnel Expenses on Page three (tab “Ex B Pers1” & “Ex B Pers2”) of this exhibit.
- Lines 3 through 32, under *Services & Supplies*, enter the amount for each line item, for each program.
- Line 33 adds lines 3 through 32 for *Total – Services & Supplies*.
- Line 34 adds lines 1 and line 33 for the total **GROSS COST**.

All line items with an asterisk (*) - Recreational Supplies (including Activities), Travel, Training, Professional and Specialized Services, Equipment, Miscellaneous, Start Up - require submission of an **Explanation/Justification of Line Items** form. (Miscellaneous line item can be used for explanation/justification of Equipment and any other line item not specifically listed.)

Funding on the **Indirect Costs** (Line 31) line item requires submission of an Indirect Cost Rate Proposal (ICRP).

REVENUES

- Enter revenues on the appropriate line item for each program.
- Line 44, add lines 36 through 43 for **Total Revenue**.
- Line 45, calculates **NET COST** (line 34 less line 44).

Instructions for Personnel Expenses

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

Enter Contractor Name at the top of the page.

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

The following information in the first two columns titled Position and Annualized Salaries should cover all programs:

- **Position:** List all staff titles for your agency. If needed, use additional pages.

- **Annual Budgeted Salary:** This salary should reflect the annualized cost of the position. This reflects what the position would earn working **40 hours per week** for a year. If a full time equivalent is less than 40 hours at your agency, your full time salaries should be extrapolated to a 40 hour a week base. (Example: Your staff member works 37.5 hours a week for full time with an annual salary of \$30,000. If this individual were working 40 hours a week, the annualized salary would be \$32,000. This is the salary to use on this form. This individual would be .9375 FTE).

The following information is to be completed for each program:

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

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

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

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

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

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

Employee Fringe Benefits: For each program, enter the amounts to be allocated on the appropriate line items. Enter the total for each program.

TOTAL PERSONNEL EXPENSES: For each program, the sum of Total Salaries and Total Benefits will be reflected.

Instructions for Explanation / Justification of Line Items

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

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

- Recreational Supplies (including Activities)
- Travel
- Training
- Professional and Specialized Services
- Start Up Costs
- Miscellaneous

HEADING INSTRUCTIONS

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

COLUMN INSTRUCTIONS

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

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

Total Line Item Amount: Enter the total of all the itemized expenditures for this line item. This total must be identical to the amount shown on the corresponding line item amount on Other Than Personnel Expenses.

Department of BHCS – CalWORKs – AOD or MH Programs

Type of Program (AOD or MH): _____

Contractor Name: _____ Contract Period: _____

Prepared By: _____ Telephone No: _____ Date Prepared: _____

Program Services >>>

1	Personnel Expenses	-	-	-
2	OTHER THAN PERSONNEL EXPENSES			
3	Household Supplies			
4	Food			
5	Office Expense			
6	Recreational Supplies*			
7	Medical, Dental, Pharm. Supplies			
8	Maintenance			
9	Structure			
10	Equipment			
11	Vehicles			
12	Utilities			
13	Communications			
14	Membership Dues			
15	Transportation			
16	Travel*			
17	Training*			
18	Professional & Spec. Services*			
19	Insurance			
20	Taxes & Licenses			
21	Interest			
22	Rents & Leases			
23	Structure			
24	Equipment			
25	Motor Vehicles			
26	Depreciation			
27	Structure			
28	Equipment			
29	Motor Vehicles			
30	Start Up Costs *			
31	Miscellaneous*			
32	Indirect Costs			
33	Total – Other Than Personnel Expenses			
34	GROSS COST	-	-	-
35	REVENUE			
36	Participant Fees			
37	General Assistance			
38	Food Stamps			
39	Insurance & Medicare			
40	Contracts & Grants			
41	Other (Specify)			
42	Other (Specify)			
43	Fund Raising			
44	TOTAL REVENUE	-	-	-
45	NET COST	-	-	-

*Requires Explanation/Justification of Line Items Form (p. 51)

Department of BHCS – CalWORKs – AOD or MH Programs

Contractor Name: _____

Date Prepared: _____

Program Name >>>>>>>>>>													
Position/Incumbent*	Annualized Salary	Status	No. of Months	% FTE**	Salary	Status	No. of Months	% FTE**	Salary	Status	No. of Months	% FTE**	Salary
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22	TOTAL SALARIES/FTE'S		Total			-	-	-	-	-	-	-	-
23	EMPLOYEE FRINGE BENEFITS												
24	Social Security		
25	Unemployment Insurance		
26	Health Insurance		
27	Workmen's Comp		
28	Other (Specify)		
29	Total Employee Fringe Benefits		
30	Total Personnel Expenses				-			-			-		-

Status: A= Administrative S= Supervisorial D=Direct Program
 ** % FTE = Annual Budgeted Salary div by Annualized Salary div by 12 x No of Months

FTE (Full Time Equivalent) FTE reflects actual time worked.
 * Informational purposes only

EXPLANATION / JUSTIFICATION OF LINE - ITEMS

Contractor Name _____

Program Name _____

Contract Period _____

Date Prepared: _____

	Amount	Comments (Department Use)
1.	\$ <input type="text"/>	_____
2.	\$ <input type="text"/>	_____
3.	\$ <input type="text"/>	_____
4.	\$ <input type="text"/>	_____
5.	\$ <input type="text"/>	_____
6.	\$ <input type="text"/>	_____
7.	\$ <input type="text"/>	_____
8.	\$ <input type="text"/>	_____

Total Line Item Amount \$

EXHIBIT C-1

COUNTY OF ALAMEDA

MINIMUM INSURANCE REQUIREMENTS

For Non Profit Organizations

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

INSURANCE COVERAGES	LIMITS
A Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability, Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D Professional Liability/Errors and Omissions Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 project aggregate
E Employee Dishonesty and Crime	Value of Cash Advance
F <u>Endorsements and Conditions:</u>	

ADDITIONAL INSURED: General Liability, Automobile Liability, Professional Liability and Directors and Officers Liability Insurance Policies shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and volunteers. Employee Dishonesty and Crime Insurance Policy shall be endorsed to name as Loss Payee (as interest may arise): County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and volunteers.

DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.

REDUCTION OR LIMIT OF OBLIGATION: All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.

INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with an A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.

SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods:

Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies.

Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured.

CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.

CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent to:

Alameda County, Public Health, Virginia Harris, 1000 Broadway, Suite 500, Oakland, CA 94607
With a copy to Risk Management Unit (1106 Madison Street, Room 233, Oakland, CA 94607)

EXHIBIT C-2 COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS For Private For-Profit Organizations

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

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
A	Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability; Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
D	Professional Liability/Errors & Omissions Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
E	<p>Endorsements and Conditions:</p> <ol style="list-style-type: none"> 9. ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, 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. 10. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. 11. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. 12. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, 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. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 13. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. 14. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods: <ul style="list-style-type: none"> - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies. - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured. 15. CANCELLATION OF INSURANCE: All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation. 16. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The require certificate(s) and endorsements must be sent to: <ul style="list-style-type: none"> - Department/Agency issuing the contract - With a copy to Risk Management Unit (1106 Madison Street, Room 233, Oakland, CA 94607) 	

**EXHIBIT D-1
COUNTY OF ALAMEDA**

*RFP No. CW101
for
CalWORKs Psycho-Social Assessments*

CURRENT REFERENCES

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

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

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

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

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

Company Name:

**EXHIBIT D-2
COUNTY OF ALAMEDA**

*RFP No. CW101
for
CalWORKs Psycho-Social Assessments*

FORMER REFERENCES

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

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

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

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

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

Company Name:



EXHIBIT E (Page 1 of 3)
RFP No. CW101
for
CalWORKs Psycho-Social Assessments
SMALL, LOCAL AND EMERGING BUSINESS PROGRAM
SLEB
CERTIFICATION INSTRUCTIONS

1. Complete the application form

3 Easy Steps

Program Definitions

Local Business: *A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County*

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

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

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

2. Please sign* and mail Application to:

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

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

3. On-site Visit

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

- Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years**
- Business Licenses
- Current Identification (i.e. Driver's License, Identification Card)
- Deed, Rental or Lease Agreement showing Business Address

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

If you have questions regarding your certification, please contact:

Office of Contract Compliance
Tel: (510) 891-5500 or Email: ACSLEBcompliance@acgov.org

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

for

CalWORKs Psycho-Social Assessments

COUNTY OF ALAMEDA

SMALL, LOCAL AND EMERGING BUSINESS PROGRAM

SLEB

CERTIFICATION APPLICATION



Section A: Business Information

Business Type: Sole Proprietorship Partnership Corporation

Business Name: _____ Business Owner Name: _____

DBA (Circle One): Yes or No Federal Tax Identification Number: _____

Business Address: _____ Business Start Date: _____

How long at this address: _____

Business Telephone Number: _____ Business Fax Number: _____

Business Description: _____ Number of Employees: _____

Gross Business Receipts for Last Three Years (If first year in business, please list gross receipts received to date):

\$ _____ 20 \$ _____ 20 \$ _____ 20

Section B: Contact Information

Name: _____ Title: _____

Address: _____ Email Address: _____

Phone: _____ Fax number: _____

Composition of Ownership
Are you a publicly traded entity, a public school, or a government? Yes No
Are you a non-profit, or a church? Yes No
If "Yes" to one of the above, skip Ethnicity and Gender below. The Collection of ethnicity and gender data is for statistical and demographic purposes only. Please check the ONE most applicable in each category:

- Ethnicity**
- African American or Black (greater than 50%)
 - American Indian or Alaskan Native (greater than 50%)
 - Asian (greater than 50%)
 - Caucasian or White (greater than 50%)
 - Filipino (greater than 50%)
 - Hispanic or Latino (greater than 50%)
 - Native Hawaiian/Pacific Islander (greater than 50%)
 - Multi-ethnic minority ownership (greater than 50%)
 - Multi-ethnic ownership (50% Minority-50% Non-Minority)

- Gender**
- Female (greater than 50% Ownership)
 - Male (greater than 50% Ownership)

Section C: North America Industry Classification System Codes (NAICS Codes)
<http://www.naics.com/search.htm>

NAICS Code(s)

Section D: Business and License Information

Please List All Current Business and Professional Licenses:

License Type: _____ Date Issued/Expires: _____ Jurisdiction/Issuing Authority: _____

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

Signature _____

Printed Name _____

Title (Proprietor / Partner / Officer) _____

EXHIBIT E (Page 3 of 3)

RFP No. CW101

for

CalWORKs Psycho-Social Assessments

COUNTY OF ALAMEDA

SMALL, LOCAL AND EMERGING BUSINESS PROGRAM

SLEB

RENEWAL CERTIFICATION APPLICATION



SLEB Certification Number: _____ Date of Initial Certification: _____

Business Name: _____ Federal Tax Identification Number: _____

Business Address: _____ How long at this address: _____

Business Telephone Number: _____

Main Contact Name: _____ Business Fax Number: _____

Phone Number: _____ Number of Employees: _____

Email Address: _____ Ownership changed since last certification: Yes No

Gross Business Receipts for Last Three Years:

\$ _____ 20 _____ \$ _____ 20 _____ \$ _____ 20 _____

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

North America Industry Classification System Codes (NAICS)

RENEWAL AFFIDAVIT

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

Signature _____

Printed Name _____

Title (Proprietor / Partner / Officer) _____

Please complete, sign and mail Application to:

Alameda County Auditor-Controller Agency
Office of Contract Compliance
1221 Oak Street, Room 249, Oakland, CA 94612
Tel: (510) 891-5500 Email: ACSLEBcompliance@acgov.org

EXHIBIT F
SMALL LOCAL EMERGING BUSINESS (SLEB) SUBCONTRACTING
INFORMATION SHEET

COUNTY OF ALAMEDA
RFP No. CW101
for
CalWORKs Psycho-Social Assessments

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

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

Bidders are encouraged to subcontract with a SLEB that can participate directly with this contract. One of the benefits of subcontracting will be economic, but this subcontracting 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, contractor will not be able to substitute the subcontractor without prior written approval from the Alameda County Auditor Controller Agency, Office of Contract Compliance Officer.

The Alameda County Auditor Controller Agency, Office of Contract Compliance will monitor the contract for compliance with the SLEB requirements.

BIDDER: _____

is a SLEB.

is not a SLEB and will subcontract _____% with the SLEB named below for the following service(s):

SLEB
Business Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Tax ID Number: _____

Principal Name: _____

SLEB Principal Signature: _____ (Date)

Bidder Signature: _____ (Date)

EXHIBIT G

ALAMEDA COUNTY

RFP No. CW101

for

CalWORKs Psycho-Social Assessments

REQUEST FOR PREFERENCE

for

LOCAL BUSINESS and SMALL AND LOCAL OR EMERGING AND LOCAL BUSINESS

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

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

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

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

Request for 5% local preference

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

Company Name:

Street Address:

Telephone Number:

Business License Number:

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

Print/Type Name:

Title:

Signature:

Date:

EXHIBIT H
COUNTY OF ALAMEDA
RFP No. CW101
for
CalWORKs Psycho-Social Assessments

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-Exempted Government or Trust

Check the boxes that apply:

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

Describe _____

Other _____

Federal Tax ID Number (required): _____

P.O. Box/Street Address: _____

Vendor Contact's Name: _____

Vendor Contact's Telephone: _____ Fax: _____

Vendor Contact's E-mail address: _____

Please check all that apply:

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

Number of Entry Level Positions available through the life of the contract: _____

Number of other positions available through the life of the contract: _____

This information to be completed by County:

Contract # _____

Contract Amount: _____

Contract Term: _____

EXHIBIT H
COUNTY OF ALAMEDA
RFP No. CW101

for
CalWORKs Psycho-Social Assessments

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.co.alameda.ca.us/gsa/sleb/vendor.shtml>)

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

(Company Name)

(Vendor Signature)

(Date)

(East Bay Works / One-Stop Representative Signature)

(Date)

Justification of Non-Compliance:

EXHIBIT I

COUNTY OF ALAMEDA

RFP No. CW101

for

CalWORKs Psycho-Social Assessments

Exceptions, Clarifications, Amendments

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

The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

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

Contractor:

DRAFT

EXHIBIT J

**COUNTY OF ALAMEDA
for**

RFP No. CW101 – CalWORKs Psycho-Social Assessments

Contract Reference No. _____

MASTER CONTRACT

THIS CONTRACT, made and entered into on this ____ day of _____, 20__ by and between the **COUNTY OF ALAMEDA**, a body corporate and politic of the State of California, hereinafter referred to as "**County**," and **«Contractor Name»**, a _____, doing business at **«Street Address»**, **«CityStateZip»**, hereinafter referred to as "**Contractor**".

WITNESSETH:

WHEREAS, County is desirous of contracting with Contractor for the provision of certain services, a description of which is presented in Exhibit A(s), attached hereto; and

WHEREAS, Contractor is receiving funds pursuant to the funding source indicated in Exhibit B(s); and

WHEREAS, Contractor is willing to provide proof of insurance as specified in Exhibit C; and

WHEREAS, Contractor willingly agrees to participate in audits required by the County as defined in Exhibit D(s); and

WHEREAS, Contractor is willing and able to perform duties and render services which are determined by the Board of Supervisors to be necessary or appropriate for the welfare of residents of County; and

WHEREAS, County desires that such duties and services be provided by Contractor, and Contractor agrees to perform such duties and render such services, as more particularly set forth below:

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED as follows:

DRAFT

1. **Term of Agreement.** The Term of this Agreement begins on the 1st day of , 20 and shall continue year to year as specified more particularly in Exhibit B(s) provided funding is allocated by the County Board of Supervisors, until terminated in accordance with this Agreement.

Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Agreement will be purchased by County from Contractor under a new Agreement following expiration or termination of this Agreement. Contractor waives all rights or claims to notice or hearing respecting any failure by County to continue to purchase all or any such service from Contractor following the expiration or termination of this Agreement.

2. **Program Description and Performance Requirements-- Exhibit A(s).** This Agreement shall be accompanied by, marked Exhibit A(s), and by this reference made a part hereof, a description of the duties and services to be performed for County by Contractor, and Contractor agrees to comply with all provisions, to perform all work, and to provide all such duties and services set forth in Exhibit A(s) in a professional and diligent manner.

3. **Terms and Conditions of Payment -- Exhibit B(s).** County has allocated the sum as indicated in Exhibit B(s), to be expended as described in this Agreement. Unless an amendment to this Agreement otherwise provides, that amount shall in no event be exceeded by Contractor, and County shall under no circumstances be required to pay in excess of that amount. Payment shall be made pursuant to the terms and conditions set forth in Exhibit B(s), attached hereto and by this reference made a part hereof. Sums not so paid shall be retained by County.

Unless it is otherwise provided in Exhibit B(s) to this Agreement, Contractor shall submit all claims for reimbursement under the Agreement within ninety (90) days after the ending date of the Agreement. All claims submitted after ninety (90) days following the ending date of the Agreement will not be subject to reimbursement by the County. Any "obligations incurred" included in claims for reimbursements and paid by the County which remain unpaid by the Contractor after ninety (90) days following the ending date of the agreement will be disallowed under audit by the County.

Contractor agrees to comply with all requirements which are now, or may hereafter be, imposed by the funding government with respect to the receipt and disbursement of the funds referred to in Exhibit B(s), as well as such requirements as may be imposed by County. Without limiting the generality of the foregoing, Contractor agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution in order to obtain any Federal funds under any Federal programs without prior written approval of County.

DRAFT

4. **Insurance -- Exhibit C.** Contractor shall maintain in force, at all times during the term of this Agreement, those insurance and bonding documentation described in Exhibit C attached hereto and made a part of this Agreement, and shall comply with all other requirements set forth in that Exhibit. Contractor shall provide Worker's Compensation insurance at Contractor's own cost and expense, and neither Contractor nor its carrier shall be entitled to recover from the County any costs, settlements, or expenses of Worker's Compensation claims arising out of this Agreement.

5. **Additional Fiscal Provisions.** Contractor shall not claim reimbursement from County for (or apply sums received from County with respect to) that portion of its obligations which has been paid by another source of revenue. Sums received as a result of applications for funds from public or private organizations shall be considered such revenue insofar as such sums are or can be applied to the work to be performed by Contractor pursuant to this Agreement.

Unrestricted or undesignated private charitable donations and contributions shall not be considered revenue applicable to this Agreement; Contractor has total freedom in planning for the usage of such resources in expanding and enriching programs, or in providing for such other operating contingencies as it may desire. Nothing herein shall be deemed to prohibit Contractor from contracting with more than one entity to perform additional work similar to or the same as that herein contracted for.

6. **Records.** (1) Contractor shall maintain on a current basis complete financial records including, but not necessarily limited to, books of original entry, source documents in support of accounting transactions, a general ledger, personnel and payroll records, cancelled checks, and related documents in accordance with generally accepted accounting principles and any specific requirements of the applicable funding source.

(2) Contractor shall maintain on a current basis complete records pertaining to the provision of services and eligibility, including, but not limited to, medical records, client files, participant records, patient logs or other service related documentation in accordance with instructions provided by County.

(3) Contractor shall maintain on a current basis complete records pertaining to Contractor's organizational structure and activities, including, but not limited to, bylaws, articles of incorporation, documentation of tax exempt status, Board of Directors roster, minutes of meetings of the Board of Directors and committees, administrative program policies and procedures and any other documents required by County or the State or federal government or the applicable funding source.

Contractor will cooperate with County in the preparation of, and will furnish any and all information required for, reports to be prepared by County and/or Contractor as may be required by the rules, regulations, or requirements of County of any other

DRAFT

governmental entity or applicable funding source. County shall specify in detail the cooperation required.

Records shall be retained by Contractor, and shall be made available for auditing and inspection, for no less than five (5) years following the provision of any services pursuant to this Agreement, or for a longer period as required by the applicable funding source. If Contractor enters into any County-approved agreement with any related organization to provide services such agreement shall contain a clause to the effect that the related records of that organization shall be retained, and shall be made available for auditing and inspection, for no less than five (5) years following its provision of services pursuant to the subcontract, or for a longer period as required by the applicable funding source.

County reserves the right to issue further instructions regarding the extent of records required to be kept, the format to be used, and record retention and access requirements as is necessary to perform audits and to otherwise comply with requirements set forth by applicable funding sources.

7. **Audits.** Contractor's records, as defined in this Agreement, shall be accessible to County for audit and inspection to assure proper accounting of funds, and to certify the nature of, and evaluate Contractor's performance of its obligations as set forth in this Agreement. County shall be entitled to access onto Contractor's premises to observe operations, inspect records or otherwise evaluate performance at all reasonable times and without advance notice. County shall conduct inspections and manage information in a manner consistent with applicable laws relating to confidentiality of records and in a manner that will minimize disruption of Contractor's work.

Separate and apart from the audit and inspection provisions set forth immediately above, Contractor's records will be subject to audits as required by Federal and/or State agencies and/or other funding sources. These audits include those performed pursuant to applicable OMB Circulars, as described more fully in Exhibit D of this Agreement, or audits otherwise authorized by Federal or State law.

8. **Indemnification.** Contractor agrees to indemnify, to defend at its sole expense, to save and hold harmless County, its officers, agents, and employees from any and all liability in addition to any and all losses, claims, actions, lawsuits, damages, judgments of any kind whatsoever arising out of the negligent acts, omissions or intentional misconduct of Contractor or Contractor's employees, agents, subcontractors or volunteers in performance of services rendered pursuant to this Agreement.

County agrees to indemnify, to defend at its sole expense, to save and hold harmless Contractor, its officers, agents, and employees from any and all liability in addition to any and all losses, claims, actions, lawsuits, damages, judgments of any kind whatsoever

DRAFT

arising out of the negligent acts, omissions or intentional misconduct of County or County employees, agents, subcontractors or volunteers in performance of services rendered pursuant to this Agreement.

9. **Subcontracting.** None of the work to be performed by Contractor shall be subcontracted without the prior written consent of County. Contractor shall be as fully responsible to County for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor. Contractor shall not transfer any interest in this Agreement (whether by assignment or novation) without prior written approval of County. However, Contractor may assign its rights to receive compensation from the County for performance of the Agreement to financial institutions for the purpose of securing financial resources, provided that written consent from the supervising department shall have first been obtained. No party shall, on the basis of this Agreement, in any way contract on behalf of, or in the name of, the other party to the Agreement, and any attempted violation of the provisions of this sentence shall confer no rights, and shall be void.

10. **Independent Contractor Status.** Neither the Contractor nor any of its employees shall by virtue of this Agreement be an employee of County for any purpose whatsoever, nor shall it or they be entitled to any of the rights, privileges, or benefits of County employees. Contractor shall be deemed at all times an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Contractor assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment.

11. **Confidentiality.** Contractor agrees to maintain the confidentiality of any information which may be obtained with this work. Contractor shall comply with whatever special requirements in this regard as are described or referred to in Exhibit A(s) to this Agreement. Confidential information is defined as all information disclosed to Contractor which relates to County's past, present and future activities, as well as activities under this Agreement. Contractor will hold all such information in trust and confidence. Upon cancellation or expiration of this Agreement, Contractor will return to County all written or descriptive matter which contains any such confidential information. County shall respect the confidentiality of information furnished by Contractor to County as specified in Exhibit A(s) or as otherwise provided by law.

12. **Termination Provisions.** Termination for Cause -- If County determines that Contractor has failed, or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Agreement, or if County determines that Contractor has violated or will violate any of the covenants, agreements, provisions, or stipulations of the Agreement, County shall thereupon have the right to terminate the Agreement by giving

DRAFT

written notice to Contractor of such termination and specifying the effective date of such termination.

Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Agreement upon any final or interim audit by County, Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall pay to County forthwith whatever sums are so disclosed to be due to County (or shall, at County's election, permit County to deduct such sums from whatever amounts remain undisbursed by County to Contractor pursuant to this Agreement or from whatever remains due Contractor by County from any other contract between Contractor and County).

Termination Without Cause -- County shall have the right to terminate this Agreement without cause at any time upon giving at least 30 days written notice prior to the effective date of such termination.

Termination By Mutual Agreement -- County and Contractor may otherwise agree in writing to terminate this Agreement in a manner consistent with mutually agreed upon specific terms and conditions.

13. **Compliance with Laws.** Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies, having jurisdiction over the scope of services or any part hereof, including Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), all provisions of the Occupational Safety and Health Act of 1979 and all amendments thereto, and all applicable federal, state, municipal and local safety regulations. All services performed by Contractor must be in accordance with these laws, ordinances, codes and regulations. Contractor shall indemnify and save County harmless from any and all liability, fines, penalties and consequences from any noncompliance or violations of such laws, ordinances, codes and regulations. A violation of such laws, ordinances, codes and regulations shall constitute a material breach of this Agreement and can lead to the termination of this Agreement and appropriate legal proceedings.

14. **Accident Reporting.** If a death, serious personal injury, or substantial property damage occurs in connection with the performance of this Agreement, Contractor shall immediately notify the Supervising Department by telephone. Contractor shall promptly submit a written report, in such form as may be required by Supervising Department, of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of Contractor's subcontractor, if any; (3) name and address of Contractor's liability insurance carrier; and (4) a detailed description of the circumstances surrounding the accident, whether any of County's equipment, tools, materials or staff were

DRAFT

involved and the extent of damage to County and or other property; (5) determination of what effect, if any, accident will have upon Contractor's ability to perform services.

15. **Personal Property.** Unless otherwise provided in Exhibit B(s) to this Agreement, in the event that payment under this Agreement is other than by fee-for-service, title to all personal property having a unit purchase price of over \$1,000 acquired by Contractor in connection with this Agreement or the services rendered pursuant thereto shall vest in County, and shall be returned to County at the expiration or termination of the Agreement.

16. **Non-Discrimination.** Contractor assures that he/she will comply with the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964. Contractor further agrees and that no person shall, on the grounds of race, creed, color, disability, sex, sexual orientation or national origin, age, religion, Vietnam Era Veteran's status, political affiliation, or any other non-merit factors, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement.

17. **Governing Board Limitations; Conflict of Interest.** Contractor shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies regarding conflicts of interest.

If Contractor has entered into this Agreement as a not-for-profit organization as defined by state and federal law, and is in receipt of funds from County based on such status, Contractor shall at all times conduct its business in a manner consistent with that required of a not-for-profit organization by applicable laws.

Contractor, whether or not a not-for-profit organization, shall not permit any member of its governing board to perform for compensation any administrative or operational functions for the Contractor with respect to the performance of this contract, be it in the capacity as director, officer or employee, (including, but not by way of limitation, fiscal, accounting, or bookkeeping functions) without first obtaining the written consent of the County Agency Director/Chief Administrator.

No administrative employee, officer or director of Contractor may do any of the following without first having given advanced written notice to the County Agency Director/Chief Administrator:

- receive funds from County other than those funds provided pursuant to the Agreement;
- simultaneously serve as an employee, officer or director of another community based organization;

DRAFT

- simultaneously serve as a Director of another governing board or commission which could have influence over the operations of Contractor.

Contractor shall not, without having given advanced written notice to County Agency Director/Chief Administrator of its intention, do any of the following:

- Employ any person who is related by blood or marriage to another employee, a manager, or a member of the governing board of the Contractor;
- Contract for the acquisition of goods or services for more consideration than would be paid for equivalent goods or services on the open market from any person who is related by blood or marriage to a manager or a member of the governing board of the Contractor; or
- Contract for the acquisition of goods or services for more consideration than would be paid for equivalent goods or services on the open market from any organization in which any person who is related by blood or marriage to a manager or member of the governing board of the Contractor has a substantial personal financial interest.

Contractor shall not, during the term of this Agreement, permit any member of the governing board of the Contractor to have or acquire, directly or indirectly, any personal financial interest in the performance of the Agreement, as by providing goods or services for compensation, or otherwise, without having first disclosed the same to the board and the County Agency Director/Chief Administrator, and said member shall not participate in board discussion or action on such matter.

Should the County Agency Director/Chief Administrator object to such employment or contracting and a resolution cannot be achieved then the act of proceeding on such employment or contracting shall constitute grounds for Termination of this Agreement for Cause under the provisions of paragraph 12.

18. **Drug-free Workplace.** Contractor and Contractor's employees shall comply with the County's policy of maintaining a drug-free workplace. Neither Contractor nor Contractor's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code Section 812, including marijuana, heroin, cocaine, and amphetamines, at any County facility or work site. If Contractor or any employee of Contractor is convicted or pleads nolo contendere to a criminal drug statute violation occurring at a County facility or work site, the Contractor, within five days thereafter, shall notify the Supervising Department of the County department/agency for which the Agreement services are performed. Violation of this provision shall constitute a material breach of this Agreement.

DRAFT

19. **Modifications to Agreement.** County shall assign a liaison to Contractor with respect to the performance of this Agreement. Unless otherwise provided in Exhibit A(s) and/or B(s) to this Agreement, any adjustments requested by the Contractor to line items of a budget or to the program description included as an Exhibit to this Agreement may only be made upon written approval of the supervising department. Such adjustments shall not alter (1) services or other performance to be provided under this Agreement, (2) the time of performance of any act hereunder, or (3) the total amount of money allocated hereunder. This Agreement can be amended only by written agreement of the parties hereto.

20. **Designation of Authorized Personnel.** Contractor shall provide County with a list of Contractor's employees or members of Contractor's Board of Directors who have been authorized to act of behalf of Contractor in its dealings with County. An "act" on behalf of Contractor includes but is not necessarily limited to, execution of Agreement, Agreement amendments and exhibits, signing of claims, and authorization of payment on invoices. The list shall be updated as necessary to accurately reflect such authorizations.

21. **Notice.** All notices required hereunder will be in writing and served personally or by certified mail, return receipt requested, postage prepaid, at the addresses shown below:

CONTRACTOR: **«Contractor_Name»**
 «Street_Address»
 «CityStateZip»

COUNTY: **Behavioral Health Care Services**
 2000 Embarcadero Cove, Suite 400
 Oakland, CA 94606

DRAFT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY OF ALAMEDA

CONTRACTOR/COMPANY NAME

By: _____
Signature

By: _____
Signature

Name: _____
(Printed)

Name: _____
(Printed)

Title: President of the Board of Supervisors

Title: _____

Date: _____

Approved as to Form:

By: _____
County Counsel Signature

Date: _____

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

Exhibit A Template 05/06

Please refer to "Contractor Instructions for Completing the Exhibit A."

**MASTER CONTRACT EXHIBIT A TEMPLATE
COMMUNITY BASED ORGANIZATION CONTRACT**

PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS

Contracting Department: **Behavioral Health Care Services (BHCS)**

Contractor Name: _____

Contract Period: _____

Type of Contract: **Master: Contract Number** _____
 Services as Needed (SAN): EPSDT SACPA Level III

1. Contracted Services:

2. Program Name(s):

3. Program Objectives:

4. Program Description and Requirements:

4A. Members of the Board of Directors:

4B. Executive Director:

4C. Medical Director:

4D. Contract Program Director:

4E. Contract Fiscal Officer:

4F. Program Description:

4G. Program Goals:

4H. Discharge Criteria and Planning:

4I. Case Management:

4J. Limitations of Service:

4K. Confidentiality of Health Information:

All information and records obtained in the course of providing services pursuant to this Agreement shall be confidential and are protected from disclosure by the California Welfare and Institutions Code, Section 5328, et seq. and other applicable federal and state law.

If Contractor is a Covered Entity within the meaning of the Health Insurance Portability and Accountability Act (HIPAA), then it shall provide services in conformance therewith.

Contractor will disclose to appropriate treatment providers individually identifiable health information concerning clients served pursuant to this Agreement for purposes of securing treatment and to the extent minimally necessary to accomplish the purpose of coordinating or managing health care and to perform the functions specified in the California Welfare and Institutions Code.

The maintenance, access, disposal and transfer of records shall otherwise be in accordance with professional standards and applicable County, State, and Federal laws and regulations and/or specified regulations of the Substance Abuse and Crime Prevention Act of 2000, detailed in section 9535 of Title 9 CCR.

DRAFT

Any sharing of identifiable health information shall be consistent with the provisions of HIPAA and other applicable federal and state laws relating to the use and disclosure of protected health information.

Records will contain sufficient detail to make it possible for contracted services to be evaluated. Contractor shall permit authorized BHCS personnel to make periodic inspections of the records. Contractor shall furnish information and patient records such as these personnel may require for monitoring, reviewing and evaluating fiscal and clinical effectiveness, appropriateness, and timeliness of the services being rendered under this contract.

4L. Quality Assurance:

Contractor has a Quality Assurance Plan meeting the requirements of the Department's Office of Quality Assurance. This plan is available on-site for review by the Department.

Attached to this exhibit is an Addendum addressing elements to be included in the Quality Assurance Plan, including quality improvement activities which are the responsibility of Contractor.

4M. Minimum Staffing Qualifications:

Contractor has job descriptions on file with the Department for all personnel whose salaries, wages, and benefits are reimbursable in whole or in part under this agreement. Job descriptions shall specify the minimum qualifications for employment and duties to be performed. Contractor agrees to submit revised job descriptions prior to implementing any changes or employing persons who do not meet the minimum qualifications on file with the Department.

4N. Organizational Chart:

Contractor has an organizational chart reflecting the current operating structure on file with the Department. Contractor agrees to provide the Department with an updated version of this document in the event of any change to the operational structure.

5. Hours/Days of Operation:

6. Reporting Requirements:

Contractor shall comply with any reporting requirements of County, State or Federal funding sources as a condition of funding.

7. Evaluation Requirements:

Contractor shall submit to periodic and/or annual reviews of program delivery and fiscal reporting, as required by County, State and Federal funding sources.

8. Certification/Licensure:

9. Target Population:

10. Service Area:

11. Service Delivery Sites:

12. Service Criteria:

MASTER CONTRACT EXHIBIT D TEMPLATE

AUDIT REQUIREMENTS

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 and Board policy, the County has the responsibility to determine whether those organizations receiving funds through the County have spent them in accordance with the provisions of the contract, applicable laws and regulations.

The County discharges this responsibility by reviewing audit reports submitted by contractors and through other monitoring procedures.

I. AUDIT REQUIREMENTS

A. **Funds from Federal Sources:** non-federal entities which are determined to be sub recipients by the supervising department according to § ____.210 of OMB Circular A-133 and which expend annual Federal awards of:

1. \$500,000 (\$300,000 if the fiscal year ended before January 1, 2004) or more must have a single audit in accordance with § ____.500 of OMB Circular A-133. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's laws, regulations, or grant agreements do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with § ____.235 of OMB Circular A-133.
2. Less than \$500,000 (\$300,000 if the fiscal year ended before January 1, 2004) are exempt from the single audit requirement except that the County may require a limited-scope audit in accordance with § ____.230 (b)(2) of OMB Circular A-133.

B. **Funds from All Sources:** non-federal entities which receive annual funds through the County from all sources of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Government Auditing Standards covering all County programs.
2. Less than \$100,000 is exempt from these audit requirements except as otherwise noted in the contract.
3. If a non-federal entity is required to have or chooses to do a single audit, then it is not required to have a financial audit in the same year. However, if a non-federal entity is required to have a financial audit it may be required to also have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Government Auditing Standards prescribed by the U.S. Comptroller General.
2. All audits must be conducted annually, except where specifically allowed otherwise by laws, regulations or County policies.
3. Audit reports must identify each County program covered in the audit by contract number, contract amount and contract period. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, they must prevail over those described here.

II. AUDIT REPORTS

At least two copies of the audit reports package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the contract period or other time frame specified by the department. The County supervising department is responsible for forwarding a copy to the County Auditor within one week of receipt.

III. AUDIT RESOLUTION

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a plan of corrective action to address the findings contained therein. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow-up on the implementation of the corrective action plan as it pertains to County programs.

IV. ADDITIONAL AUDIT WORK

The County, the state or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under these audit requirement

EXHIBIT L

RFP No. CW101 – CalWORKs Psycho-Social Assessments VENDOR BID LIST

Below is the Vendor Bid List for this project consisting of vendors who have been notified of the release of this RFP. This Vendor Bid List is being provided for informational purposes to assist bidders in making contact with other businesses as needed to develop local small and emerging business subcontracting relationships to meet the requirements of the Small Local Emerging Business (SLEB) Program (described within this RFP). For additional information regarding the SLEB Program, please visit our website at <http://www.acgov.org/gsa/sleb/> and/or contact. For additional information regarding the SLEB Program, please visit our website at <http://www.acgov.org/gsa/sleb/> and/or contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org

Potential bidders are required to attend one of the Bidders Conferences. Vendors who attend a Bidders Conference will be added to the Vendor Bid List. Please see the RFP sections entitled 'Calendar of Events' and 'Networking/Bidders Conferences' for additional information. The Networking/Bidders Conferences scheduled for all current projects are posted on the GSA Calendar of Events website at <http://www.acgov.org/gsa/Calendar.jsp>. An RFP Addendum will be issued to all those who attend a Bidders Conference and will include contact information for each vendor attendee.

Business Name	Contact Name	Address	City & Zip	Contact Phone	Email
A Better Way	Shahnaz Mazandarani	3200 Adeline St.	Berkeley, CA 94702	510 601-0203	smazandarani@abetterwayinc.net
Addiction Research and Treatment, Inc. (B.A.A.R.T.)	Jason Kletter	1111 Market St, 4th Floor	San Francisco, CA 94103	415 552-7974	jkletter@baartprograms.com
Adolescent Treatment Centers, Inc. dba Thunder Road	Tom Gerstel	390 40th Street	Oakland, CA 94609	510 653-5040	gerstet@sutterhealth.org
Alameda County Medical Center	Gloria Jenkins	Office of the Controller, 1411 E. 31st St.	Oakland, CA 94602	510 667-7920	gljenkins@acmedctr.org
Alameda County Medical Center - John George Pavillion	Wright Lassiter III	2060 Fairmont Drive	San Leandro, CA 94578	510 667-7920	
Alameda County Network of Mental Health Clients	Nancy Thomas	3238 Adeline Street	Berkeley, CA 94703	510 652-5891	acnetmhc@aol.com
Alameda Family Services	Irene Kudarauskas	2325 Clement Avenue	Alameda, CA 94501	510 522-8363	irenek@alamedafas.org
Allied Fellowship Service, Inc.	Bernadine Martin	P.O. Box 28882	Oakland, CA 94604	510 534-5354	berni_@sbcglobal.net
Alternative Family Services	Jay A. Berlin	1421 Guerneville Road, Suite 218	Santa Rosa, CA 95403	707 765-2721	jberlin@afs4kids.org
Anka Behavioral Health, Inc.	Chris Withrow	1850 Gateway Blvd.	Concord, CA 94520	925 825-4700	cwithrow@ankabhi.org
Ann Martin Children's Center Inc.	David Theis	1250 Grand Avenue	Piedmont, CA 94610	510 655-7880	davidtheis@annmartin.org

Business Name	Contact Name	Address	City & Zip	Contact Phone	Email
Asian Community Mental Health Board, Inc.	Betty M. Hong	310 8th Street	Oakland, CA 94607	510 869-6020	JohnF@acmhs.org
Asian Community Mental Health Board, Inc.	John Fong	310 - 8th Street	Oakland, CA 94607	510 451-6729	Johnf@acmhs.org
Asian Pacific Psychological Services	Beatrice Lee	255 International Blvd.	Oakland, CA 94606	510 835-2777	blee@appsweb.org
Asian Pacific Psychological Services	Beatrice Lee	255 International Blvd.	Oakland, CA 94609	510 835-2777	blee@appsweb.org
Axis Community Health, Inc.	Sue Compton	4361 Railroad Avenue	Pleasanton, CA 94566	925 462-5544	suecompton@axishealth.org
Baart Behavioral Health Services (BBHS)	Jason Kletter	1111 Market St, 4th Floor	San Francisco, CA 94103	415 552-7914	jkletter@baartprograms.com
Bay Area Community Services, Inc.	Kent Ellsworth	P.O. Box 2269	Oakland, CA 94621	510 613-0324	
Bay Area Consortium for Quality Health Care, Inc.	Gwen Rowe-Lee Sykes	5709 Market Street	Oakland, CA 94608	510 652-3300	growe-lee@bacqhc.org
Bay Area Youth Centers	Joshua Leonard	22245 Main Street Suite 200	Hayward, CA 94541	510 727-9401	josh_leonard@bayareayouthcenters.org
Berkeley Addiction Treatment Services, Inc.	Matonia Williams	2975 Sacramento Street	Berkeley, CA 94702	510 644-0200	msmatonia@msn.com
Berkeley Place, Inc.	Russ Hudlemeyer	P.O. Box 149	Berkeley, CA 94701	510 848-5865	2000meyer@msn.com
Berkeley Youth Alternatives	Niculia Williams	1255 Allston Way	Berkeley, CA 94702	510 845-9010	nikki@byaonline.org
Bi-Bett Corporation	Susan Cinelli	P.O. Box 5487	Concord, CA 94524	925 798-7250	Morengo@attglobal.net
Bonita House, Inc.	Richard Crispino	6333 Telegraph Avenue, Suite 102	Oakland, CA 94609	510 923-1099	rick@bonitahouse.org
Brighter Beginnings	Barbara Bunn McCullough	2648 International Blvd., Ste. 801	Oakland, CA 94601	510 903-7503	bbmccullough@perinatalcouncil.org
Building Futures w/ Women & Children	Elizabeth Varela	1395 Bancroft Avenue	San Leandro, CA 94577	510 357-0205 x103	Ivarela@bfwc.org
Building Opportunities For Self Sufficiency	Boona Cheema	2065 Kittredge St., Suite E	Berkeley, CA 94704	510 649-1930	boonache@aol.com
Cal State University, East Bay Foundation	Cynthia Vinson	25976 Carlos Bee Blvd	Hayward, CA 94542	510 885-4039	
Carnales Unidos Reformando Adictos, Inc. (C.U.R.A.)	Joseph B. Locaria	4510 Peralta Blvd., Suite 1	Fremont, CA 94536	510 713-3202	joe@curainc.com
Center for Family Counseling	Paula Barber	9925 International Blvd, #6	Oakland, CA 94603	510 562-3731	barberpaula@sbcglobal.net

Business Name	Contact Name	Address	City & Zip	Contact Phone	Email
Center For Independent Living, Inc.	Jacqueline Garrett	2539 Telegraph Avenue	Berkeley, CA 94704	510 841-4776	jgarrett@cilberkeley.org
Children's Hospital & Research Center Oakland	Cherise Northcutt	747 - 52nd Street	Oakland, CA 94609	510 428-3885	
Children's Learning Center	Patricia Dilks	1910 Central Avenue	Alameda, CA 94501	510 769-7100	Pdilks@clcalameda.com
City of Berkeley	Harvey Tureck	1947 Center St.	Berkeley, CA 94704	510 981-5213	
City of Fremont - Family Resource Center	Judy Schwartz	P.O. Box 5006	Fremont, CA 94537	510 574-2174	jschwartz@ci.fremont.ca.us
City of Fremont - Human Services Department	Susan Shenfil	3300 Capitol Avenue	Fremont, CA 94537	510 574-2051	sshenfil@ci.fremont.ca.us
City of Fremont - Youth and Family Services	Iris Preece	P.O. Box 5006	Fremont, CA 94537	510 494-4784	ipreece@ci.fremont.ca.us
Community Drug Council, Inc.	Barbara Humphries	3100 Mowry Ave Ste 201	Fremont, CA 94538	510 792-4964	bhcccec@comcast.net
Crisis Support Services of Alameda Co.	Nancy Salamy	P.O. Box 3120	Oakland, CA 94609	510 420-2476	nsalamy@crissupport.org
Davis Street Community Center, Inc.	Rose Padilla-Johnson	3081 Teagarden St.	San Leandro, CA 94577	510 347-4620	rjohnson@davisstreet.org
East Bay Agency for Children	Steve Eckert	303 Van Buren Avenue	Oakland, CA 94610	510 268-3770	steve@ebac.org
East Bay Asian Youth Center	David Kakishiba	2025 East 12th Street	Oakland, CA 94606	510 533-1092	junji@ebayc.org
East Bay Community Recovery Project	Joan Zweben, Ph. D.	2551 San Pablo Ave.	Oakland, CA 94612	510 446-7100	jzweben@itsa.ucsf.edu
Eastfield Ming Quong, Inc.	Ellen Ammerman	499 Loma Alta	Los Gatos, CA 95030		eammerman@emp.org
Family Bridges, Inc.	Teresa Mark	168 – 11 th St.	Oakland, CA 94607-4802	510 839-2022	
Family Paths, Inc.	Marcella Reeves	1727 Martin Luther King Jr. Way	Oakland, CA 94612	510 893-9230	mreeves@familypaths.org
Family Services Counseling and Community Resource Center	Eowyn Gorman	2208 San Leandro Blvd.	San Leandro, CA 94577	510 483-6715	egorman@fscsanleandro.org
Family Support Services of the Bay Area	Lou Fox	401 Grand Avenue	Oakland, CA 94610	510 834-2443	lfox@fssba-oak.org
Filipinos for Affirmative Action, Inc.	Lillian Galeo	310 8th Street, Suite 306	Oakland, CA 94607	510 465-9876	lgaleo@filipinos4action.org
Fred Finch Youth Center	Vonza Thompson	3800 Coolidge Avenue	Oakland, CA 94602	510 482-2244	vonzathompson@fredfinch.org

Business Name	Contact Name	Address	City & Zip	Contact Phone	Email
Fruge Psychological Associates	Dr. Alexis Green-Fruge	1970 Broadway, Suite 660	Oakland, CA 94612	510 482-3622	
G.L.A.S.S.	Teresa DeCrescenzo	1033 No. Hollywood Way, Unit F	Burbank, CA 91505		terryd@glassla.org
Girls Inc. of Alameda County	Linda Boessenecker	13666 East 14th Street	San Leandro, CA 94578	510 357-5515	LBoessenecker@girlsinc-alameda.org
GOALS for Women	Gwen Wilson	3356 Adeline St.	Berkeley, CA 94705	510 985-0500	gwen@goalsforwomen.com
Health and Human Resource Education Center	Tisha Kenny	2288 Fulton Street #103	Berkeley, CA 94704	510 549-5990	tishakenny@att.net
Hiawatha Harris, M.D., Inc. dba Pathways to Wellness Medication Clinics, A Medical Corporation	Neisha Becton	5674 Stoneridge Rd, Ste 116	Pleasanton, CA 94588	925 846-1859	nbecton@bhrcorp.org
Horizon Services, Inc.	C. Keith Lewis	P.O. Box 4217	Hayward, CA 94540	510 582-2100	ckeithlewis@horizonservices.org
Humanistic Alternatives to Addiction, Research, and Treatment, Inc. (H.A.A.R.T.)	Christopher Sobky	10850 MacArthur Blvd., Suite 200	Oakland, CA 94605	510 875-2300	eric@haartoakland.org
Jewish Family & Children's Services of the East Bay	Avi Rose	2484 Shattuck Avenue Suite 210	Berkeley, CA 94704	510 704-7475	awrose@eastbay.org
Kidango, Inc.	Paul Miller	44000 Old Warm Springs Blvd.	Fremont, CA 94538	510 744-9280	pmiller@kidango.org
La Cheim School, Inc.	Michael Thomas	2853 Groom Drive	Richmond, CA 94806	510 985-2810	ceo@lacheim.org
La Clinica de la Raza, Inc.	Leslie Preston	1515 Fruitvale Avenue	Oakland, CA 94601	510 535-4000	lpreston@lacinica.org
La Familia Counseling Service	Hector Mendez	26081 Mocine Avenue	Hayward, CA 94544	510 881-5921	mendez1942@aol.com
Latino Commission on Alcohol & Drug Abuse of Alameda County	Maria Verdugo	1319 Fruitvale Avenue	Oakland, CA 94601	510 535-2303	mverdugo@pacbell.net
Lifeline Treatment Services, Inc.	Willie M. Collins	9084 Harvest Hill Way	Elk Grove, CA 95624	510 777-8448	wcollins@lifelinetreatment.com
Lincoln Child Center	Christine Stoner-Mertz, LCSW	4368 Lincoln Avenue	Oakland, CA 94602	510 531-3111	chrisstoner@lincolncc.org
Magnolia Women's Recovery Programs, Inc.	Linda Stewart	682 Briergate Way	Hayward, CA 94544	510 487-2910	lstewart@magnoliarecovery.org
Medical Hill Rehabilitation Center, LLC	Chris Hansen	475 29th Street	Oakland, CA 94609	510 682-7639	
Mental Health Association of Alameda County	Stephen Bischoff	954 60th Street Suite 10	Oakland, CA 94608	510 835-5010	sjb@mhaac.org

Business Name	Contact Name	Address	City & Zip	Contact Phone	Email
Native American Health Center	Martin Waukazoo	3124 International Blvd.	Oakland, CA 94601	510 261-0524	matinw@nativehealth.org
New Bridge Foundation, Inc.	Kosta Markakis	1841 Berkeley Way	Berkeley, CA 94703	510 548-7270	Jenny@new-bridge.org
Oakland Unified School District	Lisa RyanCole	2850 West Street	Oakland, CA 94608	510 297-4068	lisa.cole@ousd.k12.ca.us
Opportunity Plus	Shelia Sykes-Nero	6915 Norfolk Rd.	Berkeley, CA 94705	510 848-5446	ssn12@gmail.com
Options Recovery Services	Davida Coady M.D.	1931 Center Street	Berkeley, CA 94704	510 666-9552	dcoady@optionsrecovery.org
Peers Envisioning and Engaging in Recovery Services	Khatera Aslami	1825 San Pablo Ave., Suite 201	Oakland, CA 94612	510 832-7337	kaslami@peersnet.org
Portia Bell Hume Behavioral Health and Training Center	Joty Sikand	1333 Willow Pass Road, Suite 102	Concord, CA 94520	925 825-1793	jotysikand@aol.com
Public Health Department (MOU)	Muntu Davis	1000 Broadway, Suite 500	Oakland, CA 94607	510 268-2727	barbara.allen@acgov.org
R & R Educational Homes	Jason Newell	P.O. Box 1622	El Cerrito, CA 94530	510 235-3172	
R House	Mimi Donohue	P.O. Box 2587	Santa Rosa, CA 95405	707 571-2218	Mimi@sonic.net
Ralph-Johnnie & Associates, dba JOHNNIE LEWIS		1324 Adeline St.	Oakland, CA 94607	510 645-4290	
S.T.A.R.S.	Mary Jane Gross	7700 Edgewater Drive, Suite 658	Oakland, CA 94621	510 635-9705	
Second Chance, Inc.	Mark McConville	P.O. Box 643	Newark, CA 94560	510 792-4357	scbox643@aol.com
Seneca Center	Ken Berrick	2275 Arlington Drive	San Leandro, CA 94578	510 481-1222	
Senior Support Program of the Tri-Valley	Marlene Petersen	5353 Sunol Blvd.	Pleasanton, CA 94566	925 931-5378	mjcpetersen2002@yahoo.com
Seventh Step Foundation	Ron Doyle	475 Medford Ave.	Hayward, CA 94541	510 270-0230	seventhstep@comcast.net
Sexual Minority Alliance of Alameda County (SMAC)	Roosevelt Mosby Jr.	1608 Webster Street	Oakland, CA 94612	510 834-9578	smaacsed@aol.com
St. Mary's Center	Carol Johnson	925 Brockhurst Street	Oakland, CA 94608	510 923-9600 X223	ed@stmaryscenter.com
Star View Adolescent Center, Inc.	Mary Jane Gross	1501 Hughes Way Ste. 150	Long Beach, CA 90810	510 635-9705	
Starlight Adolescent Center, Inc.	John Weller	455 Silicon Valley Blvd.	San Jose, CA 95138	510 635-9705	jweller@starsinc.com

Business Name	Contact Name	Address	City & Zip	Contact Phone	Email
Successful Alternatives for Addiction and Counseling Services (S.A.A.C.S.)	Raymond McMurray	795 Fletcher Lane	Hayward, CA 94544	510 247-8300	saacs@msn.com
Telecare Corporation	Marshall Langfeld	1080 Marina Village Parkway, Suite 100	Alameda, CA 94501	510 337-7950	
The R.E.F.U.G.E., Inc.	Jason Henderson	P.O. Box 19275	Oakland, CA 94619	510 301-5809	jbhrefuge@comcast.net
The Solid Foundation, Inc.	Minnie Thomas	P.O. Box 19182	Oakland, CA 94619	510 482-6490	solid-foundation@msn.com
Through the Looking Glass	Megan Kirshbaum	2198 Sixth Street, Suite 100	Berkeley, CA 94710	510 848-1112	megan_kirshbaum@lookingglass.org
Tiburcio Vasquez Health Center	Jose Joel Garcia	22331 Mission Boulevard	Hayward, CA 94541	510 471-5880	jpgarcia@tvhc.org
Travelers Aid Society of Alameda Co Inc	Montie Cross	520 16th Street	Oakland, CA 94612	510 444-6834	mcross52@yahoo.com
Tri-City Homeless Coalition-HOPE	Louis Chicoine	40849 Fremont Blvd.	Fremont, CA 94538		lchicoine@tricityhomeless.org
U.C. Center on Deafness	Nancy Moser	UCSF Accounting Office - EMF Box 0815	San Francisco, CA 94146	415 476-4980	
United Advocates for Children and Families	Oscar Wright	2035 Hurley Way, Ste. 290	Sacramento, CA 95825	916 643-1537	owright@uacc4ufamilies.org
West Oakland Health Council, Inc.	Robert Cooper	700 Adeline St.	Oakland, CA 94607	510 835-9610	robertc@wohc.org
WestCoast Children's Clinic	Stacey Katz	3301 E. 12th Street Suite 259	Oakland, CA 94601	510 527-7249	skatz@westcoastcc.org
Women on the Way Recovery Center	Ron Gillette	20424 Haviland Ave	Hayward, CA 94541	510 276-3661	rg_wotw@comcast.net
Y.M.C.A. of the East Bay	Robert Wilkins	2330 Broadway	Oakland, CA 94612	510 451-8033	cchatmon@ymcaeastbay.org
Youth UpRising	Olis Simmons	8711 MacArthur Blvd.	Oakland, CA 94605	510 777-9909 ext. 130	olis@youthuprising.org

EXHIBIT M
ALAMEDA COUNTY
for
CW101: CalWORKs Psycho-Social Assessments

RESPONSE CONTENT AND SUBMITTALS
COMPLETENESS CHECKLIST

Please refer to Section III.E. RESPONSE FORMAT for the specific questions under each of the sections described below. The sequence for each required Bid document/exhibit shall be as follows:

CHECK LIST

- 1. **TITLE PAGE**
- 2. **TABLE OF CONTENTS**
- 3. **COVER LETTER**
- 4. **ORGANIZATIONAL STRUCTURE & RELATIONSHIP TO THE PROPOSED PROJECT.**
Attachment A- Organizational Chart
- 5. **EXECUTIVE SUMMARY** (*Maximum of one half page*)
- 6. **PROGRAM ACTIVITIES / SERVICES DESCRIPTION** (*Maximum of 3 pages*)
Attachment B – Proposed Assessment Instrument
Attachment C – Completed Sample of Proposed Assessment Report
- 7. **RELATIONSHIP BETWEEN PROVIDER AND SSA** (*Maximum of 1 page*)
- 8. **BIDDER QUALIFICATIONS** (*Maximum of 3 pages*)
Attachment D – Reference Letters
Attachment E – Proposed Job Descriptions
- 9. **BID FORM / EXHIBIT B**
Attachment F- Exhibit B: Bid Form: Budget
SUBMIT AT END OF DOCUMENT a CD with completed Excel files of Exhibit B
(*Only one CD needs to be submitted in original; but submit hard copies of Exhibit B in original and every copy.*)
- 10. **DATA AND FISCAL MANAGEMENT AND CONTROLS**
Attachment G- One set of the last three audited financial statements
- 11. **REFERENCES** (*Exhibit D1 and D2*)
- 12. **EVIDENCE OF INSURANCE**
- 13. **DISCLOSURE STATEMENT**

14. OTHER REQUIRED SUBMITTALS/EXHIBITS NOT INCLUDED ABOVE THAT ARE REQUIRED IN THE BID RESPONSE:

- Exhibit A, Acknowledgement, 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).
- 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, particularly Exhibit J, Standard Agreement (The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification).

EXHIBIT N
DEBARMENT AND SUSPENSION CERTIFICATION

COUNTY OF ALAMEDA
RFP No. CW101
for
CalWORKs Psycho-Social Assessments

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

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

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

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

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

BIDDER: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____