

**COUNTY OF ALAMEDA
Request For Proposals (RFP)**

SPECIFICATIONS, TERMS, & CONDITIONS

For

**2009/2010
CRIMINAL RECORDS REMEDIES
(Employment Services Department)**

RFP BIDDERS' CONFERENCES

April 9, 2009

10 A.M. – 12 P.M.

**Alameda County Social Services Agency
North County Self-Sufficiency Center
2000 San Pablo Ave.
Oakland, CA 94612**

ROOM: Berkeley Room, 3rd Floor

April 9, 2009

2 P.M. – 4 P.M.

**Alameda County Social Services Agency
Eden Area Self-Sufficiency Center
24100 Amador St.
Hayward, CA 94544**

ROOM: Shooting Star A, 6th Floor

RFP RESPONSE/PROPOSAL DEADLINE

April 27, 2009 @ 3 P.M.

**Alameda County Social Services Agency
Contracts Office, 4th Floor
2000 San Pablo Ave., Oakland CA 94612**

ATTN: Tim Roberts or Marcia Mayberry

RFP CONTACT INFORMATION

http://www.alamedasocialservices.org/public/community/funding_opportunities/

ACTIVITIES AND TIMELINES

Release of Published RFP

March 25, 2009

RFP Bidders' Conferences

April 9, 2009

10 a.m. – 12 p.m.—Oakland

2 p.m.-- 4 p.m.—Hayward

Deadline for RFP Responses to County

April 27, 2009 (3 p.m.)

Announcement of Contract Funding Recommendations

May 12, 2009

Deadline for Appeals

May 18, 2009 (3 p.m.)

Awards by Board of Supervisors

June 23, 2009

Contract Start Date

July 1, 2009

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PART ONE—GENERAL INFORMATION

I. Introduction

The Alameda County Social Services Agency (SSA) is soliciting proposals to provide participants in Alameda County's CalWORKs Welfare-to-Work (WTW) Program, who have criminal records, with Criminal Record Remedies (CRR) that will help remove barriers to their employment and self-sufficiency. CRR Project funding is estimated at \$125,000 for the period beginning July 1, 2009 through June 30, 2010. For this Request for Proposals (RFP) process, SSA will select one Contractor to serve eligible CalWORKs recipients throughout Alameda County. The successful bidder will be paid on a cost reimbursement basis for the services/activities detailed in this RFP.

The CRR Project is funded by CalWORKs (California Work Opportunity and Responsibility to Kids)—a federally mandated program designed to move participants from welfare to work and toward family self-sufficiency and economic independence. SSA's Employment Services Department (ESD), which administers a variety of programs and services for CalWORKs recipients, will also administer the CRR Project.

In California, approximately 2,000,000 arrests are reported and processed each year with Alameda County reporting in the vicinity of 65,000 arrests on an annual basis. CalWORKs participants with criminal records face significant barriers when seeking employment. Most employers are hesitant to hire persons with criminal records. State laws and licensing requirements bar convicted felons from a range of occupations. U.S. Dept. of Homeland Security requirements further limit employment in certain occupations and physical locations. With the advent of widespread criminal background checks as part of the hiring process, even persons with arrests and no convictions can face barriers to employment. Thus the need for and importance of the CRR Project.

II. Participant Eligibility

ESD CalWORKs staff will determine eligibility for all participants enrolled in programs described in this RFP and will be solely responsible for pre-screening and referring CalWORKs participants, who match the CRR Project criteria, to the successful CRR Contractor. Active CalWORKs recipients, participating in any WTW activity, are considered potentially eligible for this service.

Prior to referral to the CRR Contractor, ESD CalWORKs staff will also provide case management services for eligible CRR Project participants, including the authorization and payment of any supportive services needed to participate in assigned activities. Examples of supportive services are childcare, transportation and out-of-pocket fees related to CRR Project contracted services.

III. Funding: Availability And Period

It is estimated that \$125,000 will be available to fund the CRR Project. SSA will fund one qualified proposal under this RFP solicitation to serve all of Alameda County. All Alameda County RFP awards are subject to funding availability. Final contract amounts are subject to contract negotiations with the Alameda County ESD. State and federal funding levels are uncertain and subject to change. The actual funding allocation may be increased or reduced and the agency selected through this RFP may be required to increase or reduce planned program expenditures accordingly. SSA may exercise its authority to terminate the CRR contract at any time if the Contractor does not meet contract performance targets or if the Contractor acts in a manner that places SSA at fiduciary risk. Funding for the contract offered through this RFP is budgeted for the fiscal year beginning July 1, 2009 and ending June 30, 2010, and may be renewed for up to two more years, depending on funding availability and performance. No obligation or commitment of funds is made beyond this grant period.

A contract extension, including additional funding for the Contractor, is contingent on the following:

1. Meeting contract performance targets;
2. SSA requiring the contract services;
3. Contractor's willingness and ability to revise the contract scope of services, per SSA's approval, consistent with the evolving needs of SSA's CalWORKs participants; and,
4. The continuing availability of funding.

PART TWO—PROGRAM DESCRIPTION

I. Purpose

The purpose of the CRR Program is to provide CalWORKs recipients who have criminal records, with assistance and services that will lead to employment and increased prospects for family economic independence. The selected Contractor will provide CalWORKs Participants, referred to its CRR Program, with services and information about their legal rights, options and procedures related to cleaning or improving their criminal records.

II. Services

A. The scope of services to be provided includes but is not limited to the following:

- Utilizing law and administrative code to protect ex-offenders from employment discrimination.
- Obtaining information of State and Federal arrest and conviction records.
- Understanding the reported arrest and conviction information.
- Obtaining abstracts of judgments in order to correct “Rap Sheets” (records of arrests and prosecutions) errors or an employer’s inaccurate information about an arrest or conviction.
- Determining eligibility for a remedy.
- Petitioning for expunging and purging criminal records.
- Requesting early release from probation and petitioning for conviction dismissal.
- Filing petition to have arrest records or juvenile records sealed and destroyed.
- Filing petition for Certificates of Rehabilitation and Pardon.
- Filing petition to have felony convictions reduced to misdemeanors and dismissed.

B. Proposals must address the following:

- The kinds of criminal record issues that will be addressed by the proposed service.
- How potential clients will be screened.
- How clients will be assisted and provided with services identified above to clean up their criminal records.
- Additional criminal record remedies that might assist CalWORKs clients with criminal convictions to gain employment and how clients would be assisted to take advantage of each of the strategies.
- The number and qualifications of project staff—including their ability to represent clients in court—in relation to the strategies described above.
- How services will be provided to non English-speaking or limited English-speaking individuals.
- The number of persons to be served.
- Quantifiable outcomes of the proposed services.
- Plan for training SSA staff on factors to consider in making referrals to the proposed services.
- How services will be provided to CalWORKs clients served throughout the three major Self-Sufficiency Centers (SSCs) and two satellite offices.
(Participants receive services through one of SSA’s three major SSCs or two satellite offices based on the participant’s residential zip code. *See Chart on next page.*)

SSA Self-Sufficiency Centers (SSC)

Zip Code Coverage and Language Access Needs by SSC

Site Name	Zip Code Coverage	Language Need
North County:		
SSA Administration 2000 San Pablo Avenue Oakland, CA 94612	94501	<i>(for ALL zip codes listed)</i>
	94502	Vietnamese
	94602	Cantonese
	94606 – 94612	
	94614	
	94615	
	94617	
	94618	
	94620	
	94623	
	94624	
	94701 – 94710	
	94712	
	94720	
<hr/>		
Central County:		
Eastmont Mall 6955 Foothill Blvd., Suite 100 Oakland, CA 94605	94601	<i>(for ALL zip codes listed)</i>
	94603 – 94605	<i>(listed)</i>
	94613	Spanish
	94619	Farsi
	94621	Vietnamese
	94577 - 94580	Cantonese
		Cambodian
<hr/>		
South/East County:		
Eden Area Multi-Service Center		
24100 Amador Street Hayward, CA 94544	94541 – 94546	<i>(for ALL zip codes listed)</i>
	94552	<i>(listed)</i>
	94557	Spanish
	94587	Vietnamese
Livermore Substation 3311 Pacific Avenue Livermore, CA 94550	94550	
	94551	
	94566	
	94568 94588	
Fremont Substation 39155 Liberty Street Suite 330 Fremont, CA 94538	93436 – 94539	<i>(for ALL zip codes listed)</i>
	94555	<i>(listed)</i>
	94560	Farsi
	94586	Vietnamese

III. Target Population

Alameda County CalWORKs participants with criminal records, who are seeking employment and are in need of criminal record remediation services, will be targeted for enrollment in the CRR Program.

IV. Description of Employable CalWORKs Clients

As of January 2009, approximately 10,587 Social Services Agency (SSA) CalWORKs participants were employed and/or enrolled in one or more CalWORKs employment-related activities. Participants receive services through one of SSA's three major SSCs and two satellite offices in the Tri-City and Tri-Valley areas—according to the participant's residential zip code.

For example, participants living in Berkeley or North Oakland areas are served by the North County SSC located on San Pablo Ave. in downtown Oakland. Participants living in San Leandro, Hayward or South Hayward receive services through SSA's Eden Area SSC located near downtown Hayward. CalWORKs participants living in eastern Alameda County receive services through two SSA satellite offices in Fremont and Livermore. (*Visit www.alamedasocialservices.org for the addresses of the above-identified SSA offices.*)

Note: Please see the Table on Page 9 for demographic information on SSA CalWORKs participants enrolled in Employment Services.

Criminal Records Remedies/Employment Services Department
Request for Proposals (RFP)

Demographics of SSA CalWORKs Participants Enrolled in Employment Services as of January 2009					
Gender	#	Percent	Ethnicity	#	Percent
Male	2,036	19%	Black	4,849	48%
Female	8,552	81%	White	1,358	14%
			Hispanic	1,744	17%
			Chinese	172	2%
			Pacific Islander	451	4%
			Other Asian	695	7%
			Other	782	8%
Age Range	#	Percent	Language	#	Percent
16-19	554	6%	English	8,622	84%
20-29	4,495	45%	Spanish	478	5%
30-39	2,850	28%	Cantonese	117	1%
40-49	1,654	16%	Vietnamese	252	3%
50-59	440	4%	Farsi	154	2%
60-69	49	<1%	Other	430	4%

Source: Alameda County Social Services Agency: Office of Data Management

*Note: "Black" refers to persons from the African continent or persons of African-American descent.
"White" refers to persons from, or descended from, the European continent, Asia Minor and Russia.*

V. FUNDING AVAILABILITY

The total amount of funds for CRR services to be let through this RFP process is \$125,000 for the 12-month period of July 1, 2009 through June 30, 2010.

All contract awards are contingent upon receipt, by the County, of adequate Federal and State funding. All contracts will be performance-based, and earned amounts will be payable on a cost reimbursement basis. To award CRR funding, SSA will conduct the RFP process contained herein. The timetable for this RFP Process is provided on Page 2. If you have any questions regarding this process or this document, contact **Tim Roberts at troberts@acgov.org, or 510-271-9185**.

A. Costs of Developing the Proposal

All costs incurred in the preparation of a proposal, including travel expenses to attend the RFP Conference, are the responsibility of each bidder and will not be reimbursed by the County.

B. Proposal Terms and Conditions

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

The COVER LETTER of each proposal stipulates that each bidder accepts all terms and conditions contained in the RFP packet and that the terms of the bidder's offer/response are contractual terms. Each bidder shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter, and shall be subject to disclosure, if requested by a member of the public, following the final award decision.

The COVER LETTER of each proposal also stipulates that each bidder certifies that all statements in the proposal are true. This constitutes a warranty, the falsity of which shall include the right, at Alameda County's option, of declaring any contract made, as a result thereof, null and void. Proposals shall be completed, executed, and submitted in accordance with the instructions of this RFP. If a proposal is not submitted in the format specified by SSA, it may be rejected unless SSA determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. SSA may give the bidder an opportunity to cure any deficiency resulting from a minor irregularity or an immaterial or inconsequential defect, or SSA may waive such deficiency, whichever is most advantageous to SSA.

C. Successful Proposal as Part of Contract Services

Bidders are advised that an award of funds by the County Board of Supervisors initiates a contract negotiation process. If SSA cannot successfully negotiate a CRR 2009/2010 contract with the awarded bidder, SSA will void that bidder's funding award and may award the funds to an alternate bidder.

D. Pre-Contract Implementation Assessment

Prior to the execution of a CRR 2009/2010 contract, SSA reserves the right to arrange on-site fiscal assessments by the staff of SSA to determine the potential contractor's ability to meet the terms and conditions of the RFP and the proposed contract.

The Contractor/Fiscal Agent shall have at least one of the following for review:

Financial statements for the past three (3) years. These statements should be prepared by a certified public accountant;

OR

A written statement and supporting evidence that the organization has been incorporated for less than one (1) year and a financial report has not been completed;

OR

Other written evidence of its financial stability/solvency, fiscal accountability, ability to manage funds and willingness to have financial records reviewed by an independent and competent third party;

OR

Federal Income Tax Returns for the past three (3) years.

If SSA develops information relating to the financial capacity of the agent that is not available to the RFP rating panel, SSA reserves the right to make independent recommendations or modify recommendations on contract awards.

E. Compliance with Applicable Regulations

This RFP has been developed consistent with applicable State and Federal statutes, regulations, and published guidelines and policies. In addition, the processing and contracting of this RFP is in compliance with Chapter 23-600 of the California Department of Social Services' Manual for Management and Office Procedures.

F. Other Requirements

In order to contract with Alameda County, a bidder must meet the following requirements:

1. Provide access by SSA officials to financial and other records pertaining to the project(s) encompassed by the contract.
2. Maintain statistical and financial records necessary for audit review and make periodic reports, which may be requested by SSA.
3. Make available to SSA its federal Tax Identification Number (TIN).
4. Submit, by the date due, all monthly and special statistical, financial and other reports in the format prescribed by SSA. Maintain statistical, financial and other records in such a way as to document and assure the accuracy of the data presented in these reports.
5. Account, on a monthly basis, for any discrepancy between the contracted level of service and the actual level.
6. Submit final statistical and financial reports no later than 30 days following the end of the contract period.
7. Comply with fiscal or program monitoring/assessment recommendations by the CRR services liaison and execute all written corrective action plans generated thereby.
8. Comply with all federal, state and local rules, regulations and policies, including, but not limited to:
 - a. Contracts Administration Manual, Alameda County;
 - b. Accounting Handbook for Community-Based Organizations, Alameda County;
 - c. 45CFR, Part 74, Sub-Part Q - Cost Principles; OMB Circ. A-122 (for non-profit agencies); and, OMB Circ. A102 for local government agencies;
 - d. The standard contract language of California Department of Social Services (CDSS) and Alameda County; and,
 - e. Insurance coverage to include worker's compensation, general liability, auto liability and professional liability, unless waived by the County.
9. Meet the requirements for audit of its expenditures as provided in the above documents.
10. Maintain individual client case files and make these files available to and open for inspection by appropriate SSA and CDSS staff.

G. Discrimination and Confidentiality

Discrimination: A Contractor awarded funds under this RFP shall not discriminate against any employee or applicant for employment because of race, sex, age (over 40), religion, national origin, color, ethnicity, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition, or the conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC). This includes, but is not limited to the following: employment, upgrading or promotion, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or form of compensation, and selection for training, including apprenticeships. The Contractor

shall not, in connection with the employment, advancement, or discharge of employees, discriminate against them because of their age, except upon the basis of a bona fide occupational requirement or retirement plan, or statutory regulation.

The contractor shall not employ discriminatory practices against any person in the performance of any services hereunder on the basis of race, sex, age (over 40), religion, national origin, color, ethnicity, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition, or the conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC).

Confidentiality: Contractors shall use any client information provided by the County, or by the client, only for the purpose of performing contracted responsibilities. The improper use or disclosure of confidential case information for any other purpose is a misdemeanor under California Welfare & Institutions Code Section 10850. Contractors shall inform all of their employees of the requirements concerning Confidentiality in the handling of client information. The County may take further steps to ensure Contractors' awareness of the provisions of California Welfare and Institutions Code Section 10850, and may require that Contractors have employees sign acknowledgment of their understanding of said statute and its provisions.

A Contractor awarded funds under this RFP will maintain all information gathered pertaining to clients in a secure environment in order to ensure the participant's right to confidentiality, and the Contractor will not release such information to any Third Party who is not directly responsible for management of the participant's contracted activities, without the prior written consent of the participant. Individual client case files will be in a locked cabinet at the end of every business day.

H. Applicable Regulations for Contractors

All FY 2009/2010 contractors must comply with Federal and State regulations and County policies regarding CalWORKs Employment Services programs.

In addition, Health and Human Services (HHS) regulations that apply to FY 2009/2010 contracts are:

1. 45CFR Part 16, Department grant appeals process;
2. 45CFR Part 74, Administration of grants;
3. 45CFR Part 75, Informal grant appeals procedures;
4. 45CFR Part 80, Nondiscrimination under programs receiving Federal assistance through the Department of Health, Education, and Welfare effectuation of Title VI of the Civil Rights Act of 1964;
5. 45CFR Part 81, Practice and procedure for hearings under Part 80 of this title;
6. 45CFR Part 84, Nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance; and,
7. 45CFR Part 95, Subpart E, General Administration-Grant Programs (Public assistance and medical assistance)-Cost Allocation Plans.

Other pertinent law, which applies to contracts, is contained in:

- Title VII of the Civil Rights Act of 1964;
- Immigration Reform and Control Act of 1986; and
- Americans With Disabilities Act.

I. Applicable Federal Costs Standards

The following Federal Costs Standards will be used to determine allowable FY 2009/2010 CRR costs for:

1. Public Agencies: Federal Management Circular 74-4, as amended; Office of Management and Budget Circular A-102, as amended;
2. Colleges and Universities: Office of Management and Budget (OMB) Circular A-121, as amended;
3. Other Non-Profit Agencies: OMB Circular A-122; and,
4. For-Profit Agencies: 41 CFR Part 1.

Bidders must base their FY 2009/2010 CRR project budgets on these costs principles.

J. Additional Application Screening Process for Federally Funded Programs

Each application will be screened at the time of RFP or procurement process to ensure applicants, entity and the principle of the entity have not been debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities per Code of Federal Regulations (CFR), Title 45 Part 75.13. If applicant failed to meet this requirement, the application can be denied.

K. References

1. Respondents are to provide a list of current and former Contracts that demonstrate their ability to perform the services solicited for the target population described herein.
2. Reference information is to include:
 - Company/Agency name
 - Contact person (name and title); contact person is to be someone directly involved with the services
 - Complete street address
 - Telephone number
 - E-mail address
 - Type of business
 - Dates of service
3. The County may contact some or all of the references provided. The County also 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.

L. Awarding of Funds

1. A review panel will rate submitted proposals. The panel may include representatives from private industry, other Municipal or county jurisdictions, and other County departments.
2. The review panel will rate the proposals, using very specific rating criteria. Those criteria are described in the section of this RFP titled *Rating Criteria, Page 24*.
3. The review panel will recommend award of funding to the respondent who, in its opinion, has submitted the proposal that best serves the overall interests of the County in the most cost-efficient manner, and attains the highest overall point score. Award of funding will not be made on the basis of price alone.
4. Although the County reserves the right to consider REFERENCES, OTHER COLLATERAL CONTACTS, and the CONTRACTOR'S OVERALL PAST PERFORMANCE in the implementation of any or all previous Contracts with the County, information submitted in response to the RFP shall be a primary source of information used in rating projects and awarding FY 2009/2010 contracts. Therefore respondents should prepare and submit proposals that accurately describe the program, including budgets, they plan to implement.
5. Proposals that are not fully responsive to the terms, conditions, and specifications of this RFP will be rejected, at the sole discretion of the County, and will neither be rated nor recommended for funding.
6. Respondents may not alter information contained in a proposal or provide additional information after the RFP submittal deadline; unless specifically requested by the County.
7. At its sole discretion, the County may waive any minor irregularities in a proposal that it considers to be non-substantive.
8. Each bidder will be notified by mail of the review panel's rating decisions and funding recommendations.
9. After the review process, the appeal process set forth below will take place. Subsequently, the Director of the Social Services Agency may exercise further review of the rating panel's findings and the appeal panel's findings, and may conduct analysis of any gaps in planned services to include matters such as language access and capacity, geographical spread of services, or other factors deemed to have a direct bearing on planned services.
10. Final award of funding will be made by the Board of Supervisors during a regularly scheduled meeting. Each bidder will be notified by mail of the date and time of the Board meeting.

M. Appeals Process

Respondents may appeal the awards decisions as described below. A Contractor's failure to include required information in the proposal shall not be considered grounds for an appeal. A request for an appeal hearing must:

1. Be submitted in writing to SSA, Contracts Office, 4th floor, 2000 San Pablo Ave. Oakland, CA 94612, Attention: Martin Torow.
2. Be received by SSA at the above address by **3 p.m., May 18, 2009.**

Explain in detail the specific basis of appeal based upon the bidder's perception that the RFP Process, as stipulated herein, has not been followed with respect to the evaluation/proposed award of the contract.

Upon receipt of a timely appeal, SSA will schedule and conduct an appeal hearing to offer the appellant an opportunity to make a fifteen (15)-minute oral presentation to the appeal panel in support of the appeal. After completion of the appeal hearing, the appellant will be notified by mail of the appeal panel's decision(s).

N. 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; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those, which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this RFP.
2. **Small and Emerging Locally Owned Business:** A small business for purposes of this RFP is defined by the United States Small Business Administration as having no more than \$10 million in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County is one having annual gross receipts of less than one-half (1/2) of the above amount over the same period of time. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Renewal Application) has been attached (see

Attachments #2-5) 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:

If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in paragraph 1., above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.

Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference **and** must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder's total bid amount in order to be considered for the contract award. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this RFP. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

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

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

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

- government agencies

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

If additional information is needed regarding this requirement, please contact the Auditor- Controller's Office of Contract Compliance (OCC) located 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 RFP are to allow Alameda County ten (10) working days to refer potential candidates to vendor to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

Bidders are required to complete, sign and submit in their bid response, the First Source Agreement that has been attached hereto as Exhibit H, whereby they agree to notify the First Source Program of job openings prior to advertising elsewhere (ten day window) in the event that they are awarded a contract as a result of this RFP. Exhibit H will be completed and signed by County upon contract award and made a part of the final contract document.

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

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

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

VI. SPECIFIC INFORMATION

A. Submittal of Bids

Sealed proposals must be received at SSA, Contracts Office, **NO LATER THAN 3 p.m., April 27, 2009.**

Respondents are to submit one original plus seven (7) copies of their proposals. The original is to be clearly marked as ***Original Proposal*** and is to be either loose-leaf or in a three (3)-ring binder, **not** bound.

Proposals are to be addressed as follows:

**CRIMINAL RECORDS REMEDIES
2009/2010 RFP
Alameda County Social Services Agency
Contracts Office
2000 San Pablo Ave., 4th floor
Oakland, CA 94612**

**ATTN: TIM ROBERTS
PROGRAM FINANCIAL SPECIALIST**

Respondent's name and return address must also appear on the envelope.

Proposals will be received only at the address shown above, and must be received **prior to the time indicated**. Any proposal received at or after said time and/or date or at a place other than the stated address, cannot be considered and **WILL NOT BE ACCEPTED**.

No telegraphic, e-mailed, or facsimile bids will be considered.

All bids, whether delivered by an employee of the 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. The Social Services Agency time stamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

It is the responsibility of bidders to clearly identify information in their bid responses that they consider to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

All other information regarding the bid responses will be held as confidential until such time as the Review Panel has completed its 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(s) to be awarded this project. In addition, award information will be posted on the Social Services Agency's website - <http://www.alamedasocialservices.org>.

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.

B. Term/Termination/Renewal

1. This RFP will apply for up to three (3) years.
2. The term of the contracts awarded under this RFP will be twelve (12) months.
3. The contract will be subject to termination by either party upon thirty (30) days advance, written notices of intent to terminate.
4. The County may terminate the contract at any time, without written notice, upon a material breach of contract by the Contractor.
5. By mutual agreement, this contract may be extended for two additional twelve (12)-month periods (on a year-to-year or fiscal year basis), up to a total of thirty-six (36) months, under the following circumstances:

- a. The County receives adequate federal and state funding to extend program operations. (Be advised that if additional funding does become available, the list of contractors produced from this RFP may be relied upon for selection of additional contractors.);
 - b. The Contractor's project has achieved demonstrable success by meeting all of the Contract's project performance benchmarks;
 - c. The County continues to need the services purchased under this RFP;
 - d. The Contractor is willing and able to modify the services provided to best meet the needs of CRR Program participants as determined by the County.
6. Total funds requested in the proposal must be based on the proposed project's twelve (12)- month period of operation from July 1, 2009 through June 30, 2010.
- C. RFP CONFERENCES FOR RESPONDING AGENCIES:** To ensure that all bidders have equal opportunity to ask questions and hear responses to questions about this RFP, two RFP Bidders' Conferences will be held at the following places and times. **(Please Note: BOTH conferences are being held on April 9th.)**

April 9, 2009

10 a.m. – 12 p.m.

**Alameda County Social Services Agency
North Oakland Self-Sufficiency Center
2000 San Pablo Ave.
Oakland, CA 94612**

Room: Berkeley Room, 3rd Floor

2 p.m. – 4 p.m.

**Alameda County Social Services Agency
Eden Area Self-Sufficiency Center
24100 Amador St.
Hayward, CA 94544**

Room: Shooting Star A, 6th Floor

SSA staff will be available at the RFP Conference to speak about the RFP and to respond to any questions from potential respondents.

- D. FUNDING LEVEL:** The total funding amount for the CRR Program is \$125,000. The geographic distribution of the CalWORKs CRR caseload, the types and volume of CRR services needed for CalWORKs participants with criminal records, and other CRR resources that may be available to the County for use in providing services to program participants will each be **considered** in the determination of the winning proposal.

Responding agencies are advised to request levels of funding **that** will maximize the effectiveness of each proposed project. SSA reserves the right to recommend awards that are less than the funds requested.

E. ELIGIBILITY FOR SERVICES: All persons referred to the contractor for services will have been determined by SSA to be eligible for the services. Final determination of eligibility for services rests with SSA.

F ELIGIBLE BIDDERS: Community-Based Organizations and Public or Private Profit or Non-Profit Organizations with experience in providing successful services to participants. All non-profit agencies must be incorporated in the State of California and hold, or be in the process of securing, IRS tax status of 501 (c)3. All public agencies must include Alameda County in their area of jurisdiction.

Respondents to this RFP are required to include in their proposal(s) the previous experience that uniquely qualifies their organization to provide the services to be purchased by the County.

The County may contact some or all of the references provided by the respondent, in order to determine the respondent's performance record on work similar to that described in this RFP. 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.

G. BASIS OF FUNDING: Each proposal shall include one funding request. No collaborative (two or more agencies) proposals are allowed or will be accepted.

Non-Responsive proposals that do not meet the terms, conditions, and specifications of this RFP process, **WILL NOT BE** accepted and **WILL NOT BE** rated. Each responsive proposal received will be evaluated by a review panel based on the *Specific Rating Criteria. (Please see Page 24.)*

Awards of funding will be based on the review panel's scoring of the proposal, references, and the County's previous experience with the respondent agency.

Awards of funding are not final unless or until approved by the Board of Supervisors.

H. RESPONSE FORMAT

1. Proposals are to be straightforward, clear, concise and responsive to the information requested.
2. In order for proposals to be considered complete, respondents must provide all information requested.

3. Proposals must be prepared in the format provided by the County. With this RFP, proposals must be printed, one side only, on white 8 ½” by 11” paper. Margins are to be one inch (1”) at top, bottom, left, and right. The font must be at least 12-point type. Lines shall be single-spaced. This response packet format will also be available on SSA website at <http://www.alamedasocialservices.org>.
4. The response to each section of the RFP Response Packet must be limited to the number of pages specified. The last page of the RFP Response Packet can be used either for additional information not applicable to any other section or for completion of statements from any other section. The space limitations indicated in the RFP Response Packet will be strictly enforced.
5. Each respondent must submit one original proposal with original signatures on the COVER LETTER and seven (7) additional signed copies of the proposal. The original must be clearly marked “ORIGINAL.”
6. CRR 2009/2010 proposals received in response to this solicitation, at SSA’s discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, bidders are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. SSA reserves the right to negotiate modifications or revisions to any awarded contracts.

VII. RATING CRITERIA

Criminal Records Remedies Services

Specific Rating Criteria for Criminal Records Remedies Services

Is proposal responsive to the terms, conditions, and specifications [] YES/PASS [] NO/FAIL
of RFP for the type of service proposed?

Is required documentation attached? [] YES/PASS [] NO/FAIL

Rating Element	Possible Points	Points Earned
PROJECT DESIGN		
Project Activities:		
Comprehensive Scope of Services to be Provided?	25	
Participation Standards:		
Identifies Criminal Record Issues and Specific Remedial Strategies?	5	
Identifies how the services will enhance employment prospects?	5	
Addresses County-Wide Requests for Services?	5	
Quantifiable Outcomes of Proposed Services?	15	
Target Population:		
Experience Providing Criminal Records Remedies Services to CalWORKs Recipients/Low-Income Populations?	15	
Culturally/Linguistically Competent for Target?	5	
Total for Project Design	75	
BIDDER QUALIFICATIONS		
Adequate and Qualified Project Staff— Including their Ability to Represent Clients in Court?	15	
Does Budget Support the Scope and Level of Proposed Activities?	10	
Total for Bidder Qualifications	25	
TOTAL SCORE	100	