

Alameda County Social Services Agency

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

SPECIFICATIONS, TERMS, & CONDITIONS

For

**2009/2010
SUBSTANCE ABUSE TESTING AND/OR COUNSELING
(Children and Family Services Department)**

RFP BIDDERS CONFERENCES

April 3rd, 2009

1:00 P.M. – 3:30 P.M.

**Alameda County Social Services Agency
Eden Area Self-Sufficiency Center**

24100 Amador Street

Hayward, CA 94544

LOCATION: Shooting Star Room, 6th floor

April 6th, 2009

1:00 P.M – 3:30 P.M

**Alameda County Social Services Agency
2000 San Pablo Ave.**

Oakland, CA 94612

LOCATION: Oakland Room, 2nd floor

RFP RESPONSE DEADLINE

RFP PROPOSAL DEADLINE

April 22nd, 2009 @ 3:00 P.M.

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

ATTN: Karen Obidah or Marcia Mayberry

RFP CONTACT INFORMATION

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

ACTIVITIES AND TIMELINES

Release of Published RFP	March 18, 2009
RFP Bidders' Conferences	April 3, 2009 (1:00 pm– 3:30 pm) (Hayward)
	April 6, 2009 (1:00 pm – 3:30 pm) (Oakland)
Deadline for RFP Responses to County	April 22, 2009 (3 pm)
Announcement of Contract Funding	May 8, 2009
Deadline for Appeals	May 14, 2009 (3 pm)
Appeals Hearing	May 18, 2009
Awards by Board of Supervisors	July 1, 2009
Contract Start Date	July 1, 2009

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REQUEST FOR PROPOSAL: GENERAL INFORMATION

I. INTRODUCTION

Alameda County Social Services Agency (SSA) is soliciting proposals from community-based organizations as well as public or private, for-profit or non-profit agencies to provide substance abuse testing and/or counseling to individuals and families referred by the Children & Family Services Department (CFS). Selected contractors will provide drug testing with or without counseling services (individual, couple, family, and group counseling) as well as intake and assessment and casework support activities. The specific services are to be provided upon written request by designated CFS program supervisory staff that will submit a referral request for services form.

The total amount of funds for substance abuse testing and counseling services to be distributed among contracted providers is \$306,000 for the twelve-month period of July 1, 2009 through June 30, 2010. However, SSA reserves the option to extend any contracts entered into as a result of this solicitation for up to two (2) additional years, based on project outcomes and available funding.

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 fee-for-service basis. **Organizations providing testing services only are encouraged to apply, as well as those providing testing and counseling services. No collaborations between agencies will be accepted for this project.**

II. PROGRAM DESCRIPTION

A. PURPOSE

The goal of this program is to relieve and reduce the circumstances threatening the mental and/or physical health of children due to the drug abuse of family members. The program will provide intake and assessment, urinalysis for drug screening, with or without individual, couple/family, and group counseling, and casework support services to substance abusing adults. Those individuals must be referred by SSA as a condition for maintaining their children in the home or for reunification with children who have been removed from the home.

B. SERVICES

1.) General - Contractor will provide intake, assessment and drug screening to individuals and families referred by the Social Services Agency. Individual, couple, family, and group counseling as well as case management may be provided if the agency offers this type of service. Services are to be provided only upon the written request by designated CFS program supervisory staff and referral of selected clients that are in apparent need of substance abuse testing services. A specific referral request for services form will be used by SSA. *(See p. 8)*

2.) Drug testing – as ordered by SSA, Certified Drug Testing staff will perform urine drug screens. As requested by SSA, these tests can either be supervised or non-supervised. All drug testing is conducted according to protocols as established by the Department of Transportation, the Drug and Alcohol Testing Industry Association and the federal Chain of Custody requirements. Additionally, the “Random Drug Testing” County Policy must be followed. *(See p. 9)*

III. SCOPE OF WORK

Provisions of Substance Abuse testing only, or testing and counseling will be determined by CFS. Contractors will provide testing and/or counseling services to individuals, couples, and families residing throughout Alameda County. The specific services are to be provided only upon the written request by designated CFS program supervisory staff and referral of selected clients that are in apparent need of substance abuse testing services. ***Contractor is required to accept all referrals.*** Services to be purchased are as follows (If proposal is for drug testing only, then only f. below applies):

- a) **Intake Assessment** –An individual evaluation of the social, economic, cultural, medical and family dynamics with particular emphasis given to issues of substance abuse and dependence.
- b) **Individual Counseling** – A person-to-person contact focusing on the needs of the individual being served. Individual sessions are usually face-to-face contacts but contractor may bill for up to one unit for telephone contacts that are of at least 30 minutes in duration for crisis intervention or case conference.
- c) **Couple and Family Counseling** – Will be conducted with the individual client and at least one or more family members focusing on the functioning of the family unit. If only one individual shows, the individual counseling rate will be used for reimbursement.
- d) **Group Sessions** - Consists of a minimum of 2 to a maximum of 12 individuals to a group focusing on the needs of the individuals served.
- e) **Casework Support** – Additional support services essential to helping the client in recovery but not listed above, including scheduling appointments, case conferences, case coordination, report writing, collateral contacts with other therapist, family members or other agencies involved in the case, follow up on program participation and other interventions on behalf of the client.
- f) **Drug testing** – The number of tests per week is to be based on the treatment plan recommendation. Specimens will be primarily obtained through urinalysis with hair samples subject to confirmatory toxicology screening if warranted by SSA CFS or the Court. Specimens are to be submitted to an approved laboratory for toxicology screening of the following drugs:
 - Amphetamines
 - Methamphetamines
 - Cocaine
 - Codeine
 - Morphine
 - PCP (Phencyclidine)
 - Barbiturates
 - Benzodiazepines
 - Methadone
 - Propoxyphene

Screening for Alcohol or Marijuana may be required where need is justified or recommended in the client's treatment plan, if requested by SSA CFS Child Welfare Worker or Child Welfare Supervisor.

Individual drug testing shall be charged at a rate not to exceed \$35.00 per test.

- g) **Eligibility** – Client admission to this program shall be limited to those referred by Children Protective Services Division in accordance with the program protocol jointly established by County and Contractor. These individuals shall be in the reunification phase and children may be in home or in-out-of-home placement.
- h) **Referral** Referrals from the CFS will be made via the following methods of communication: telephone, email or facsimile. Requests for services that are provided via telephone or email will be followed up with the "Testing, Counseling and Education Services Referral Form" (see p.8) provided by the CFS.
- i) **Reporting** – Monthly report of services provided shall be submitted along with the request for payment of services rendered. For reporting purposes, the contractor shall be required to track and formulate monthly service utilization reports that documents the following:

Client Name
Date of Referral
Case Number
Date of Services
Source of Referral
Service category
Type of test provided
Number of test or Service per individual client
Test outcomes (number of positive or-negative results)
Accumulative totals of clients, test or service provided per month.

- This report is required in order to determine the performance of service on monthly progressive basis.
- Contractor shall provide client specific progress report upon request by Child Welfare Workers.
- Contractors will also be required to provide a summary of testing results, as requested, by CFS staff, including the case carrying Child Welfare Worker and/or his/her Supervisor. These requests may be periodic and are designed to support the client in their Court-ordered Treatment Plan. *Agencies are to consider a missed test as a "dirty test."* After two (2) consecutive missed tests, the Agency shall advise the case carrying Child Welfare Worker of the clients' status.
- Contractor shall store and maintain on file, copies of the notices of service authorization for each client referral and shall be made available upon request by SSA.

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- j) **Records** – Individual client records shall be maintained. At a minimum, they shall include the following information:
1. A permanent case number for identification purposes.
 2. Client identifying information.
 3. Referral sources, including referral forms and date of initial referral.
 4. Intake/Assessment records and notes, and a Treatment Plan
 5. A chronological record of dates that services was provided, the nature of the service (including progress notes) and by whom it was provided. Progress notes will be kept for all program activities.
 6. Client's signed consent forms for release of information.
 7. Reports requested by Child Welfare worker for court purposes, notice of client termination or changes in the treatment plan.
 8. Individual, couples, family, group counseling, casework support activities and drug testing outcomes shall be noted in each client file on the date of occurrence of the activity.
- k) **Location of Services** – If proposal provides for substance abuse testing only, then it must include, at a minimum, one testing location in North County and one testing location in South County, readily accessible by public transportation.

IV. Testing, Counseling and Educational Services Referral Form

Confidentiality Clause:

Date Referred: _____ Client Name: _____ To: _____
Medi-Cal Eligible: ___ Yes ___ No
Attention: _____ SSN #: _____
Fax #: _____

Client may participate in the following services that your program offers:

DRUG TESTING:

- Hair testing*
- Urine testing* ___ per week ___ per month ___ end date for testing

EDUCATIONAL/Other SERVICES:

- Parenting Classes* _____ # of sessions
- Anger Management*
- Domestic Violence*
- Individual Counseling*
- Relapse Counseling*
- Drug Diversion*
- Supervised Visitation*
- Supervised Exchanges*
- Court reports*
- Registration fee (one time fee)*

Recommended by:

CWW: _____ ***Worker#:*** _____
Tel. # _____
(Name/Signature)

Approved by:

CWS: _____
Date: _____
(Name/Signature)

Program Manager: _____ ***Date:*** _____

(Name/Signature of over \$00.00)

IV. SUBSTANCE ABUSE TESTING PROCEDURES

The goal of random testing is to discourage substance abuse among clients by not setting a specific, predictable testing schedule. . .Random notification is an important aspect of the reliability of substance detection. The detection of any substance is subject to the timing and amount of the dose. Subjects who use illicit substances may take steps to hide their use from being detected through substance abuse testing if they have advanced notice in which to plan. The notification of the individual should be done so as not to allow time to enable any such tactics. Individuals should not receive more than 24 hours notice when being tested for most substances, much less notice should be provided if the substance being tested is alcohol (ethanol). . If ethanol is of concern, the collection should be done within 3 to 4 hours. **A pattern of test rescheduling due to missed calls or tests, or participant requests for rescheduling may result in an increase in testing frequency or a report of non-compliance at contractor's discretion.**

Individuals in the pool of persons tested may be randomly selected for substance testing only or for both substance and alcohol testing. When an individual is randomly selected for both substance and alcohol testing, these tests will be administered during a single visit to the collection facility to minimize the number of disruptions.

Individuals will be selected for testing through the use of a third party computer-generated random list, or another method to be determined by the contractor and the County. All individuals will have an equal chance of being selected on each testing day. The dates for administering these tests will be reasonably spread throughout the year but will not be predictable. Random testing may occur on any Monday through Friday throughout the year. Persons who are tested will be immediately available for re-selection on the next day. A reasonable amount of transportation time will be allowed for client to arrive at the testing location.

Additionally, and specifically, a total of two laboratory toxicology screens are to be submitted for any client undergoing substance testing. Urine samples should continue to be taken at the normal rate, but only two of those samples are to be submitted for actual laboratory, on a random basis.

The selection of what sample to submit will be at the discretion of the treatment facility but should reflect clinical assessment of the need for a toxicology test and should be sufficiently routine to detect a pattern of substance usage if such exists. The collection of urine samples is to remain intact per current practice.

Any and all client test results must be requested in writing, authorized by program supervisory staff of SSA, and must conform to data sharing guidelines, standards and protocol applicable to Local, State and Federal regulatory agencies. Frequency of such requests from other regulatory agencies, for which additional tests may be required, must be reviewed and authorized by SSA. To protect client case file confidentiality, safeguard measures must be instituted for data storage, maintenance and retrieval.

V. FUNDING AVAILABILITY

The total amount of funds for substance abuse testing and counseling services to be distributed among contracted providers is \$306,000 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 fee-for-service basis. To award substance abuse testing and/or counseling funding, SSA will conduct the RFP process contained herein. The timetable for this RFP Process is provided on p.2. If you have any questions regarding this process or this document, contact **Karen Obidah, at kobida@acgov.org, or 510-267-8608.**

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. Terms and Conditions of the Proposal

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 Substance Abuse Testing and/or Counseling Services 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 Assessment

Prior to the execution of a Substance Abuse Testing and/or Counseling Services 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.

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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 Substance Abuse Testing and/or Counseling 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 apprenticeship. 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.

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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 Children and Family 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 Drug Testing/Treatment 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 Drug Testing/Treatment 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 ***Specific Rating Criteria***, ***p. 22***.
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 **3:00 p.m. May 14, 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).

I. 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/Q.
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

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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/Q; 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:

1. 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.
2. 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

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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.

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 3:00 p.m., April 22, 2009.**

Respondents are to submit one original plus seven (7) copies of their proposal. 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:

**SUBSTANCE ABUSE TESTING
AND/OR COUNSELING SERVICES
2009/2010 RFP
Alameda County Social Services Agency
Contracts Office
2000 San Pablo Ave. 4th floor
Oakland, CA 94612**

**Attention: KAREN OBIDAH
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 the 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

Substance Abuse Testing/Children and Family Services
Request for Proposal (RFP)

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 Substance Abuse Testing and/or Counseling Services 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 CONFERENCE 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 place and time:

April 3rd
1:00pm – 3:30pm
Alameda County Social Services Agency
24100 Amador Street
Hayward, CA 94544
Location: Shooting Star Room, 6th floor

April 6th
1:00pm – 3:30pm
2000 San Pablo Ave. Alameda County Social Services Agency
Oakland, CA 94612
Location: Oakland Room, 2nd 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 Drug Testing/Treatment is \$306,000. The geographic distribution of the Substance Abuse Testing and/or Counseling Services caseload, the types and volume of services needed for Substance Abuse Testing and/or Counseling Services participants, and other resources that are available to the County for service to Substance Abuse Testing and/or Counseling Services participants, will each be considerations in the determination of funding awards.

Responding agencies are advised to request levels of funding which 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, or collaborative, 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 a funding request for just one project. An agency may submit one or more proposals. Two or more agencies may join together to submit a proposal or proposals.

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. (see p. 22)*

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 1 inch 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 six additional signed copies of the proposal. The original must be clearly marked "ORIGINAL."
6. All Substance Abuse Testing and/or Counseling Services 2009/2010 proposals received in response to this solicitation, at SSA's discretion, may be incorporated into the awarded contracts and may serve as basic terms and conditions for the ultimate contracts. Therefore, bidders are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The Social Services Agency reserves the right to negotiate modifications or revisions to any awarded contracts.

VII. RATING CRITERIA

Substance Abuse Testing and Counseling Services

Specific Rating Criteria for Substance Abuse Testing and/or Counseling 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:		
Adequate and qualified project staff?	5	
Participation Standards:		
Participant Activities Are Supervised?	10	
Participant Attendance Is Monitored?	10	
Participant Outcomes Are Tracked?	5	
Adequate Participant Records Kept?	5	
Adequate Participant Progress Reporting?	5	
Target Population:		
Experience providing substance abuse services to low income populations?	5	
Culturally/linguistically competent for target?	5	
Facilities accessible to target population?	5	
Total for Project Design	55	
BIDDER QUALIFICATIONS		
Previous experience in similar projects?	15	
Adequate fiscal controls?	15	
Established working relationship with population	15	
Total for Bidder Qualifications	45	
TOTAL FOR RATING ELEMENTS		
	100	
Local Vendor* [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	5	
SLEB Vendor* [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	5	
TOTAL SCORE	110	

* For County use only