

# COUNTY OF ALAMEDA

## REQUEST FOR PROPOSAL No. 2019-SSA-WBA-CW Stg1 for CalWORKs Stage One Child Care Program

For complete information regarding this project, see RFP posted at

[http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp)

or

[http://www.alamedasocialservices.org/public/departments/agency\\_administration/finance/funding\\_opportunities/index.cfm](http://www.alamedasocialservices.org/public/departments/agency_administration/finance/funding_opportunities/index.cfm)

or contact the County representative listed below. Thank you for your interest!

Contact Person: Sally Ianiro, Program/Financial Specialist

Phone Number: (510) 267-8633

E-mail Address: [sally.ianiro@acgov.org](mailto:sally.ianiro@acgov.org)

**RESPONSE DUE**

by

**2:00 p.m.**

on

**March 1, 2019**

at

Alameda County Social Services Agency  
Finance Division – Contracts Office  
1111 Jackson Street, 1<sup>st</sup> Floor, Suite 103  
Oakland, CA 94607

Attention: Sally Ianiro or Agnes Leung

**COUNTY OF ALAMEDA**  
**REQUEST FOR PROPOSAL No. 2019-SSA-WBA-CW Stg 1**  
**SPECIFICATIONS, TERMS AND CONDITIONS**  
**CALWORKS STAGE ONE CHILD CARE PROGRAM**

**TABLE OF CONTENTS**

	<b>Page</b>
<b>I. ACRONYM AND TERM GLOSSARY .....</b>	<b>2</b>
<b>II. STATEMENT OF WORK .....</b>	<b>3</b>
A. BACKGROUND .....	3
B. INTENT .....	3
C. SCOPE .....	4
D. FUNDING AVAILABILITY AND FUNDING PERIOD .....	6
F. SPECIFIC REQUIREMENTS FOR SERVICE DELIVERY .....	7
G. DELIVERABLES/REPORTS .....	8
H. PERFORMANCE MEASURES .....	8
I. CONTRACT PERFORMANCE .....	9
<b>III. CALENDAR OF EVENTS .....</b>	<b>12</b>
NETWORKING/BIDDERS CONFERENCES .....	12
<b>IV. COUNTY PROCEDURES, TERMS, AND CONDITIONS .....</b>	<b>13</b>
A. EVALUATION CRITERIA/SELECTION COMMITTEE .....	13
B. CONTRACT EVALUATION AND ASSESSMENT .....	19
C. NOTICE OF INTENT TO AWARD .....	19
D. BID PROTEST/APPEALS PROCESS .....	20
E. TERM/TERMINATION/RENEWAL .....	22
F. PRICING .....	22
G. AWARD .....	23
H. METHOD OF ORDERING .....	24
I. INVOICING .....	25
J. LIQUIDATED DAMAGES .....	25
K. ACCOUNT MANAGER/SUPPORT STAFF .....	25
<b>V. INSTRUCTIONS TO BIDDERS .....</b>	<b>26</b>
A. COUNTY CONTACTS .....	26
B. SUBMITTAL OF BIDS .....	27
C. RESPONSE FORMAT .....	29

**EXHIBITS**

- EXHIBIT A – STANDARD SERVICES AGREEMENT
- EXHIBIT B – BUDGET REQUIREMENTS
- EXHIBIT C - INSURANCE REQUIREMENTS
- EXHIBIT D - VENDOR BID LIST – INTENTIONALLY OMITTED
- EXHIBIT E - EXAMPLE - ANNUAL QUALITY ASSURANCE REPORT
- EXHIBIT F –CHILDREN AND FAMILY PARTICIPATION FYE 2015 – FYE 2018

**ATTACHMENTS**

- ATTACHMENT NO. 1 – BID RESPONSE PACKET

## I. ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lower case.

ACSSA	Alameda County Social Services Agency
Bid	Shall mean a bidder's response to this Request for Proposals (RFP)
Bidder	Shall mean the specific person or entity responding to this RFP
Board	Shall refer to the County of Alameda Board of Supervisors
CalWORKs	Shall refer to the California Work Opportunity and Responsibility to Kids Program
CDSS	California Department of Social Services
CW	CalWORKs
CW 115	Shall refer to the State mandated CalWORKs Child Care Monthly Data Report for CalWORKs Families
CW 115A	Shall refer to the State mandated CalWORKs Child Care Monthly Data Report for CalWORKs Families w/two-parents in the household
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
Federal	Refers to United States Federal Government, its departments and/or agencies
FY	State Fiscal Year, July 1 to June 30
MPP	CDSS Manual of Policies and Procedures
Proposal	Shall mean bidder/contractor response to this RFP
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda's request for contractors'/bidders' proposal to provide the goods and/or services being solicited herein
Response	Shall refer to bidder's proposal submitted in reply to RFP
R&R	Refers to Child Care Resource and Referral Agencies
State	Refers to State of California, its departments and/or agencies
TrustLine	California's registry of in-home child care providers who have passed a background screening
WTW	Welfare to Work Program

## II. STATEMENT OF WORK

### A. BACKGROUND

Child care services are provided by Alameda County Social Service Agency (ACSSA) to California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare to Work (WTW) participants. The CalWORKs Child Care Program is administered in three different stages. Stage One is administered by the county welfare departments or their contractors. Stages Two and Three are administered by California Department of Education. The goal of the CalWORKs Child Care Program is to ensure families have quality stable child care as they transition from cash assistance to self-sufficiency. This Request for Proposals (RFP) is seeking a contractor to provide Stage One Child Care services.

Child care is available to CalWORKs participants with eligible dependent children who are participating in a County-approved WTW activity and/or employment. The ultimate choice of a child care provider, whether licensed or license-exempt, shall be decided by the parent. To receive CalWORKs Stage One Child Care, families must meet three basic eligibility requirements: 1) the parent(s) must be receiving or have received cash aid; 2) the child(ren) must meet age requirements, and the family must have a need for child care; and 3) the adult(s) must work or participate in a WTW activity approved by the County (unless an exemption applies).

The Contractor must assure the following actions are met for all CalWORKs participants seeking child care services: 1) ensure that the parent is provided with the necessary information and assistance to make an informed child care choice; 2) determine that the parent is eligible to receive child care services and the child care provider meets all eligibility criteria; 3) process the child care certification; and 4) process and issue child care provider payments.

To serve CalWORKs WTW participants in Alameda County, the Workforce and Benefits Administration (WBA) department designates four geographic regions within the County. A chart at the top of **EXHIBIT F** shows the trend in numbers of **children** participating in CalWORKs Stage One Child Care in Alameda County from Fiscal Year End (FYE) 2015 through FYE 2018 by geographic region. The figures represent **unique numbers** of children served for each FYE.

At the bottom of **EXHIBIT F**, a chart shows the **unique number of families** receiving CalWORKs Stage One Child Care Program Services for FYE 2015 through FYE 2018 by geographic region.

### B. INTENT

It is the intent of these specifications, terms and conditions to describe the CalWORKs Child Care Program services being requested by the County.

## C. SCOPE

ACSSA is seeking proposals for contracted services to administer the Stage One Child Care Program for Alameda County CalWORKs WTW participants. The contracted Child Care Resource and Referral (R&R) agency(ies) will assist participants in obtaining quality child care services so the participants can be actively engaged in required WTW activities. The Contractor(s) shall provide licensed and license-exempt child care services, including child care referrals and provision of payment to child care providers for all CalWORKs Stage One participants needing these services for their children 10 years old or younger or for their children with disabilities regardless of age, while the participants are in any CalWORKs Stage One component. Children who are 11 or 12 years of age, who are eligible for and who are receiving subsidized child care services, and for whom a before or after school program is not available, shall continue to receive subsidized child care services. The Contractor(s) shall adhere to the policies and procedures pertaining to Stage One Child Care as prescribed in Division 47 of the CDSS Manual of Policies and Procedures (MPP) available at:

<http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/CalWORKs-CalFresh-Regulations/Eligibility-and-Assistance-Standards>

The services to be provided for this program are:

1. Referrals
  - a. Administer CW Stage One Child Care Services in order to meet the obligations as mandated in CalWORKs legislation to provide a seamless system as CW participants move between Stages One, Two and Three child care.
  - b. CalWORKs Stage One participants requesting referrals will be able to discuss their individual child care needs with a referral counselor. The Contractor will match those needs with available child care spaces from a regularly updated list of licensed and license-exempt centers and homes in the community requested by the client or where the need exists. If a child care provider identifies a client in need of child care, the client will need to be vetted through eligibility at any SSA self-sufficiency office and a request would need to be made to the child care provider.
  - c. Immediately deliver services to CW participants referred by the County for Stage One Child Care.
  - d. The Contractor will provide each participant with at least three child care referrals whenever possible. It is understood these are referrals, not recommendations. CW Stage One participants choose their own child care provider.
  - e. The Contractor will provide CW Stage One participants with verbal and written information on choosing child care as well as their responsibilities of becoming an employer should they choose to have someone come into their own home to care for their children. Participants will also be given

the opportunity to view a video on what to consider when making a choice.

- f. The Contractor will provide training to CW participants on parent education, and choosing quality child care.
- g. Follow-up will be made with 100 percent of participants to ascertain each participant's success in finding appropriate child care.
- h. The Contractor will ensure no cause exemptions occur due to child care providers or care being unavailable during non-traditional hours.
- i. The Contractor will provide further referrals if requested by a participant.
- j. Each participant will be given names and phone numbers of all state funded child care programs for which they may be eligible, and encouraged to put their names on the waiting lists for child care.

## 2. Enrollments

- a. A determination will be made by the Contractor as to whether the facility chosen by the parent requires a license. If it does, the license will be checked for current status.
- b. Contractor will not recommend or pay for child care provided by anyone under the age of eighteen.
- c. Contractor shall not pay for child care when public schools (K-8th grade) are available to provide the care at no charge.
- d. Contractor will verify the need for child care fees.
- e. Contractor will enroll participant for the hours, days, start and end dates for child care authorized by the CalWORKs Employment Counselor. Written documentation from the CalWORKs Employment Counselor shall be on file in each case folder, except for those employed participants.
- f. Contractor will have the participant sign off that the child care policies have been received and read.
- g. Contractor will create child care provider files containing:
  - i. License information
  - ii. TrustLine information
  - iii. Provider fee/rates
  - iv. Provider program rules agreement form, etc
- h. Contractor will contact child care providers to discuss policies and procedures and notify them of changes.
- i. Contractor will contact the child care provider to discuss the rate charged to ensure it is within the market rate.

- j. For those chosen child care providers exempt from licensing, and exempt from the TrustLine process because of familial relationship, the Contractor will request the child care provider to provide identification and the Declaration of Exemption From Trustline Registration and Health and Safety Self-Certification form, also known as the CCP 1. If the child care provider is unable to provide such verification, they must then go through the TrustLine process. This action provides additional assurance and protection to CalWORKs children receiving Child Care services in the care of exempt child care providers.
  - k. Troubleshoot issues that might cause displacement of a child from child care in order to prevent multiple placements.
  - l. Prepare the transition of CW participants to Stage Two Child Care or Stage Three Child Care by completing all necessary documentation for the California Department of Education and Alternative Payment Program.
  - m. Changes to any of the above, after approval by the County CalWORKs program, will be made and recorded.
3. Child Care Provider Payments
- a. Contractor will provide payment services including, but not limited to, collection of child care provider timesheet records and processing and mailing subsidy payments (up to the limits established by CDSS) to licensed and license-exempt child care providers for CW Stage One Child Care.
  - b. Contractor will compare all requests for child care provider payments with the provider's contract and daily attendance sheets before approving a payment.
  - c. Contractor will pay the child care providers for the contracted period and the contract rates on a cost reimbursement basis.
  - d. Contractor will follow up on all payment questions and issues.

#### D. FUNDING AVAILABILITY AND FUNDING PERIOD

All awards are subject to funding availability pursuant to the CalWORKs Single Allocation and County General Fund. CalWORKs Stage One Child Care funding levels are uncertain and subject to change. No obligation or commitment of funds will be allowed beyond the contract period described in this RFP. It is the bidder's responsibility to provide an annual program budget that reflects the capacity to run a successful program.

The County intends to award a 36-month contract to the bidder or bidders selected as the most responsible and whose response conforms to the RFP and meets the County's requirements.

**E. BIDDER QUALIFICATIONS**

1. Bidder shall be a state designated Resource and Referral agency and have been regularly and continuously engaged in the business of providing child care services for at least five years.
2. If bidding for more than one region, bidder shall have remote location(s) in each region of Alameda County to serve the CalWORKs Stage One participants.
3. Bidder shall not receive preference for bidding on all regions or less than all regions or only one region.
4. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP. See California Department of Education (CDE) website for Program Requirements for Child Care Initiative Project (CCIP) at <https://www.cde.ca.gov/>.
5. Bidder shall employ staff with experience and expertise to provide the services as specified under this RFP.
6. Bidder shall have bilingual staff to meet the needs of the County's CalWORKs participants. The bidder shall have a methodology for verifying bilingual employees are competent in reading, writing, and speaking both English and the other languages in which they are providing services. The Contractor's methodology shall be shared with the County upon request.

**F. SPECIFIC REQUIREMENTS FOR SERVICE DELIVERY**

1. Contractor must:
  - a. Ensure the parent is provided with the necessary information and assistance to make an informed child care choice;
  - b. Determine the parent is eligible to receive child care services and the child care provider meets all eligibility criteria;
  - c. Process the child care certification;
  - d. Process and issue child care provider payments.
2. Contractor must have continual access to a facility that is:
  - a. Located in the region in which bidder is submitting a proposal;
  - b. In compliance with all applicable state and local building and fire codes;



3. Large enough to comfortably house the required meetings with CalWORKs participants. Contractor will maintain staff that have:
  - a. A demonstrated track record of providing successful child care services;
  - b. Experience and expertise in working with diverse populations;
  - c. The language capacity necessary to serve a linguistically diverse population;
  - d. The qualifications and experience necessary to successfully achieve required performance measures;
  - e. The ability to collect required data and submit accurate and timely reports to the County.
4. Contractor will maintain statistical, financial, and other records/reports necessary for audit review by the County and assure the accuracy of the data.
5. Contractor will comply with fiscal or program monitoring/assessment recommendations by the County Program/Financial Specialist and execute all written corrective action plans generated thereby.
6. Contractor will maintain individual client case files and make these files available for inspection by ACSSA staff.

G. DELIVERABLES/REPORTS

See Data Collection and Reporting in section I.4 below.

H. PERFORMANCE MEASURES

SSA has adopted Performance Metrics to strengthen and increase data collection and improve contract performance. This framework establishes performance metrics that will allow SSA to track the positive impact and benefits of services for the target population by focusing on three critical questions: How much work was done? How well was it done? and Is anyone better off? Additional performance measures and frequency of reporting will be determined during the contract negotiations process.

The framework establishes a partnership between the service provider and SSA. The performance metrics and deliverables are outlined below:

1. How much was done?

**Performance Measure 1. The number of Stage One families with child care during the month.**

**Deliverable:** Contractor will report on the number of Stage One families with child care during the month as defined in the CW 115 and the CW 115A reports, and a reporting format identified by SSA's Office of Policy, Evaluation, and Planning (OPEP).

2. How well was it done?

**Performance Measure 2. 75% of Stage One families satisfied with the services.**

**Deliverable:** Contractor will develop a satisfaction survey and report with the guidance of OPEP and will submit a report on the findings of this survey.

3. Are participants better off?

**Performance Measure 3. 90% of Stage One children who are eligible for Stage Two are successfully transferred to Stage Two Child Care.**

**Deliverable:** Contractor will report on the number of Stage One families with child care during the month that were transitioned to Stage Two child care as defined in the CW 115 in the CW 115A report and a reporting format identified by OPEP.

## I. CONTRACTOR PERFORMANCE

### 1. Budget Compliance and Invoice Accuracy

- a. Contractor shall submit a monthly invoice by the 25th of the month following the month of service showing two categories of costs: operating costs to administer the program and direct payments to child care providers.
- b. The monthly invoice must show actual operating costs and be submitted on an Excel spreadsheet with line item detail for each month. The spreadsheet must also include year-to-date expenditure amounts and the contract balance. Costs must be reasonable, appropriate, and in accordance with Title 2 Code of Federal Regulations Part 200.
- c. Invoices must include copies of monthly CW 115 and 115A reports indicating direct payment amounts made to child care providers, and the monthly amount invoiced for provider payments. The Contractor's invoice must match the provider payment amounts reported on the CW 115 and 115A.
- d. No supplemental billing will be accepted without prior approval by the SSA Program Department of the need and justification for revisions of the service categories, service units, or the contract budget (line-items or unit costs).

- e. Requests for adjustments or revisions must be made by written request and approved by the SSA Program Specialist, Alisa Loveman (Phone: 510-259-3871, Email: ALoveman@acgov.org). Requests for budget adjustments must be accompanied by written justification. The County Auditor Controller's Office will not pay for unauthorized service categories, service units and budget line-items that are revised or rendered by Contractor that are not approved by SSA Program Department and/or for claimed services that contract program monitoring findings indicate have not been provided.

## 2. Communication and Partnerships

To assure the delivery of program-effective and cost-effective services, the SSA, in accordance with the provisions of CalWORKs County Plan and other relevant County policies, will participate in regular, **on-going meetings** with representatives of the Contractor and monitor and evaluate on a regular basis Contractor's performance with respect to the following items:

- a. Achievement of planned performance (actual accomplishments in comparison to stated performance goals);
- b. Validity of invoices (appropriateness and accuracy of invoiced fees);
- c. Adequate collection and reporting of data and statistics (accuracy of reported statistical data);
- d. Compliance with referral and reporting system;
- e. Quality and appropriateness of services including the extent to which targeted populations are appropriately served;
- f. Extent to which need for program modification is identified and modification is made to respond to CalWORKs participant needs;
- g. Sufficiency of documentation; and,
- h. Other items as appropriate.

## 3. Records Management

- a. Maintenance and Preservation of Records.

Selected CONTRACTOR will prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided to eligible SSA clients, and to maintain and preserve said records for at least three years from the date of final payment under the potential agreement.

b. Inspection of Records.

Pursuant to California Government Code Section 8546.7, all records documents, conditions and activities of selected CONTRACTOR and its subcontractors, related to the services provided, shall be subject to the examinations and audit of the California State Auditor and any other duly authorized local, state and/or federal agencies. Selected CONTRACTOR will further agree to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any authorized local, state and/or federal agencies.

4. Data Collection and Reporting

- a. On a monthly basis, the Contractor will provide the County with data it has collected from all of the Payment Programs, to assist the County in fiscal, policy, and programmatic planning with regard to child care.
- b. Contractor will submit an Annual Quality Assurance Report. Refer to Exhibit E for the template.
- c. Contractor will submit a performance measure report that will be identified by ACSSA.
- d. Contractor will work with County Staff to further develop and refine performance measures and data elements as they relate to child care in Alameda County.
- e. Contractor will provide to County statistical information as required to comply with CDSS reporting requirements for Stage One Child Care Services, including, length of waiting lists, child care expenditures, usage data, and geographical data.
- f. On a monthly basis, Contractor will compile the data to complete the CW 115 and the CW 115A reports for the County and submit both reports to the County no later than the 15<sup>th</sup> of the month.
- g. Contractor will maintain complete records on numbers of children serviced in family day care, center-based care, and care provided in a CW participant's home, and the amounts expended for such care.
- h. Contractor will provide data reports as requested by County.
- i. Contractor will advise County of any suspected improper or potentially fraudulent use of CW Stage One Child Care funds, any suspected overpayment made with CW Stage One Child Care funds, or misinformation provided by a CW participant with regard to child care.

### III. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request Issued	January 23, 2019	
Written Questions Due	February 8, 2019 by 5:00 p.m.	
Networking/Bidders Conference #1	February 7, 2019 1:00 pm -3:00 pm	at: Alameda County Social Social Services Agency Eden Area Multi-Service Center 24100 Amador St. Hayward CA 94544 Sixth Floor, Climbing Penstemon Conference Room No. 626
Networking/Bidders Conference #2	February 8, 2019 9:00 am – 11:00 am	at: Alameda County Social Services Agency 1111 Jackson Street Oakland, CA 94607 Second Floor, Monterey Room Room No. 226
Addendum Issued	February 14, 2019	
<b>Bidders' Responses Due</b>	<b>March 1, 2019 at 2:00 p.m.</b>	
Evaluation Period	March 2–14, 2019	
Vendor Interviews	March 18, 2019	
Letter Recommending Award Issued	March 22, 2019	
Board Consideration Award Date	June 4, 2019*	
Contract Start Date	July 1, 2019*	

\* Note: Award and start dates are approximate.

It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions of this RFP. By the submission of a Proposal, Bidder certifies that if awarded a contract, Bidder will make no claim against the County.

#### NETWORKING/BIDDERS CONFERENCES

1. Networking/bidders conferences will be held to provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
2. All questions will be addressed, and the list of attendees will be included, in an RFP Addendum following the networking/bidders conferences.
3. Potential bidders are strongly encouraged to attend networking/bidders conferences in order to further facilitate subcontracting relationships. Vendors who attend a networking/bidders conference will be added to the RFP Addendum. Failure to participate in a networking/bidders conference will in no way relieve the Contractor from furnishing goods and/or services required in accordance with these specifications, terms and conditions. Attendance at a networking/bidders conference is highly recommended, but is not mandatory.

#### **IV. COUNTY PROCEDURES, TERMS, AND CONDITIONS**

##### **A. EVALUATION CRITERIA/SELECTION COMMITTEE**

All proposals that pass the initial Evaluation Criteria, which are determined on a pass/fail basis (Completeness of Response, Financial Stability, and Debarment and Suspension), will be evaluated by a County Selection Committee (CSC). The CSC will consist of no less than three members with expertise or experience in the related program. The CSC is selected by the program department and may be composed of County staff and other parties that may have expertise or experience in child care services. The CSC will score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. Other than the initial pass/fail Evaluation Criteria, the evaluation of the proposals shall be within the sole judgment and discretion of the CSC.

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

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

Bidders applying for more than one region may receive a contract for all, some or none of the regions applied for. For example, a bidder applying for Regions 1 and 2 might be awarded one, both or neither.

Bidders are advised that in the evaluation of cost it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.

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

The basic information that each section should contain is specified below; these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed; however, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the goods and/or services being solicited.

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

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of bidders that will continue to the final stage of oral interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, oral interview.

If the two-stage approach is used, the **ten** bidders receiving the highest preliminary scores of at least 200 points will be invited to an oral interview. Only the bidders meeting the short list criteria will proceed to the next stage. All other bidders will be deemed eliminated from the process. All bidders will be notified of the short list participants; however, the preliminary scores at that time will not be communicated to bidders.

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

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

The Evaluation Criteria and their respective weights are as follows:

	<b>Evaluation Criteria</b>	<b>Weight</b>
<b>A.</b>	<p><b>Completeness of Response:</b> Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p> <p>Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p>	Pass/Fail
<b>B.</b>	<p><b>Debarment and Suspension:</b> Bidder, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at <a href="http://www.sam.gov">www.sam.gov</a>.</p>	Pass/Fail
<b>C.</b>	<p><b>Relevant Experience:</b> Bidder will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> <li>1. Does the bidder have relevant experience and performance in supporting this type of contract with governmental and non-profit agencies? (10 points)</li> <li>2. Has the bidder demonstrated a clear knowledge, understanding and experience working with ACSSA CalWORKs clients requesting CalWORKs Stage One Child Care or similar child care experience in the selected region(s) (Regions 1, 2, 3, 4)? (8 points)</li> <li>3. Does the bidder describe how they address potential challenges in conducting services for ACCW clients requesting CalWORKs Stage One Child Care or similar experience? (7 points)</li> </ol>	25 Points
<b>D.</b>	<p><b>Administrative/Organization Capacity/Staffing:</b></p> <ol style="list-style-type: none"> <li>1. Does the bidder have the ability to provide quality child care services and resource information to CW clients in each region (Region 1, 2, 3 and 4) including the ability and flexibility to meet the needs of SSA clients? (5 points)</li> <li>2. Does the bidder describe the capacity of adequate, qualified, and culturally competent staff to meet the needs of SSA CW clients? (4 points)</li> <li>3. Does the bidder demonstrate the ability to collect required data, keep client case files and submit accurate and detailed reports on time? (3 points)</li> <li>4. Has the bidder established a positive and collaborative working relationship with SSA staff? (3 points)</li> </ol>	15 Points



<b>E.</b>	<p><b>Program Design/Implementation Plan/Schedule:</b></p> <ol style="list-style-type: none"> <li>1. Has the bidder described in detail the program design and how this program will be administered when child care service is requested and referred by SSA staff? (12 points)</li> <li>2. Has the bidder provided detailed examples of how they would resolve potential issues/problems that may arise? (8 points)</li> </ol>	20 Points
<b>F.</b>	<p><b>Cost Efficiency/Fiscal Management:</b></p> <ol style="list-style-type: none"> <li>1. Does the bidder have fiscal management experience that creates high probability that the agency will accurately maintain statistical, financial, and data records for this contract? (3 points)</li> <li>2. Does the bidder have in place the necessary fiscal controls to implement this project? (3 points)</li> <li>3. Does the bidder maintain adequate cash flow to implement and administer the contract during the contract term? If not, has the bidder indicated the amounts, timing of, and justification for any advances that will be needed? (3 points)</li> <li>4. Has the bidder described staffing levels, justified the need for the staffing levels, and budgeted adequately and realistically for staffing the contract? (3 points)</li> <li>5. Has the bidder provided a detailed, realistic line-item budget that shows reasonable and appropriate costs that are in accordance with Title 2 Code of Federal Regulations Part 200? (3 points)</li> </ol> <p>Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford.</p>	15 Points
<b>G.</b>	<p><b>References (See Attachment No. 1 – Bid Response Packet)</b></p> <p>References for the bidder have been provided, and the County was able to speak with a minimum of three references in order to verify.</p>	5 Points
<b>H.</b>	<p><b>Oral Interview:</b></p> <p>The oral interview on the proposal shall not exceed sixty (60) minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder’s proposal. The scoring may be revised based on the oral interview.</p>	20 Points
<b>TOTAL</b>		100 Points

**EXAMPLE – CSC RATING FORM**

**SECTION 1: Minimum Bidder Requirements**

- The RFP Proposal is complete.  yes/pass     no/fail
- Debarment and Suspension Certification:  yes/pass     no/fail

Bidder, its principal and named subcontractors are not identified on the list of federally debarred, suspended or other excluded parties located at [www.sam.gov](http://www.sam.gov).

**SECTION 2: Rating Elements**

<b>Evaluation Criteria</b> In each area described below, an evaluation will be made of the probability of success of and risks associated with, the proposal response	<b>Weight Point</b>	<b>X</b>	<b>Point Scale</b>	<b>=</b>	<b>Total Points</b>
<b><i>Relevant Experience: “Does the proposal...”</i></b>					
1. Describe past relevant experience and performance in supporting this type of contract with governmental and non-profit agencies?	10	X	Max 5 pt.	=	50
2. Demonstrate the bidder’s knowledge, understanding and experience working with ACSSA CalWORKs clients requesting CalWORKs Stage One Child Care or similar child care experience in the selected region(s) (Regions 1, 2, 3 and 4)?	8	X	Max 5 pt.	=	40
3. Describe the bidder’s challenges in conducting services for ACCW clients requesting CalWORKs Stage One Child Care or similar services?	7	X	Max 5 pt.	=	35
<b>Subtotal</b>	<b>25</b>	<b>X</b>	<b>Max 5 pt.</b>	<b>=</b>	<b>125</b>
<b><i>Administrative/Organization Capacity/Staffing: “Does the proposal...”</i></b>					
1. Demonstrate the bidder’s ability to provide quality child care services and resource information to CW clients in each region (Region 1, 2, 3, and 4) including the ability and flexibility to meet the needs of SSA CW clients?	5	X	Max 5 pt.	=	25
2. Describe the capacity of adequate, qualified, and culturally competent staff to meet the needs of SSA CW clients? Identify the office locations in each region they are providing services?	4	X	Max 5 pt.	=	20
3. Describe the bidder’s ability to collect required data, keep client case files and submit accurate and detailed reports on time?	3	X	Max 5 pt.	=	15
4. Describe the bidder’s ability to establish positive and collaborative working relationship with SSA staff?	3	X	Max 5 pt.	=	15
<b>Subtotal</b>	<b>15</b>	<b>X</b>	<b>Max 5 pt.</b>	<b>=</b>	<b>75</b>
<b><i>Program Design/Implementation Plan/Schedule: “Does the proposal...”</i></b>					
1. Describe in detail the program design and how the program will be administered when child care services are requested and referred by SSA staff?	12	X	Max 5 pt.	=	60
2. Provide detailed examples of how they would resolve potential issues/problems that may arise in order to ensure the continuity of child care is not interrupted for SSA clients?	8	X	Max 5 pt.	=	40
<b>Subtotal</b>	<b>20</b>	<b>X</b>	<b>Max 5 pt.</b>	<b>=</b>	<b>100</b>
<b><i>Cost Efficiency/Fiscal Management: “Does the proposal...”</i></b>					
1. Describe fiscal management experience that indicates the bidder has a high probability of success in maintaining statistical, financial, and data record for this contract?	3	X	Max 5 pt.	=	15

2. Indicate that the bidder has in place the necessary fiscal controls to implement this project?	3	X	Max 5 pt.	=	15
3. Does the bidder maintain adequate cash flow to implement and administer the contract during the contract term? If not, has the bidder indicated the amounts, timing of, and justification for any advances that will be needed?	3	X	Max 5 pt.	=	15
4. Describe staffing levels, justify the need for staffing levels, and budget adequately and realistically for staffing the contract?	3	X	Max 5 pt.	=	15
5. Provide a detailed, realistic line-item budget that shows reasonable and appropriate costs in accordance with Title 2 Code of Federal Regulations Part 200?  Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford.	3	X	Max 5 pt.	=	15
<b>Subtotal</b>	15	X	Max 5 pt.	=	75
<i>References (See Attachment No. 1 – Bid Response Packet)</i>	5	X	Max 5 pt.	=	25
<b>Subtotal</b>	5	X	Max 5 pt.	=	25
<b>Oral Interview:</b> The oral interview by each bidder shall not exceed sixty (60) minutes in length. The oral interview will consist of standard questions asked of each of the bidders and specific questions regarding the specific proposal.	20	X	Max 5 pt.	=	100
<b>Subtotal</b>	20	X	Max 5 pt.	=	100
<b>Total</b>	100	X	Max 5 pt.	=	500
<b>Grand Total</b>				=	<b>500</b>

## B. CONTRACT EVALUATION AND ASSESSMENT

During the initial 60-day period of any contract, which may be awarded to Contractor, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.

The County reserves the right to determine, at its sole discretion, whether:

1. Contractor has complied with all terms of this RFP; and
2. Any problems or potential problems with the proposed goods and services were evidenced that make it unlikely (even with possible modifications) that such goods and services have met or will meet the County requirements.

If, as a result of such determination, the County concludes that it is not satisfied with Contractor, Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor will be notified that the contract is being terminated. Contractor shall be responsible for returning County facilities to their original state at no charge to the County. The County will have the right to invite the next highest ranked bidder to enter into a contract. The County also reserves the right to re-bid this project if it is determined to be in its best interest to do so.

## C. NOTICE OF INTENT TO AWARD

1. At the conclusion of the RFP response evaluation process ("Evaluation Process"), all bidders will be notified in writing by e-mail, or US Postal Service mail, of the contract award recommendation, if any, by the SSA Contracts Office. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award will provide the following information:

- a. The name of the bidder being recommended for contract award; and
  - b. The names of all other parties that submitted proposals.
2. At the conclusion of the RFP response evaluation process and negotiations, debriefings for unsuccessful bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror's bid. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder.
  3. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

#### D. BID PROTEST/APPEALS PROCESS

The County prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that bidder wishes to protest the bid process or appeal the intent to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.

1. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the County's SSA Finance Director, located at 1111 Jackson Street, Suite 103, Oakland, CA 94607, Fax: (510) 839-0748, before 5:00 p.m. of the FIFTH business day following the date of issuance of the Notice of Intent to Award, not the date received by the Bidder. A Bid protest received after 5:00 p.m. is considered received as of the next business day.
  - a. The Bid protest must contain a complete statement of the reasons and facts for the protest.
  - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
  - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
  - d. The County Agency/Department will notify all bidders of the protest as soon as possible.
2. Upon receipt of written protest, the SSA Finance Director, or designee will review and evaluate the protest and issue a written decision. The SSA Finance Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten business days prior to the Board hearing date.
3. The decision will be communicated by e-mail and certified mail, and will inform the Bidder whether or not the recommendation to the Board of Supervisors in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the RFP.

The decision of the SSA Finance Director on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance and Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, fax number (510) 272-6502 unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by

OCCR will be performed by the alternate. The Bidder whose Bid is the subject of the protest, all bidders affected by the SSA Finance Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the SSA Finance Director's decision. All appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five business days following the issuance of the decision by the SSA Finance Director, not the date received by the Bidder. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH business day following the date of issuance of the decision by the SSA Finance Director shall not be considered under any circumstances by the SSA or the Auditor-Controller OCCR.

- a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
- b. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP or, where appropriate, County contracting policies or other laws and regulations.
- c. The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by the SSA Finance Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by the SSA Finance Director or department designee, and will determine whether to uphold or overturn the protest decision.
- d. The Auditor's Office may overturn the results of a bid process for ethical violations by SSA Contracts Office staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
- e. The decision of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCCR will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all bidders affected by the decision.

The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors.

The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

E. TERM/TERMINATION/RENEWAL

1. The term of the contract, which may be awarded pursuant to this RFP, will be 36 months. The County has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor's work, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. The County may terminate the contract at any time without written notice upon a material breach of contract and substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor. In the event of such termination with or without cause, the County reserves the right to invite the next highest ranked bidder to enter into a contract or re-bid the project if it is determined to be in its best interest to do so.
2. The County may, at its sole option, terminate any contract that may be awarded as a result of this RFP at the end of any County Fiscal Year, for reason of non-appropriation of funds. In such event, the County will give Contractor at least thirty days' written notice that such function will not be funded for the next fiscal period. In such event, the County will return any associated equipment to the Contractor in good working order, reasonable wear and tear excepted.
3. By mutual agreement, any contract that may be awarded pursuant to this RFP, may be extended for an additional two years at agreed upon prices with all other terms and conditions remaining the same.

F. PRICING

1. Prices quoted shall be firm for the first 30 months of any contract that may be awarded pursuant to this RFP.
2. Price escalation for the second and third years of any contract awarded as a result of this RFP shall not exceed the percentage increase stated by Bidder on the Budget Form, Attachment No. 1 – Bid Response Packet.
3. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
4. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the County.
5. All prices are to be F.O.B. (Free On Board) destination. Any freight/delivery charges are to be included.
6. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and County only after completion of the initial term.
7. Taxes and freight charges:

- a. The price(s) quoted shall be the total cost the County will pay for this project including Sales, Use, or other taxes, and all other charges.
  - b. No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, will be paid by the County unless expressly included and itemized in the bid.
  - c. Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County; as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
  - d. Articles sold to the County of Alameda are exempt from certain Federal excise taxes. The County will furnish an exemption certificate.
8. All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.
  9. Price quotes shall include any and all payment incentives available to the County.
  10. Bidders are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension.
  11. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.
  12. Prevailing Wages: Pursuant to California Labor Code Sections 1770 et seq., Contractor shall pay to persons performing labor in and about Work provided for in Contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

G. AWARD

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled "Evaluation Criteria/Selection Committee."



2. The committee will recommend award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
3. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. The County reserves the right to award to a single or multiple Contractors.
5. The County has the right to decline to award this contract or any part thereof for any reason.
6. Any proposals/bids that contain false or misleading information may be disqualified.
7. Board approval to award a contract is required.
8. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.
9. Final Standard Services Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the County's Standard Services Agreement template online at:  
<http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>  
  
The template contains minimal Agreement boilerplate language only.
10. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.
11. The Standard Services Agreement terms and conditions are non-negotiable.

#### H. METHOD OF ORDERING

1. A written Purchase Order (PO) and signed Standard Services Agreement or CBO Master Contract will be issued upon Board approval.

2. POs and Standard Agreements or CBO Master Contracts will be faxed, transmitted electronically or mailed and shall be the only authorization for the Contractor to place an order.
3. POs and payments for products and/or services will be issued only in the name of Contractor.
4. Contractor shall adapt to changes to the method of ordering procedures as required by the County during the term of the contract.
5. Change orders shall be agreed upon by Contractor and County and issued as needed in writing by County.

I. INVOICING

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. County will use best efforts to make payment within thirty days following receipt and review of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
8. The County will pay Contractor monthly or as agreed upon, not to exceed the total amount quoted in the contract.

J. LIQUIDATED DAMAGES

In the event the Contractor's performance and/or deliverable projects have been deemed unsatisfactory by a review committee, the County reserves the right to withhold future payments until the performance and or deliverable projects are deemed satisfactory.

K. ACCOUNT MANAGER/SUPPORT STAFF

1. Contractor shall provide a dedicated competent account manager who shall be responsible for the County account/contract. The account manager shall receive all orders from the County and shall be the primary contact for all issues regarding Bidder's response to this RFP and any contract that may arise pursuant to this RFP.

2. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products offered and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.
3. Contractor account manager shall be familiar with County requirements and standards and work with the ACSSA Workforce and Benefits Administration Department (WBA) and the ACSSA Contracts Office to ensure that established standards are adhered to.
4. If requests are made to Contractor by County departments outside of the WBA department, Contractor account manager will inform County Program Specialist Alisa Loveman (Phone: 510-259-3871, Email: ALoveman@acgov.org).

## **V. INSTRUCTIONS TO BIDDERS**

### **A. COUNTY CONTACTS**

ACSSA Contracts Office is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through ACSSA Contracts Office only.

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

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. on March 1, 2019 to:

Sally Ianiro, Program/Financial Specialist  
Alameda County Social Services Agency/Contracts Office  
1111 Jackson Street, 1<sup>st</sup> Floor Suite 103  
Oakland, CA 94607  
E-Mail: [sally.ianiro@acgov.org](mailto:sally.ianiro@acgov.org)  
PHONE: (510) 267-8633

The GSA Contracting Opportunities website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to [http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) to view current contracting opportunities.

Or

[http://alamedasocialservices.org/public/departments/agency\\_administration/finance/funding\\_opportunities/index.cfm](http://alamedasocialservices.org/public/departments/agency_administration/finance/funding_opportunities/index.cfm) to view current SSA contracting opportunities.

B. SUBMITTAL OF BIDS

2. All bids must be SEALED and must be received at the Office of the Purchasing Agent of Alameda County BY 2:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED BIDS CANNOT BE ACCEPTED. IF HAND DELIVERING BIDS, PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

Bids will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any bid received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the bidder unopened.

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

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

**CalWORKs Stage One Child Care Program**  
RFP No. 2019-SSA-WBA-CW Stg1  
Attn: Sally Ianiro, Program/Financial Specialist  
Alameda County Social Services Agency/Contracts Office  
1111 Jackson Street, 1st Floor Suite 103  
Oakland, CA 94607

Bidder's name, return address, and the RFP number and title must also appear on the mailing package.

4. Bidders are to submit one original hardcopy bid (Attachment No. 1 – Bid Response Packet, including additional required documentation), with original ink signatures, plus five copies of their proposal. Original proposal is to be clearly marked “ORIGINAL” with copies to be marked “COPY”. All submittals should be printed on plain white paper, and must be either loose leaf or in a 3-ring binder (NOT bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.

Bidders **must** also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with OCR preferred), and shall be an exact scanned image of the original hard copy Attachment No. 1 – Bid Response Packet, including additional required documentation. The file must be on disk or USB flash drive and enclosed with the sealed original hardcopy of the bid.

5. BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM(S) OR ANY OTHER COUNTY-PROVIDED DOCUMENT.
6. All costs required for the preparation and submission of a bid shall be borne by Bidder.
7. No email (electronic) or facsimile bids will be considered.
8. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
9. All other information regarding the bid responses will be held as confidential until such time as the CSC has completed its evaluation, an recommended award has been made by the CSC, and the contract has been fully negotiated with the recommended awardee named in the recommendation to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will include the name of the bidder to be recommended for award of this project. In addition, award information will be posted on the County’s “Contracting Opportunities” website, mentioned above.
10. 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.
11. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
12. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.

13. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
14. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
15. It is understood that Alameda County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

C. RESPONSE FORMAT

1. Bid responses are to be straightforward, clear, concise and specific to the information requested.
2. In order for bids to be considered complete, Bidder **must** provide responses to all information requested. See Attachment No.1 – Bid Response Packet (separate file).
3. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County's website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.

# **EXHIBIT A**

## **STANDARD SERVICES AGREEMENT**

**RFP No. 2019-SSA-WBA-CW Stg1**

Bidders may access copies of the Standard Services Agreement template online at: <http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>. The template contains minimal Agreement boilerplate language only.



# **EXHIBIT B**

## **BUDGET REQUIREMENTS**

### **RFP No. 2019-SSA-WBA-CW Stg1**

Bidders shall submit budgets on the budget form in the Bid Response Packet, Attachment No. 1.

In order to fairly compare proposals, bidders may not make alterations or changes of any kind to budgets once a Bid Response Packet has been submitted for consideration by the Community Selection Committee.

Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the initial 30-month term, with optional two additional years, of any contract that is a result of this bid.

A Stage One Child Care contract will consist of two categories of costs, operating costs to administer the program, and direct payments to child care providers. Bidders will submit proposals for operating costs only; SSA will project provider payments.

Bidders shall include a line item budget for a 36-month contract (contract to start July 1, 2019) of costs to administer a CalWORKs Stage One Child Care Services program in the region or regions selected. An approved Excel spreadsheet shall be used as Exhibit B in the Bid Response Packet (see page 10). The line item budget must include only direct services/operational costs for a 36-month period. SSA will add provider payments at the time of contract execution.

Bidder shall include an explanation of costs and describe how each cost is necessary and supports implementation of the proposal. (3 pages are allowed)



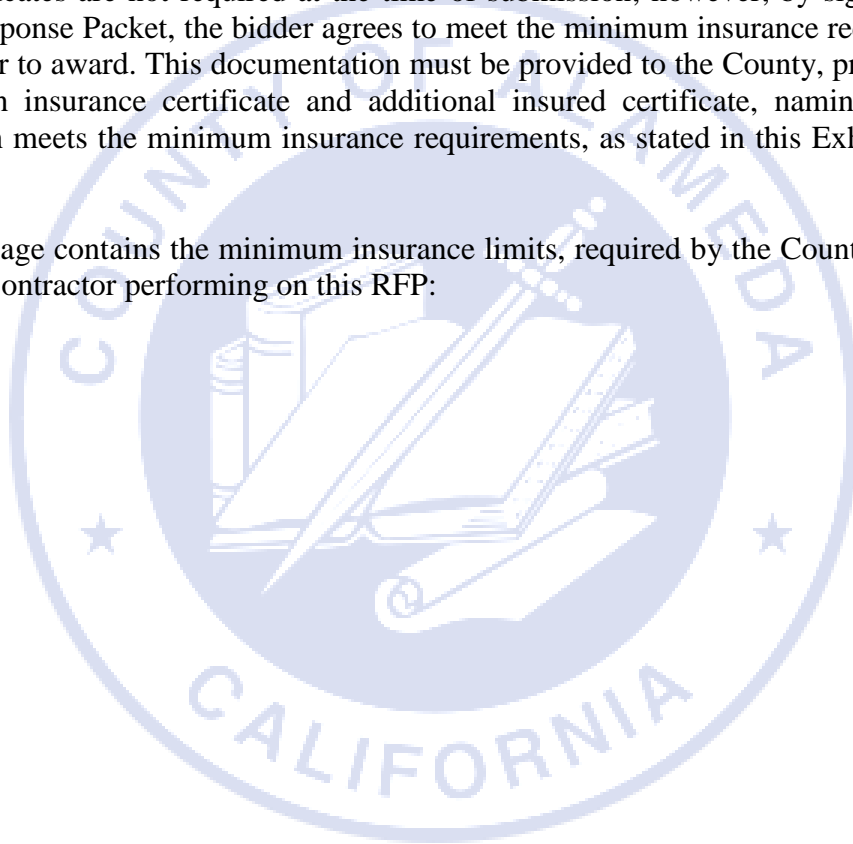
# EXHIBIT C

## INSURANCE REQUIREMENTS

### RFP No. 2019-SSA-WBA-CW Stg1

Insurance certificates are not required at the time of submission; however, by signing Attachment No. 1 – Bid Response Packet, the bidder agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit C–Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP:



**\*\*\* SEE NEXT PAGE FOR COUNTY OF ALAMEDA MINIMUM  
INSURANCE REQUIREMENTS \*\*\***

**EXHIBIT C**

**COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

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

<b>TYPE OF INSURANCE COVERAGES</b>		<b>MINIMUM LIMITS</b>
<b>A</b>	<b>Commercial General Liability</b> Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
<b>B</b>	<b>Commercial or Business Automobile Liability</b> All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
<b>D</b>	<b>Professional Liability/Errors &amp; Omissions</b> Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 aggregate
<b>E</b>	<p><b><u>Endorsements and Conditions:</u></b></p> <ol style="list-style-type: none"> <li><b>ADDITIONAL INSURED:</b> ALL INSURANCE REQUIRED ABOVE WITH THE EXCEPTION OF PROFESSIONAL LIABILITY, PERSONAL AUTOMOBILE LIABILITY, WORKERS' COMPENSATION AND EMPLOYERS LIABILITY, SHALL BE ENDORSED TO NAME AS ADDITIONAL INSURED: COUNTY OF ALAMEDA, ITS BOARD OF SUPERVISORS, THE INDIVIDUAL MEMBERS THEREOF, AND ALL COUNTY OFFICERS, AGENTS, EMPLOYEES AND REPRESENTATIVES.</li> <li><b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.</li> <li><b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li> <li><b>INSURER FINANCIAL RATING:</b> Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.</li> <li><b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.</li> <li><b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods: <ul style="list-style-type: none"> <li>Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party), or at minimum named as an "Additional Insured" on the other's policies.</li> <li>Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured.</li> </ul> </li> <li><b>CANCELLATION OF INSURANCE:</b> All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.</li> <li><b>CERTIFICATE OF INSURANCE:</b> Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent to: <ul style="list-style-type: none"> <li><b>Alameda County Social Services/Contracts Office, 1111 Jackson Street, 1<sup>st</sup> Floor, Oakland, CA 94607</b></li> <li><b>Attn: Insurance Unit</b></li> <li>With a copy to Risk Management Unit (1106 Madison Street, Room 233, Oakland, CA 94607)</li> </ul> </li> </ol>	

# **EXHIBIT D**

## **VENDOR BID LIST**

**RFP No. 2019-SSA-WBA-CW Stg1**

**INTENTIONALLY OMITTED**



# EXHIBIT E

## RFP No. 2019-SSA-WBA-CW Stg1

### EXAMPLE - ANNUAL QUALITY ASSURANCE REPORT

#### Annual Quality Assurance Report

1. Describe the data collection process your agency developed to track RBA Performance Measures (include all database systems used for this program, the process for entering data in the database, the staff responsible for this collection process and how you gather individual client data and aggregate this into your SSA report).



2. Describe the quality assurance methods used to ensure data quality and accuracy (frequency of internal data audits, process for internal audits, and staff person assigned to conduct internal audits).



3. Describe the limitations or challenges that the program experienced in the data collection process and/or ensuring data quality.



4. What strategies are you implementing to address these challenges and/or limitations?



# EXHIBIT F

Region	City	Number of Families Served			
		FYE 2015	FYE 2016	FYE 2017	FYE 2018
1	Alameda	51	67	49	30
	Albany	4	6	5	7
	Berkeley	79	63	50	39
	Emeryville	37	33	28	21
	Oakland	1,340	1,341	1,142	956
<b>Subtotal Region 1</b>		<b>1,511</b>	<b>1,510</b>	<b>1,274</b>	<b>1,053</b>
2	Castro Valley	10	41	38	30
	Hayward	417	353	324	223
	San Leandro	202	171	160	93
	San Lorenzo	33	28	25	14
<b>Subtotal Region 2</b>		<b>662</b>	<b>593</b>	<b>547</b>	<b>360</b>
3	Fremont	101	93	96	68
	Newark	31	32	30	20
	Union City	64	53	45	14
<b>Subtotal Region 3</b>		<b>196</b>	<b>178</b>	<b>171</b>	<b>102</b>
4	Dublin	19	22	15	19
	Livermore	44	67	60	49
	Pleasanton	13	16	17	21
	Sunol	1	0	0	0
<b>Subtotal Region 4</b>		<b>77</b>	<b>105</b>	<b>92</b>	<b>89</b>
NA	Out-of-County	1	0	1	0
<b>Total Families Served</b>		<b>2,447</b>	<b>2,386</b>	<b>2,085</b>	<b>1,604</b>

Region	City	Number of Children Served			
		FYE 2015	FYE 2016	FYE 2017	FYE 2018
1	Alameda	75	107	81	43
	Albany	5	7	5	9
	Berkeley	126	103	83	65
	Emeryville	254	53	43	29
	Oakland	2,079	2,092	1,805	1,522
<b>Subtotal Region 1</b>		<b>2,539</b>	<b>2,362</b>	<b>2,017</b>	<b>1,668</b>
2	Castro Valley	63	67	61	46
	Hayward	669	554	531	371
	San Leandro	323	265	248	142
	San Lorenzo	54	45	39	18
<b>Subtotal Region 2</b>		<b>1,109</b>	<b>931</b>	<b>879</b>	<b>577</b>
3	Fremont	165	154	260	106
	Newark	48	51	49	30
	Union City	97	84	81	32
<b>Subtotal Region 3</b>		<b>310</b>	<b>289</b>	<b>390</b>	<b>168</b>
4	Dublin	22	32	20	31
	Livermore	64	105	97	83
	Pleasanton	19	24	25	34
	Sunol	1	0	0	0
<b>Subtotal Region 4</b>		<b>106</b>	<b>161</b>	<b>142</b>	<b>148</b>
NA	Out-of-County	2	0	1	0
<b>Total Children Served</b>		<b>4,066</b>	<b>3,743</b>	<b>3,428</b>	<b>2,561</b>

**(PAGE HOLDER INTENTIONALLY INSERTED)**





# ATTACHMENT NO. 1

## BID RESPONSE PACKET

### RFP NO. 2019-SSA-WBA-CW STG 1 FOR CALWORKS STAGE ONE CHILD CARE PROGRAM

**Check all boxes below** that represent the Alameda County Region for which the proposed services in this Bid Response are tailored:

- Region 1 (Oakland, Alameda, Albany, Berkeley, Emeryville)
- Region 2 (Hayward, Castro Valley, San Leandro, San Lorenzo)
- Region 3 (Fremont, Newark, Union City)
- Region 4 (Dublin, Pleasanton, Livermore, Sunol)

**Note: Bid packets are not complete unless bidders have selected a region or regions from the above list.**

#### **DEADLINE FOR SUBMITTAL IS:**

**March 1, 2019**

**2:00 P.M.**

at

Alameda County Social Services Agency  
Finance Department/Contracts Office  
1111 Jackson Street, 1st Floor, Suite 103  
Oakland, CA 94607

ATTN: Sally Ianiro or Agnes Leung

**ATTACHMENT NO. 1  
BID RESPONSE PACKET  
RFP No. 2019-SSA-WBA-CW Stg1  
CalWORKs Stage One Child Care Program**

To: The County of Alameda

From: \_\_\_\_\_

(Official Name of Bidder)

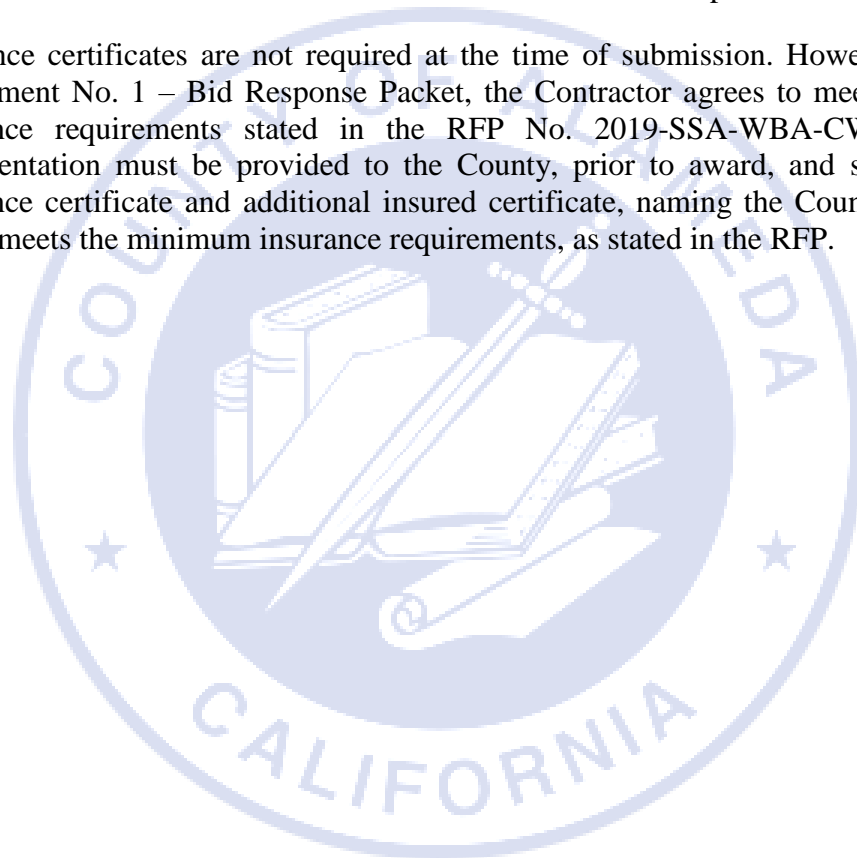
- **AS DESCRIBED IN THE SUBMITTAL OF BIDS SECTION OF THIS RFP, BIDDERS ARE TO SUBMIT ONE ORIGINAL HARDCOPY BID (ATTACHMENT NO. 1-BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL **BLUE** INK SIGNATURES, PLUS FIVE COPIES AND ONE ELECTRONIC COPY OF THE BID IN PDF (OCR is preferred).**
- **ALL PAGES OF THE BID RESPONSE PACKET (ATTACHMENT NO. 1) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF ATTACHMENT NO. 1 (OR ITEMS THEREIN) NOT APPLICABLE TO THE BIDDER MUST STILL BE SUBMITTED AS PART OF A COMPLETE BID RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED “N/A”.**
- **BIDDERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF ATTACHMENT NO. 1 – BID RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT.**
- **ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID.**
- **BIDDER MUST QUOTE PRICE(S) AS SPECIFIED IN RFP.**
- **BIDDERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE BID PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR BIDS REJECTED IN TOTAL.**



**BIDDER INFORMATION AND ACCEPTANCE**  
**RFP No. 2019-SSA-WBA-CW Stg1**

1. The undersigned declares that the Bid Documents, including, without limitation, the RFP No. 2019-SSA-WBA-CW Stg 1, Addenda (if any), Exhibits and Attachment have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms and Conditions of the Bid Documents of RFP No. 2019-SSA-WBA-CW Stg 1.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
  - **Debarment / Suspension Policy**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>]
  - **Iran Contracting Act (ICA) of 2010**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>]
  - **General Environmental Requirements**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/enviro.htm>]
  - **First Source**  
[<http://acgov.org/auditor/sleb/sourceprogram.htm>]
  - **General Requirements**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>]
  - **Proprietary and Confidential Information**  
[<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>]
6. The undersigned acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP No. 2019-SSA-WBA-CW Stg 1 and associated Bid Documents

7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, by signing Attachment No. 1 – Bid Response Packet, the Contractor agrees to meet the minimum insurance requirements stated in the RFP No. 2019-SSA-WBA-CW Stg 1. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.



**CalWORKs STAGE ONE CHILD CARE PROGRAM  
RFP No. 2019-SSA-WBA-CW Stg1**

This proposal is submitted for consideration of award under the RFP for the period July 1, 2019 through June 30, 2022. The contract entered into will be for 36 months.

<b>Maximum line-item budget provided over 36 months (Budget Form):</b> <b>Region 1: _____ Region 2: _____ Region 3: _____ Region 4: _____</b>	<b>Total Contract Funds Requested (36 months) :</b> <b>\$ _____</b>
--	--

Official Name of Bidder: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Webpage: \_\_\_\_\_

Type of Entity / Organizational Structure (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Joint Venture       |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership         |
| <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Non-Profit / Church |
| <input type="checkbox"/> Other: _____                  |  |

Justification of Organization Structure (e.g. Nonprofit 501(c)(3) Corporation, etc.): \_\_\_\_\_

Date of Organization Structure: \_\_\_\_\_ Federal Tax Identification Number: \_\_\_\_\_

Primary Contact Information:

Name / Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

<b>FISCAL AGENT/BIDDER: Signature of official authorized to sign for your agency. This Fiscal Agent will be named to receive payments and will retain primary financial and legal responsibility for contract.</b>		
<b>SIGNATURE of Official:</b>		Title:
Print Name of Official:		Date:
E-Mail Address:		Phone and Fax Numbers:

## BID RESPONSE PACKET CHECKLIST

### RFP No. 2019-SSA-WBA-CW Stg1

All of the specific documentation listed below is required to be submitted with the Attachment No. 1–Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i. e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

Bidders shall provide all of the below noted Bid Response Packet documentation and exhibits. Any material deviation from these requirements and/or submittal of an incomplete bid package may be cause for rejection of the proposal, as determined at the County’s sole discretion. Please verify each item below that it is correctly submitted as per the RFP No. 2019-SSA-WBA-CW Stg 1 and Attachment No. 1 guidelines and check (✓) each corresponding check box.

#### Bid Response Format:

#### Check Boxes

Item		✓
1.	One original proposal marked “Original” plus five copies of the proposal marked “Copy”.	
2.	The “original” bid response must be signed in <b>BLUE ink</b> with an authorized signature.	
3.	The “original” bid response is to be either loose-leaf or in a three-ring binder, not bound.	
4.	Proposals must be printed (double-sided preferred), on white 8 ½” by 11” paper. The font must be at least 12-point type in “Times New Roman” or equivalent font. Lines shall be single-spaced. Margins must be 1-inch from the top, bottom, left and right.	
5.	Table of Contents: Bid responses shall include a table of contents listing the individual sections of the proposal and their corresponding page numbers. Tabs should separate each of the individual sections.	
6.	Bidders must also submit an electronic copy of their signed proposal. The electronic copy must be a single file, scanned image of the original hard copy with all appropriate signatures, and must be on disk or USB flash drive and enclosed with the sealed hardcopy of the bid.	

#### Bid Response Packet:

#### Check Boxes

Item		✓
1.	Bidder Information and Acceptance (page 5 of Attachment No. 1 – signed <b>Blue ink</b> )	
2.	Agency Background – 1 page allowed	
3.	Relevant experience – 2 pages allowed	
4.	Administrative/Organizational Capacity/Staffing – 5 pages allowed	
5.	Program Design/Implementation Plan/Schedule – 5 pages allowed	
6.	Cost Efficiency/Fiscal Management – 3 pages allowed	
7.	Budget Form – 1 page allowed.	
8.	Budget Narrative – 3 pages are allowed.	
9.	Service Flow Chart – 1 page is allowed.	
10.	Projected Staff – 2 pages allowed	
11.	Current References – 2 pages allowed	
<b>Total pages allowed</b>		<b>26</b>

**PROPOSAL NARRATIVE**  
**RFP No. 2019-SSA-WBA-CW Stg1**

A. AGENCY BACKGROUND – 1 page allowed:

Describe your agency's mission, background and current business entity/structure (e.g. sole proprietorship, partnership, corporation, etc.).

B. RELEVANT EXPERIENCE – 2 pages allowed:

1. Describe past relevant experience and performance in supporting this type of contract with governmental and non-profit agencies.
2. Describe your knowledge, understanding and experience working with ACSSA CalWORKs clients requesting CalWORKs Stage One Child Care or similar child care experience in the selected region(s) (Regions 1, 2, 3 and 4).
3. Describe how your agency would address potential challenges in conducting services for ACCW clients requesting CalWORKs Stage 1 Child Care or similar services.

C. ADMINISTRATIVE/ORGANIZATIONAL CAPACITY/STAFFING – 5 pages allowed:

1. Describe your ability to provide quality child care services and resource information to CW clients in each region (Region 1, 2, 3 and 4) including the ability and flexibility to meet the needs of SSA CW clients.
2. Describe your capacity of adequate, qualified, and culturally competent staff to meet the needs of SSA CW clients. Please identify the office locations in each region you are providing services.
3. Describe your organization's ability to collect required data, keep client case files and submit accurate and detailed reports on time.
4. Describe your ability to establish a positive and collaborative working relationship with SSA staff.

D. PROGRAM DESIGN/IMPLEMENTATION PLAN/SCHEDULE – 5 pages allowed:

1. Describe in detail the program design and how this program will be administered when child care services are requested and referred by SSA staff.
2. In order to ensure the continuity of child care is not interrupted for SSA clients, provide detailed examples of how your agency would resolve potential issues/problems that may arise that can affect the client's eligibility.

E. COST EFFICIENCY/FISCAL MANAGEMENT – 3 pages allowed:

1. Describe your organization's fiscal management experience maintaining statistical, financial, and data records for County contracts.
2. Describe your organization's fiscal controls that will be used for this project.
3. Describe how your organization will maintain adequate cash flow to implement and administer the contract during the contract term. If cash flow assistance will be required, explain the amounts, timing of, and justification for any advances that will be needed.

4. Describe staffing levels for this project including justification for the proposed staffing levels and the associated budget costs.
5. Describe how your proposed line-item budget is reasonable and realistic and in accord with Title 2 Code of Federal Regulations Part 200.



## **BUDGET FORM INSTRUCTIONS**

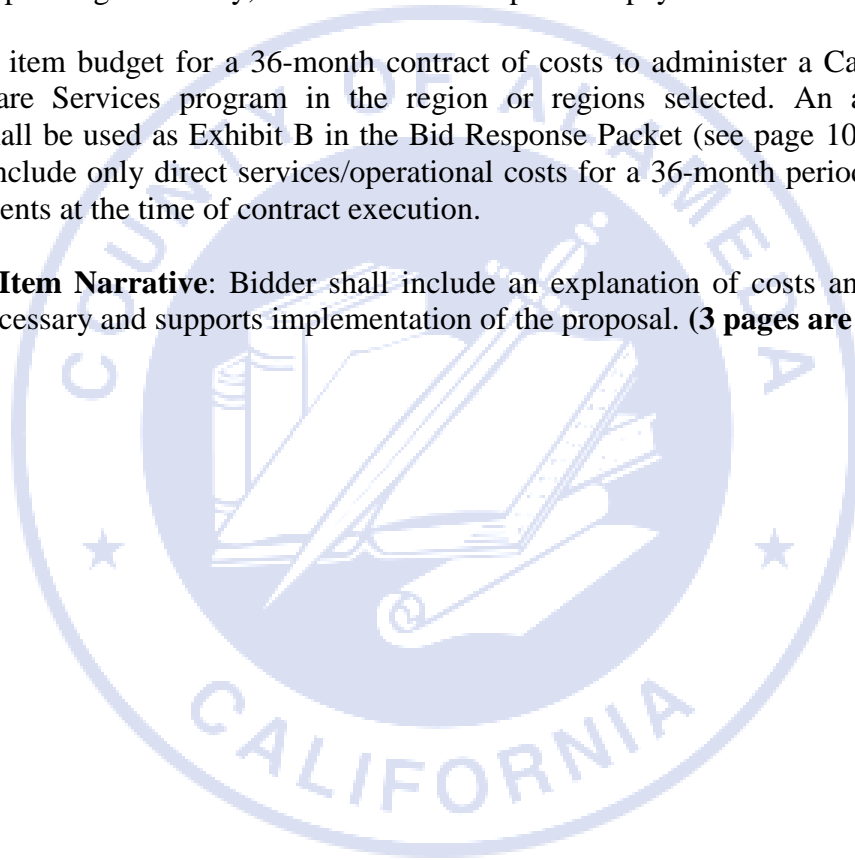
### **RFP No. 2019-SSA-WBA-CW Stg1**

**COSTS SHALL BE SUBMITTED ON THE ATTACHED BUDGET AS IS. IN ORDER TO FAIRLY COMPARE PROPOSALS, NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.** Bid responses that do not comply will be subject to rejection in total. The cost quoted shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for the 36-month term of any contract that is a result of this bid.

A Stage One Child Care contract will consist of two categories of costs, operating costs to administer the program, and direct payments to child care providers. Bidders will submit proposals for operating costs only; SSA will calculate provider payments.

Provide a line item budget for a 36-month contract of costs to administer a CalWORKs Stage One Child Care Services program in the region or regions selected. An approved Excel spreadsheet shall be used as Exhibit B in the Bid Response Packet (see page 10). The line item budget must include only direct services/operational costs for a 36-month period. SSA will add provider payments at the time of contract execution.

**Budget Line Item Narrative:** Bidder shall include an explanation of costs and describe how each cost is necessary and supports implementation of the proposal. **(3 pages are allowed)**



# BUDGET FORM

## RFP No. 2019-SSA-WBA-CW Stg 1

Agency/Company Name \_\_\_\_\_ Project Name \_\_\_\_\_  
 Budget Period \_\_\_\_\_ to \_\_\_\_\_

	1	2	3	4	5	6
<b>DIRECT EXPENSES</b>						
		FTE	Start up Costs (for new programs)	FY 19/20 Budget Amt (12 months)	FY 20/21 Budget Amt (12 months)	FY 21/22 Budget Amt (12 months)
<b>PERSONNEL EXPENSE</b>						
Salaries & Wages						
Position Title						
Position Title						
Position Title						
Position Title						
Position Title						
<b>Total Salaries &amp; Wages</b>			\$ -	\$ -	\$ -	\$ -
Payroll Taxes & Benefits						
FICA						
Unemployment Insurance						
Workers Compensation						
Retirement Benefits						
Health Insurance						
Other (please describe)						
<b>Total Payroll Taxes &amp; Benefits</b>			\$ -	\$ -	\$ -	\$ -
<b>Total Personnel Expense</b>			\$ -	\$ -	\$ -	\$ -
<b>OPERATING EXPENSE</b>						
Communications						
Office Maintenance						
Office Supplies						
Postage						
Printing						
Rents & Lease of Equipment						
Rents & Leases of Structures						
Professional Services						
Software						
Small Tools and Equipment						
Training Materials						
Training Related Travel						
Travel and Mileage						
Utilities						
Other (please identify)						
Other (please identify)						
Other (please identify)						
Other (please identify)						
<b>Total Operating Expenses</b>			\$ -	\$ -	\$ -	\$ -
<b>TOTAL DIRECT EXPENSES</b>			\$ -	\$ -	\$ -	\$ -
<b>INDIRECT EXPENSES</b>						
Admin/Overhead*		0.0%	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET</b>			\$ -	\$ -	\$ -	\$ -

\*Admin/Overhead calculated pursuant to OMB Circular. Attach copy of Federal Letter if bidder agency has been approved for an individual Federal Admin/Overhead rate.



**SERVICE FLOW CHART**  
**RFP No. 2019-SSA-WBA-CW Stg1**

Present a flow chart detailing how bidder's CW Stage One Child Care services will occur from client referral to program completion and evaluation. **(1 page is allowed)**



**PROJECTED STAFF**  
**RFP No. 2019-SSA-WBA-CW Stg1**

Bid responses must include a list of all key personnel/staff who will provide services for the CalWORKs Stage One Child Care Program. **(2 pages are allowed)**

Key Staff Member Name:	Key Staff Member Title:	Number of Employees:
Qualifications and Experience (including any licenses, certifications, or language proficiencies):		
Work Function and Duties:		

Key Staff Member Name:	Key Staff Member Title:	Number of Employees:
Qualifications and Experience (including any licenses, certifications, or language proficiencies):		
Work Function and Duties:		

Key Staff Member Name:	Key Staff Member Title:	Number of Employees:
Qualifications and Experience (including any licenses, certifications, or language proficiencies):		
Work Function and Duties:		

Key Staff Member Name:	Key Staff Member Title:	Number of Employees:
Qualifications and Experience (including any licenses, certifications, or language proficiencies):		
Work Function and Duties:		

**CURRENT REFERENCES**  
**RFP No. 2019-SSA-WBA-CW Stg1**

**Bidder Name:** \_\_\_\_\_ (2 pages are allowed)

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	