

EXHIBIT A

BID RESPONSE PACKET

RFP No. SCSEP-2018 SENIOR COMMUNITY SERVICE EMPLOYMENT 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 (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS 10 COPIES.**
- **ALL PAGES OF THE BID RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (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 EXHIBIT A – 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.**
- **IF BIDDERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A – BID RESPONSE PACKET IN ORDER FOR THE BID RESPONSE TO BE CONSIDERED COMPLETE.**

BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, the RFP, Addenda, and Exhibits 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 & Conditions of the Bid Documents of RFP No. SCSEP-2018 Senior Community Service Employment Program.
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/environ.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 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 an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

9. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bid Response Packet, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. 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.

Cover Page

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: _____ | |

Date of Organization Structure: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Signer: _____

Dated this _____ day of _____ 20_____

RFP Pre-screening Response Checklist

Bidders shall provide all of the documentation and exhibits identified below. Any material deviation from these requirements 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 specifications and check (✓) its corresponding Check Box and sign below.

Response Format:

Check Boxes

Item		✓
1.	One (1) original proposal marked "Original" plus five (5) copies of the proposal.	
2.	The "original" bid response must be signed in blue ink with an authorized signature.	
3.	The "original" bid response is to be either loose-leaf or in a three (3)-ring binder, not bound.	
4.	Proposals must be printed on white 8 ½" by 11" paper. The font must be at least 12-point type in "Times New Roman" or equivalent font. <u>Lines shall be single-spaced.</u>	
5.	Table of Contents: Bid responses shall include a table of contents listing the individual sections of the quotation/proposal and their corresponding page numbers. Tabs should separate each of the individual sections.	

Response Package:

Check Boxes

Item		✓
1.	Proposal Checklist – signed original in blue ink.	
2.	Cover Letter: – signed original in blue ink.	
3.	Bid Form (Exhibit A) with all questions completed as specified	
4.	Budget form as specified in Exhibit C	
5.	Organizational Chart	
6.	If a Non-Profit Agency; Non-profit determination letter (501[c][3])	
7.	If a Non-Profit Agency; Articles of Incorporation	
8.	If a Non-Profit Agency; Most recent Bylaws	
9.	If a Non-Profit Agency; Roster of Board of Directors	
10.	If a Non-Profit Agency; Copies of minutes of last two Board of Director meetings	
11.	If an Adult Day Care provider; copy of current License or status of application	

Our agency certifies that all above request information have been completed for RFP No. 2018-Senior Community Services Employment Program.

Signature: _____ Print Name: _____ Date: _____
 Agency Name: _____

BID FORM

COST SHALL BE SUBMITTED ON EXHIBIT A AS IS. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED. Bid responses that do not comply will be subject to rejection in total. The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the County will pay for any contract that is a result of this bid.

Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

Bidder hereby certifies to County that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

PLEASE PROVIDE A SEPARATE PROPOSAL PACKET FOR EACH SERVICE CATEGORY.

CHECK THE PROPOSED SERVICE CATEGORY BELOW (PLEASE CHECK ONLY ONE):

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

PLEASE NOTE THE GEOGRAPHIC AREA OF SERVICE AND PERCENTAGE OF TOTAL CLIENTS SERVED IN EACH AREA (IF YOU ARE PROPOSING TO SERVE MULTIPLE AREAS):

CENTRAL____ % SOUTH____% EAST____%

PLEASE INCLUDE YOUR PROPOSAL SPECIFICS IN THE FOLLOWING CHART:

SERVICE CATEGORY / GEOGRAPHIC AREA (selected above)	# SENIORS SERVED	# UNIT MEASUREMENTS PROPOSED	AMOUNT REQUESTED	TOTAL PROGRAM COST

REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – 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. Mission, Experience and Community Involvement, Program Delivery, Administrative & Fiscal Qualifications, etc.).

BID RESPONSE NARRATIVE: Please respond to the following questions:

MISSION, EXPERIENCE AND COMMUNITY INVOLVEMENT:

(Maximum two (2) pages; minimum 12 pt. font)

1. Describe the organization's history, purpose and mission statement. (6 points)
2. Discuss the needs of older adults in Alameda County, including demographic and geographic data that are relevant to the program for which you are applying. Describe the religious, cultural, income and language considerations affecting the potential population. (6 points)
3. Describe the organization's efforts to coordinate with local and regional community services to integrate the service delivery system in Alameda County. Provide specific examples of how these efforts have led to increased opportunities for older adults to live more independently. (6 points)
4. Describe the organization's experience in providing community-based services to older adults in Alameda County. Document the number of individuals served by type of service. (6 points)
5. Will your agency recruit, train, supervise and recognize volunteers in providing the proposed service? If so, how will this be accomplished? (6 points)

PROGRAM DELIVERY (Maximum 4 pages –200 of 500 Points)

1. Please provide a narrative description of how you will provide the services. Include the areas of the county to be served, the days and hours of operation. Indicate your capabilities for dedicating a computer to this program with access to the Internet, and adequate staffing to provide all management reports required by the State Department of Aging as well as the Department of Labor's (SPARQ) electronic reporting requirements. Describe training procedures for front-line data collection staff. (5points)
2. The Title V Senior Community Service Employment Program requires that services be targeted to low income persons who are 55 years of age and older and who have poor employment prospects. Please tell us your plan on reaching this population. (5points)

3. Discuss the outreach/public information methods the organization intends to employ to generate, host agencies and prospective employers for unsubsidized placements for the program. (5points)
4. Please describe the staff qualifications for the program, including any bi-lingual capability. (5points)
5. Key components of this program require establishment of relationships with current and potential host agencies who will function as training sites, as well as potential employers. Give examples of how you will accomplish these critical aspects, including monitoring and overseeing required surveys for qualitative purposes. (5points)
6. Describe the quality assurance procedures your agency will use to evaluate the services you propose to provide. (5points)
7. Describe how your agency would implement the Senior Employment program, consistent with Title V regulations, from outreach through unsubsidized placement for a typical prospective client. Include descriptions of a) recruitment and selection; b) eligibility certification and recertification and the orientation timeframe; c) physical examinations; d) the Individual Employability Program (IEP) and e) payroll processing activities. (5points)
8. Please describe whether you are starting, continuing or expanding the program. Please let us know your plans for continuing the program if the funding you receive is less than you requested. (5points)

ADMINISTRATIVE & FISCAL QUALIFICATIONS (maximum three pages – 150 of 500 points)

1. Using the format below, please provide your agency’s staffing plan and percentage of time allocated to this program. In narrative form, please describe the responsibilities and qualifications of all staff directly responsible for delivery of services. Please note that staffing plans must match personnel costs on budget. (5points)

Staff Summary Form		
Job Title/Position	Total Agency % FTE	% FTE for this program

2. Using the format below, please provide a three year history of total income vs. Total expense for your agency. In narrative form, please explain any large fluctuations in income or expense. Please provide an explanation for any deficit. (3 points)

	2014-2015	2015-2016	2016-2017
Revenue			
Expense			
Over/Under			

3. Using the instructions and template provided in Exhibit C, please submit a Line-Item Budget for this program. In narrative form, please describe your approach for deploying the most cost effective program. (5 points)
4. Please describe the organization’s current accounting system, including the following: areas and frequency of accounting for receivables and payables, payroll processing, financial statement preparation and internal/external auditing. (5 points)
5. Discuss your short and long term funding needs and goals for ongoing support of the proposed project? Please indicate if you have a current strategic plan that addresses these issues. (5 points)
6. Describe special attributes of your current or proposed board of directors that would: 1) augment your capabilities to outreach and serve your specific targeted group; 2) contribute knowledge/expertise with services you will provide; 3) provide guidance in quality assurance measurements; and 4) accept responsibility in developing and implementing strategic plans with both short and long-term needs and goals, especially financial stability. (2 points)
7. Please describe the organization’s capacity to provide reporting and client data and service unit delivery. (5 points)

EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

RFP No. SCSEP-2018 – SENIOR COMMUNITY SERVICE PROGRAM

Bidder Name: _____

List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and submit with your bid response.

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

Reference to:			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Vendor takes exception to...</i>

*Print additional pages as necessary