



EXHIBIT A

BID RESPONSE PACKET

RFP No. FY15–16
Early Intervention Services (EIS)

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 (1) ORIGINAL HARDCOPY BID (EXHIBIT A – BID RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS FIVE (5) 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) FOR EACH SERVICE PROVIDED, COST PER CLIENT SERVED AND OTHER PRICES 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. FY15-16 Early Intervention Services (EIS).
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 addendum.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements as written below or found on the County's website via links provided below:
 - Bid Protest/Appeals Process

The following is provided in the event that bidders wish to protest the bid process or appeal the recommendation to award a contract for this project 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.

- a. Any Bid protest by any Bidder regarding any other Bid must be submitted in writing to the Office of AIDS Administration (OAA) Director, located at 1000 Broadway, Suite 310, Oakland, CA 94607, Fax: (510) 268-7631, before 5:00 p.m. of the FIFTH (5th) 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.
 - i. The Bid protest must contain a complete statement of the reasons and facts for the protest.
 - ii. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - iii. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - iv. The County Agency/Department will transmit a copy of the bid protest to all bidders as soon as possible after receipt of the protest.
- b. Upon receipt of written protest, OAA Director or designee will review and evaluate the protest and issue a written decision. The OAA 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 (10) business days prior to the Board hearing or OAA award date. The decision will be communicated by e-mail or fax, and certified mail, and will inform the bidder whether or not the recommendation to the Board of

Supervisors or OAA 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 Bid.

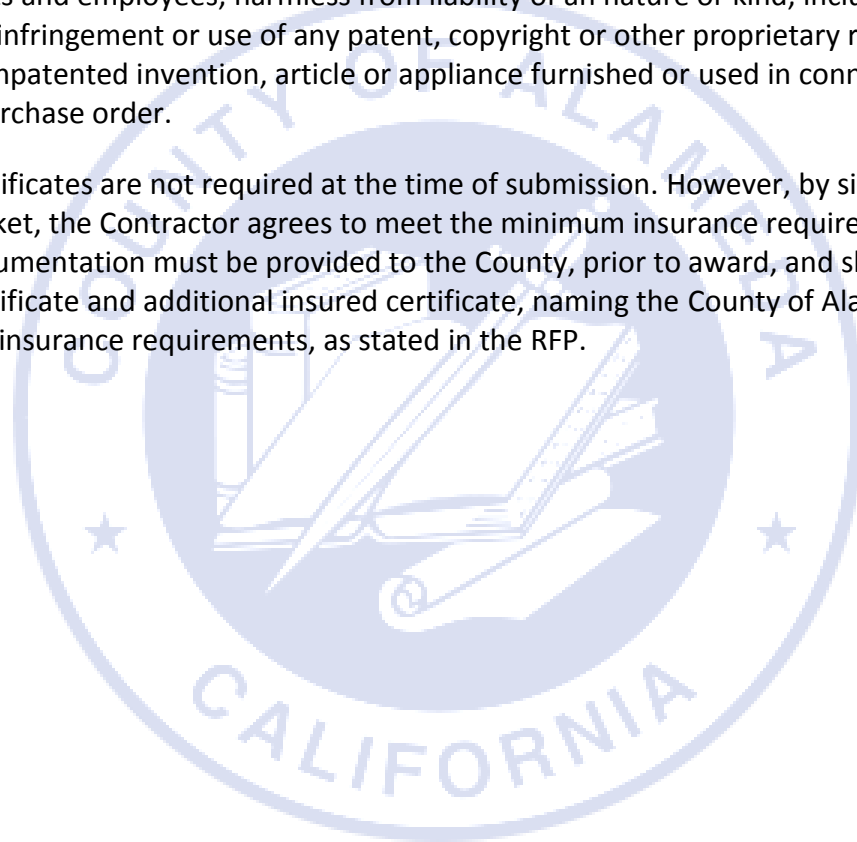
- c. The decision of the OAA Director on the bid protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA 94612, and Fax: (510) 272-6502. The Bidder whose Bid is the subject of the protest, all Bidders affected by the OAA Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the OAA Director's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the OAA 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 (5th) business day following the date of issuance of the decision by the OAA Director shall not be considered under any circumstances by the OAA or the Auditor-Controller OCC.
 - i. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - ii. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the Bid or, where appropriate, County contracting policies or other laws and regulations.
 - iii. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the OAA Director. As such, a Bidder is prohibited from stating new grounds for a Bid protest in its appeal. The Auditor-Controller (OCC) shall only review the materials and conclusions reached by the OAA Director or department designee, and will determine whether to uphold or overturn the protest decision.
 - iv. The Auditor's Office may overturn the results of a bid process for ethical violations by Purchasing 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.
 - v. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.
- d. 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 Supervisor or OAA.
- e. 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.

- [Debarment / Suspension Policy](http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm)
[<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)
[<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>]

- [General Environmental Requirements](http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm)
[<http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm>]
- [First Source](http://acgov.org/auditor/sleb/sourceprogram.htm)
[<http://acgov.org/auditor/sleb/sourceprogram.htm>]
- [General Requirements](http://www.acgov.org/gsa/departments/purchasing/policy/genregs.htm)
[<http://www.acgov.org/gsa/departments/purchasing/policy/genregs.htm>]
- Proprietary and Confidential Information
 - a. 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/RFQ may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records.
 - b. All information regarding the bid responses will be held as confidential until such time as the County Selection Committee or the OAA has completed its evaluation, an intended award has been made by the County Selection Committee or the OAA, and the contract has been fully negotiated with the intended awardees named in the intent to award/non-award notification(s). The submitted proposals shall be made available upon request no later than five (5) business days before approval of the award and contract is scheduled to be heard by the Board of Supervisors or by the OAA. All parties submitting proposals, either qualified or unqualified, will receive mailed intent 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 OAA's website, mentioned above.
 - c. Unless otherwise specified, the County will not disclose the following information if contained in bid response:
 - i. Social Security Numbers, Federal Tax Identification Numbers, and Employer Identification Numbers;
 - ii. Insurance policy numbers and vehicle identification numbers;
 - iii. Names of CSC members and/or any information that may be used to identify CSC members;
 - iv. Company financials and/or related information; and
 - v. If clearly identified, any contact information that is not used for business purposes.
 - d. The County does not consider the following records exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or as "trade secrets" protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).
 - i. Any pricing, including Exhibit A (Bid FORM)
 - ii. Key Personnel of the Bidder
 - e. If Bidder deems any record, in whole or in part, exempt from public disclosure, Bidder must use the Exceptions, Clarifications, Amendments section of Exhibit A – Bid Response Packet to list each exemption separately along with legal justification.
 - i. The County reserves the right to make independent decision to disclose records and material.
 - ii. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of "trade secrets" protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).

iii. Additionally, all bid responses shall become the property of County. County reserves the right to make use of any information or ideas contained in submitted bid responses.

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.



Official Name of Bidder: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

Corporation

Joint Venture

Limited Liability Partnership

Partnership

Limited Liability Corporation

Non-Profit / Church

Other: _____

Jurisdiction of Organization Structure: _____

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_____

BID FORM(S)

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 the term of any contract that is a result of this bid.) Include a 12-month budget and narrative (see attachments C & D) for FY 2015 -16 for service category; any sub-contracts should be included in budget.

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.

DESCRIPTION	Charge per Unit of Service (A)	Estimated Number of Units of Services Per Year (B)	1 year total (C) = A x B
<p>Early Intervention Services (EIS) : Provision of Early Intervention Services (EIS), that include identification of individuals at points of entry and access to services and provision of:</p> <ul style="list-style-type: none"> * Targeted counseling * Referral and Information Services * Linkage and Retention to care <p>All three components must be present, but Part A funds to be used for HIV testing only as necessary to supplement, not supplant, existing funding. NOTE: Under this RFP Diagnostic Testing cannot be used.</p> <p>Allowable services include:</p> <ul style="list-style-type: none"> • Early intervention and risk assessment, • Prevention care and screening, • Practitioner examination, medical history taking, diagnosis and treatment of common physical and mental conditions, • Prescribing and managing of medication therapy, • Education and counseling on health issues, • Continuing care and management of chronic conditions, • Referral to and provision of HIV-related specialty care (includes all medical subspecialties even ophthalmic and optometric services. <p>1. As part of Early Intervention Services (EIS), provision of laboratory tests integral to the treatment of HIV infection and related complications.</p>	\$		\$
1 YEAR TOTAL COST FOR SERVICES			\$

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. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

- 1. **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.

- 2. **Letter of Transmittal:** Bid responses shall include a description of Bidder’s capabilities and approach in providing its services to the County, and provide a brief synopsis of the highlights of the Proposal and overall benefits of the Proposal to the County. This synopsis should not exceed three (3) pages in length and should be easily understood.

- 3. **Exhibit A – Bid Response Packet:** Every bidder must fill out and submit the complete Exhibit A – Bid Response Packet.

- (c) **References:**
 - (1) Bidders must use the templates on pages 10 of this Exhibit A – Bid Response Packet to provide references.
 - (2) Bidders are to provide as references a list of three public agencies or publically-funded agencies with which it has contracted, and one of these must be current. References must be satisfactory as deemed solely by County. Referenced contracts should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions. Each reference shall include the project name and location, the scope of services performed and the name, address, telephone number and email address of the person who may be contacted for reference information.
 - Bidders must verify that the contact information for all references provided is current and valid.
 - Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.
 - Office of AIDS Administration (OAA) Staff cannot serve as a reference.
 - (3) The County may contact some or all of the references provided in order to determine Bidder’s performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

- (d) **Exceptions, Clarifications, Amendments:**
- (1) This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response using the template on page 11 of this Exhibit A – Bid Response Packet.
 - (2) **THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.**
4. **Key Personnel:** Bid responses shall include a complete list of all key personnel associated with the RFP (including subcontractors). This list must include all key personnel who will provide direct services to clients and all key personnel who will provide support services. For each person on the list, the following information shall be included:
- (a) The person’s relationship with Bidder, including job title and years of employment with Bidder;
 - (b) The role that the person will play in connection with the RFP;
 - (c) Address, telephone, fax numbers, and e-mail address;
 - (d) Person’s educational background; and
 - (e) Person’s relevant experience, certifications, and/or merits.
5. **Description of the Proposed Program:** Bid response shall include a description of the proposed program, as it will be finally configured during the term of the contract. The description shall specify how the proposed program will meet or exceed the requirements of the County and shall explain any advantages that this proposed program would have over other possible programs. The description shall include any disadvantages or limitations that the County should be aware of in evaluating the RFP. Finally, the description shall describe all warranties provided by Bidder.
6. **Implementation Plan and Schedule:** The bid response shall include an implementation plan and schedule. In addition, the plan shall include a detailed schedule indicating how Bidder will ensure adherence to the timetables set forth herein for the services.
7. **Financial Statements**
- (a) Audited financial statements for the past three (3) years

AGENCY REFERENCES

RFP FY15-16: Early Intervention Services (EIS)

Bidder Name: _____

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

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

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

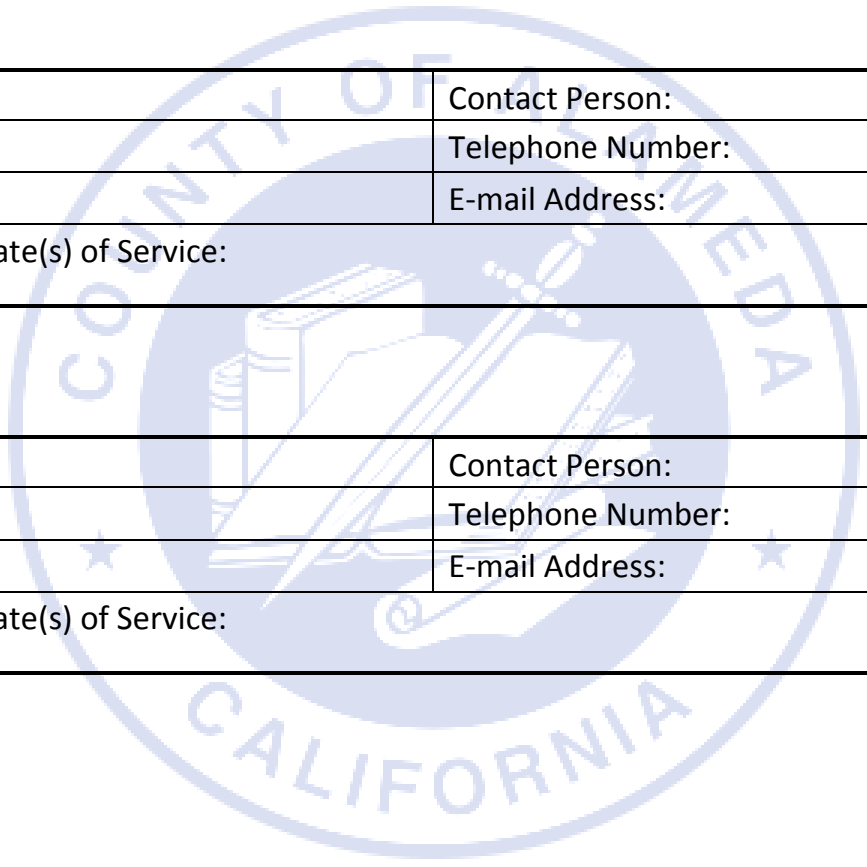
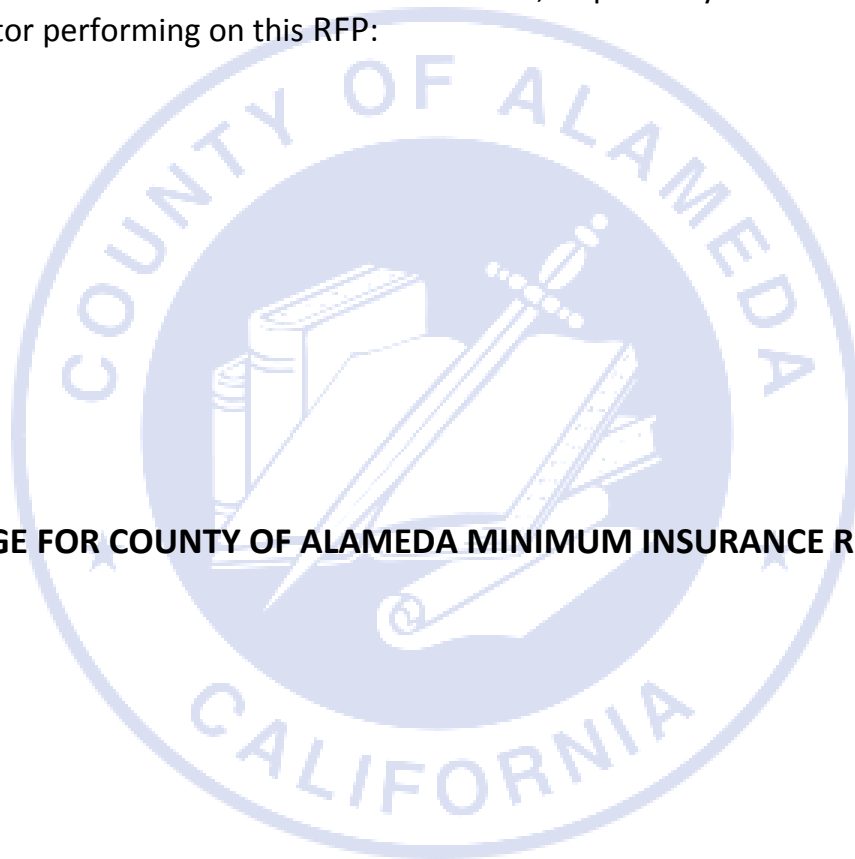


EXHIBIT B

INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing Exhibit A – Bid 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 B – 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 *****

Use below link, or Contact RMU for insurance requirements for each RFP/Q

REMOVE WHEN INSURANCE IS INSERTED: The Risk Management Unit has developed a new basic insurance requirement system to assist its clients in determining the appropriate insurance to require from County Contractors. This new system can be applied to your operations effective immediately. You may access the County of Alameda Minimum Insurance Requirement forms at the link provided visit: http://dsmain/docushare/dscgi/ds.py/Get/File-5784/COI_Reqmt_DB.xls (copy, cut, and paste link into search engine). You will find Risk Management's instructions, insurance requirements, and certificate numbers. The path to this may be found on the County intranet site: Alcoweb / Document Center / Risk Management / Contractors Insurance Requirements / COI Requirements Database.





EXHIBIT C

VENDOR BID LIST

RFP FY15 - 16: Early Intervention Services (EIS)

Below is the Vendor Bid List for this project consisting of vendors who have responded to RFP FY15-16, and/or been issued a copy of this RFP. This Vendor Bid List is being provided for informational purposes to assist bidders in making contact with other businesses as needed.

NAME	AGENCY	EMAIL	MAILING ADDRESS	PHONE
ARTUR OKTANYAN	AIDS HEALTH CARE FOUNDATION	ARTUR.OKTANYAN@AIDSHEALTH.ORG	6255 W. SUNSET BLVD 21 ST FLOOR LOS ANGELES, CA 90028	323-860-5384
DALE R. GLUTH	AIDS HEALTH CARE FOUNDATION	DALE.GLUTH@AIDSHEALTH.ORG	6255 W. SUNSET BLVD 21 ST FLOOR LOS ANGELES, CA 90028	415-218-9587
DEBORAH WORKMAN	LIFELONG MEDICAL CARE	DWORKMAN@LIFELONGMEDICAL.ORG	2344 6 TH STREET BERKELEY, CA 94710	510-981-4177
MICHELE GRIM	LIFELONG MEDICAL CARE	MGRIM@LIFELONGMEDICAL.ORG	2344 6 TH STEET BERKELY, CA 94710	510-981-3226
GLORIA PRECIADO-SANTANA	TRI-CITY HEALTH CENTER	GPRECIADO-SANTANA@TRI-CITYHEALTH.ORG	1999 MOWRY AVENUE, SUITE F FREMONT, CA 94538	510-456-3504
TONY SILLEMAN	EASTBAY AIDS CENTER	SILLEMT@SUTTERHEALTH.ORG	3100 SUMMIT OAKLAND, CA	510-869-8488
OLIVIA LUI	EASTBAY AIDS CENTER	LUILI@SUTTERHEALTH.ORG	3100 SUMMIT OAKLAND, CA 94609	510-655-4000 EXT 5065
STEPHAINE CORNWELL	WORLD	SCORNWELL@WOMENHIV.ORG	449 15 TH STREET SUITE 303 OAKLAND, CA 94612	510-986-0340
JILLIAN YOUNG	AIDS PROJECT OF THE EAST BAY	JYOUNG@APEB.ORG	1320 WEBSTER STREET OAKLAND, CA 94612	510-663-7979 EXT 151
MARIA RODRIGUEZ	AIDS PROJECT OF THE EAST BAY	MRDRIGUEZ@APEB.ORG	1320 WEBSTER STREET OAKLAND, CA 94612	510-663-7979 EXT 157
ANGELA GREEN	AIDS PROJECT OF THE EAST BAY	AGREEN@APEB.ORG	1320 WEBSTER STREET OAKLAND, CA 94612	510-663-7979 EXT 158
DAVID WILLIAMS	AIDS PROJECT OF THE EAST BAY	DWILLIAMS@APEB.ORG	1320 WEBSTER STREET OAKLAND, CA 94612	510-663-7979 EXT 175
DOROTHY THEODORE	LA CLINICA	DTHEODORE@LACLINICA.ORG	P.O. BOX 22200 OAKLAND, CA	510-535-2937
LORIS MATTOX	HEPPAC	LMATTOX@CASASEGURA.ORG	P.O. BOX 7522 OAKLAND, CA 94601	510-709-0720
CRYSTAL JOHNSON	TRI-CITY HEALTH CENTER	CJOHNSON@TRI-CITYHEALTH.ORG	1999 MOWRY AVENUE, SUITE F FREMONT, CA 94538	510-709-9365
NASHEEDA BYNES	TRI-CITY HEALTH CENTER	NBYNES@TRI-CITYHEALTH.ORG	1199 MOWRY AVENUE, SUITE F FREMONT, CA 94538	510.456.3508



EXHIBIT D

BUDGET SUMMARY

RFP FY15 - 16: Early Intervention Services (EIS)

INSTRUCTIONS AND EXAMPLES FOR CATEGORICAL BUDGET JUSTIFICATION

AGENCY NAME

BUDGET

For the Period Covered March 1, 2015 – February 29, 2016

A. PERSONNEL **\$114,948**

[List each position by title and name of employee, if available. Show the annual salary rate by the percentage of time by the number of months to be devoted to this project.]

EXAMPLE:

Executive Director (Ms. A)
\$60,000/year x 3% x 12mos

\$1,800

This position is a full time position overseeing the agency's overall operations and staff.

Program Director (Mr. B)
\$51,987/year x 10% x 12mos

\$5,198

This position is a full-time position overseeing the programmatic implementation including program planning, hiring and supervision of staff, oversight of subcontractors, financial management, reporting and to ensures compliance with contract requirements.

Program Coordinator (Ms. C)
\$41,593/year x 75% x 12mos

\$31,195

This is a full-time position overseeing all aspects in the proposed program and other efforts including; coordination, recruitment, training, placement, supervision and evaluation. Prepares all required program reports, designs and maintains data collection system.

Community Health Outreach Worker (Mr. D)
\$32,916/year x 100% x 12mos

\$32,916

Conducts street and community outreach, networking and advocacy, collects accurate data, assists in program development, makes appropriate referrals for services and distributes health education materials.

Data Input Clerk/Admin Assistant (Mr. E)
\$27,300/year x 50% x 12mos

\$13,650

This full-time position provides clerical and administrative support through all phases of the project.

Bookkeeper (Ms. F)

\$7,200

\$36,000/year x 20% x12mos

This is a full-time position, managing the program accounts payable, invoicing, preparing audits and other related fiscal matters to this project.

B. FRINGE BENEFITS

\$22,990

Itemize the cost of fringe benefits. Fringe Benefits should be based on actual known cost or an established formula. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project.

EXAMPLE:

Our fringe benefit rate is 25% and consists of Health Insurance (7.70%), Pension (5%), Long Term Disability (0.25%), Parking (0.90%), State Unemployment Insurance (1.3%), Worker’s Compensation (2.20%) FICA (7.65%)

B. TRAVEL

\$5,735

List all travel anticipated to occur during the budget/contract period, be specific about who will travel, where, when, and why the travel is necessary. All travel must directly and be specific to the work supported by the contract. Local travel should include reimbursement rate (current rate is .345). Out of Eligible Metropolitan Area travel should be calculated at per diem rates and allocated for each individual traveling: Air fare, ground transportation, lodging, per diem and a total.

1. Local Transportation/Mileage - \$625

Since most of our activities will be street and community outreach, these expenses are primarily for local mileage to meetings, outreach locations, parking. (151 miles x \$.345 mile x 12mos)

2. Air Fare/Per Diem - \$ 5,110

This line item is primarily for travel outside of the local area to HRSA/OOA recommended or required conferences for the above staff.

	Title of Conf. 2 staff	Title of Conf. 2 staff	Title of Conf. 2 staff	Total
Hotel	450	800	450	1,700
Air Fare	700	700	300	1,700
Per diem	360	900	450	1,710
Sub-total	1,510	2,400	1,200	5,110

D. CONTRACTURAL/SUB-CONTRACTS

\$20,000

Include cost such as consultants, contractors, or other Community Based Organizations contracted for the purpose of providing services to clients under the contract. Separate program objectives,

evaluation requirements, days and hours of operation and budgets must be submitted for each subcontract.

2. Agency ABC - \$15,000
3. This sub-contractor will help our agency to meet the objectives of the program.
- 4.
5. Arts Consultants - \$5,000
6. Our agency will hire consultants, local artists from the community to provide the arts instruction for our multi-week workshop sessions. Arts consultants will include film/videographers, spoken word artists, visual artists, percussionists, musicians, etc.
- 7.
8. No. of consultants x rate per hr. x no. of hours x no. of sessions

E. FURNITURE & FIXTURE/EQUIPMENT \$2,000

List only equipment that is being purchased from contract funds; be specific in describing what furniture or equipment is being purchased, who will use the equipment and why it is necessary to purchase the equipment. Cost sharing must be applied when equipment will be used for other funded activities. Equipment purchased by Contractor, valued over \$5,000 becomes property of Alameda County at the termination of the Master Contract. **At the end of the Fiscal Year, all agencies that has equipment, computers and furniture and fixtures expenditures are required to submit a list and copy of receipts to the Office of AIDS.**

EXAMPLE:

1. Computer - \$ 1,200

The Computer will be used by the Community Health Outreach Worker to analyze case and data and intelligence information.

2. Video Camera - \$ 800

The camera will used to record workshop sessions.

F. SUPPLIES \$2,600

A general description of the type of items classified as supplies must provide. Computer software should be included in this category. Health Education Materials are the supplies to be used/help in doing outreach such as condoms, lube packets and supplies for risk reduction and prevention strategies such as brochures and pamphlets.

EXAMPLE:

1. Office Supplies - \$ 1,100

These expenses are for the standard office supplies requires to conduct the business of the program, including paper, floppy disks, filing supplies, etc. at the average of \$92.00 per month x 12Mos.

2. Health Education Materials - \$ 1,500

These expenses are includes supplies for safer sex kits (lubricants, oral sex condoms, etc.)

G. OTHER OPERATING EXPENSES

\$14,717

List items (e.g. rent, printing, communications,) by major type and the basis of computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

EXAMPLE:

1. Rent/Lease/Space - \$ 7,800

Our facility is lease at 150 square feet at \$1.07 per square foot per FTE per month (252 x \$1.07 x 2.4x12). Costs include direct staff office space plus portion of the usage common areas required for the work of the program such as conference rooms, private counseling rooms, etc.

2. Utilities/Maintenance/Janitorial - \$2,707

This line cost includes all utilities, janitorial services and any maintenance repair costs for the facility. The cost is calculated as \$.032 per square feet per FTE per month (252 x 2.4 x \$0.323x12 mos.)

3. Communications - \$1,000

These expenses include monthly phone, internet, facsimile costs as well as lease of phone equipment. (\$35 per mo. X FTE 2.4 x 12mos)

4. Postage - \$200

These expenses are for sending outreach materials, newsletters, correspondence and reporting activities.

5. Printing/Duplicating - \$700

These expenses are for large volume duplication through vendors for outreach, correspondence, information flyers, evaluation and assessment forms, etc.

6. Equipment Lease - \$ 1,150

These expenses are for lease and maintenance of our copy machine and other office equipment (\$40.00 per mo. X FTE 2.4 x 12mos)

7. Training/Registration Fees - \$ 1,160

This expense will be used to support any pre-approved conferences, training, workshops, and in-services for program staff.

H. TOTAL PERSONNEL & OPERATING EXPENSES \$160,000

I. TOTAL BUDGET \$160,000



