

Unless you are familiar with the document, you should not do a find replace for “RFP” or “RFQ” until you have completed the document.

The following outline level format is standard for body text:

I. UPPERCASE ROMAN NUMERALS FOR BODY HEADINGS

A. (CAPITAL LETTERS FOR SECTIONS)

1. Numbers for *Items*

a. Lower case letters for sub-items

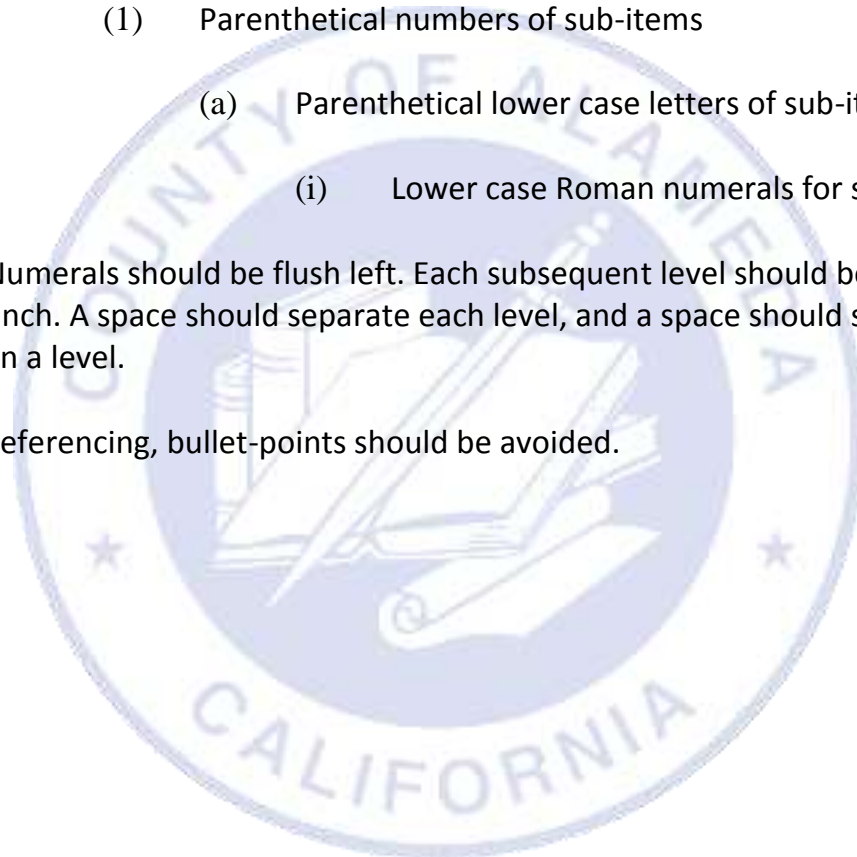
(1) Parenthetical numbers of sub-items

(a) Parenthetical lower case letters of sub-items

(i) Lower case Roman numerals for sub-items

Uppercase Roman Numerals should be flush left. Each subsequent level should be indented an additional one-half inch. A space should separate each level, and a space should separate each item/sub-item within a level.

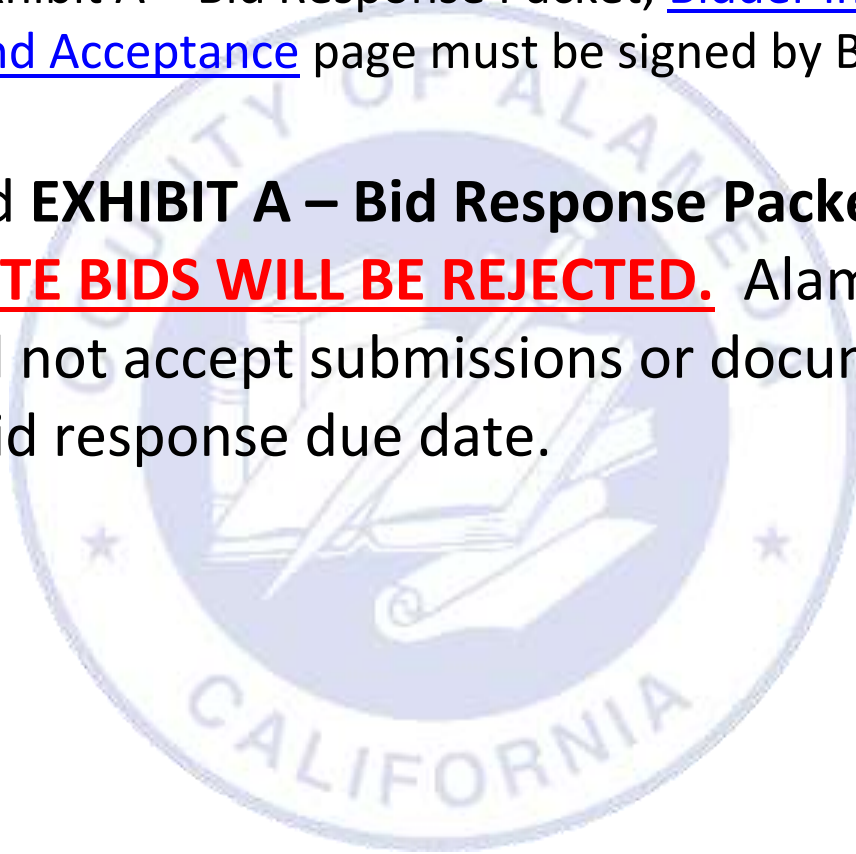
To facilitate future referencing, bullet-points should be avoided.



****IMPORTANT NOTICE****

- The format of this RFP **FY 2015-16 Early Intervention Services (EIS)** has been changed.
- Only the following pages require signatures:
 1. Exhibit A – Bid Response Packet, [Bidder Information and Acceptance](#) page must be signed by Bidder.

Please read **EXHIBIT A – Bid Response Packet** carefully, **INCOMPLETE BIDS WILL BE REJECTED.** Alameda County will not accept submissions or documentation after the bid response due date.





COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL FY2015-16

For

Early Intervention Services (EIS)

NETWORKING/BIDDERS CONFERENCES

MANDATORY

Letter of Intent of all potential applicants.

Submit to the Director of the Office of AIDS Administration, Keith Waltrip. **Due Date:** Wednesday, April 29, 2015 by 2pm

BIDDERS CONFERENCE

Early Intervention Services (EIS)

Thursday, April 30, 2015

At

11:30am – 1:30pm

Location: 1000 Broadway 5th Floor Suite #5000C
Oakland, CA 94607

The funding under this RFP is \$179, 999

For complete information regarding this project, see RFP posted at

http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp or

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

Contact Person: Keith Waltrip, Director

Office of AIDS Administration

Phone Number: (510) 268-7653

E-mail Address: Keith.Waltrip@acgov.org

RESPONSE DUE

By

2:00 p.m.

On

Thursday, May 21, 2015

At

Alameda County Public Health Department - Office of AIDS Administration

1000 Broadway, Suite 310

Oakland, CA 94607



Alameda County is committed to reducing environmental impacts across our entire supply chain.

Office of AIDS Administration, 1000 Broadway, 3rd Floor ■ Oakland, CA 94607

Phone: 510-268-7630 ■ Website: <http://www.acphd.org/oaa.aspx>

COUNTY OF ALAMEDA

REQUEST FOR PROPOSAL FY16-17 SPECIFICATIONS, TERMS & CONDITIONS

For

Early Intervention Services (EIS)

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EXHIBIT C - VENDOR BID LIST
EXHIBIT D - BUDGET SUMMARY
EXHIBIT E- BUDGET NARRATIVE

I. STATEMENT OF WORK

A. INTENT

The Alameda County Public Health Department (ACPHD) Office of AIDS Administration (OAA) is seeking qualified and competent contractor(s) to provide HIV care and treatment services. It is the intent of these specifications, terms and conditions to describe the needs, as identified by the Oakland Transitional Grant Area (TGA) Collaborative Community Planning Council (CCPC), to provide the Early Intervention Services (EIS) to the populations of Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) - infected persons in Alameda County (PLWH/A).

The County intends to award Part A contracts, tentative from August 1, 2015 through February 28, 2016, with option to renew annually through FY 2018- 2019 for a total period of three years to bidders selected as the most qualified and whose response best conforms to this Request For Proposals (RFP) and that meet the County's requirements.

The County intends to award, an additional Early Intervention Services (EIS) contract may be awarded by the County, if Ryan White Part B funds are approved by the California State Office of AIDS (OA). The term for an additional EIS award is March 1st (tentative); with a possible two-year renewal, contingent upon annual funding.

The Part A awarded is expected to be in the range of \$60,000 - \$90,000. While, the Part B awarded amount is expected to be in the range of up to \$70,000. Federal grant funding for all grants is subject to annual approval.

B. BACKGROUND AND SCOPE OF SERVICES

Alameda County receives federal Ryan White HIV/AIDS Program funding established by the Public Health Service Act Title XXVI. This Act and accompanying regulations provide specific guidance on the use of Ryan White funds. The Ryan White funds are distributed by the Health Resources and Services Administration (HRSA) and are intended to support HIV care and treatment services to uninsured and underinsured persons living with HIV. Ryan White programs are designated by law to be the payor of last resort for persons seeking HIV care. The amounts of funds are determined by national budget priorities and the number of HIV cases reported locally. Alameda County administers Ryan White funds through the Office of AIDS Administration (OAA). The OAA provides leadership, resources, and guidance in coordinating and facilitating the delivery of HIV health and prevention services throughout Alameda County, and works closely with the CCPC and community partners to achieve local HIV public health goals.

The CCPC is charged with determining how to allocate Ryan White Part A funds in Alameda County according to the needs illustrated by local epidemiological surveillance data and regular needs assessments. Using this information the CCPC determines which Ryan White Services Categories should be funded and how to distribute the available funds amongst the Service Categories. The CCPC also determines the local priority population. The OAA then solicits competitive bids from potential Contractors to meet the needs identified by the CCPC.

In Alameda County in 2013, there were 5649 people living with HIV. Among this group 82.2% were male and 17.8% female. Among all people living with HIV in the County, 42.4% were African American, 17.1% were Latino, 33% were Caucasian and 4.6% were Asian or Pacific Islander.

The purpose of Early Intervention Services (EIS) awarded under this Request for Proposals (RFP) is as an emergency assistance to Eligible Metropolitan Areas and Transitional Grant Areas that are most severely affected by the HIV/AIDS epidemic. Early Intervention Services (EIS) funds may be used to provide a continuum of care.

The County is issuing the RFP in order to select the bidders best qualified to deliver tailored services to these populations. Contractors will be funded to offer services in the Early Intervention Services (EIS) Category for People Living with HIV/AIDS in Alameda County. The goals of these services are to:

- a. Support PLWH/A in their efforts to enter into, and remain in, primary health care and health related support services and
- b. Help improve the clinical health outcomes and quality of life of PLWH/A.

All bidders should familiarize themselves with the Ryan White Part A Program and Fiscal Monitoring Standards, as well as the Universal Monitoring Standards, as they will be used to guide the contract process and inform program monitoring. The standards can be found on the following website:

<http://hab.hrsa.gov/manageyourgrant/granteebasics.html>, under the heading **Ryan White HIV/AIDS Program Part A and B Monitoring Standards**.

Federal grant funding for Ryan White services is subject to annual approval.

C. KEY ACTIVITIES

1. Initial assessment of service needs
2. Development of a comprehensive individualized service plan
3. Coordination of services required to implement the plan

4. Client monitoring to assess the efficacy of the plan
5. Periodic re-evaluation and adaptation of the plan as necessary over the life of the client

Early Intervention Services (EIS) under the [CARE Act Title II Manual - 2003 Version](#) include counseling, referral, linkage and retention, and information services designed to bring HIV positive individuals into the local HIV continuum of care. However, under this RFP, diagnostic testing cannot be used.

2. ACRONYM AND TERM GLOSSARY:

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

AIDS	Shall mean Acquired Immunodeficiency Syndrome
Agency	Shall refer to selected bidder that is awarded a contract
Bid	Shall mean the bidders'/contractors' response to this Request for Proposal
Bidder	Shall mean the specific person or entity responding to this RFP
Client(s)	Shall mean HIV+ individuals who are the recipient of services
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
DCDCP	Shall mean the Alameda County Division of Communicable Disease Control and Prevention
EIS	Early Intervention Services: Can include the identification of individuals at points of entry and access to services and provision of: HIV Testing and Targeted Counseling, Referral Services, Linkage to Care, Health Education and literacy training that enable clients to navigate the HIV system of care. All four components MUST be present, but Part A funds to be used for HIV testing ONLY as necessary to supplement, not supplant existing funding
Federal	Refers to United States Federal Government, its departments and/or agencies
HIPAA	Shall mean the Health Insurance Portability and Accountability Act of 1996
HIV	Shall mean Human Immunodeficiency Virus
HIV/AIDS	Shall mean Human Immunodeficiency Virus/ Acquired

	Immunodeficiency Syndrome
HAB	Shall mean the HIV/AIDS Bureau
HRSA	Shall mean the Health Resources and Services Administration
HRSA/HAB	Shall mean the Health Resources and Services Administration/HIV/AIDS Bureau
Medi-CAL	Shall mean California Medical Assistance Program
OAA	Shall mean the Alameda County Office of AIDS Administration
The Oakland TGA 2012-2014 HIV Services Comprehensive Plan	Shall mean the Plan described www.hivccpc.org/links/downloads/
PLWH/A	Shall mean people living with HIV/AIDS.
PO	Shall refer to Purchase Order(s)
Proposal	Shall mean bidder's response to this RFP
Request for Proposal	Shall mean this document, which is the County of Alameda's request for contractors'/bidders' proposal to provide the goods being solicited herein; also referred herein as RFP
Response	Shall refer to bidder's proposal or quotation submitted in reply to RFP
RFP	Request for Proposal
RWP	Shall mean the Ryan White Program
State	Refers to State of California, its departments and/or agencies
TGA	Shall mean the Oakland Transitional Grant Area
Unit of Service	Unit of Service (UOS) is defined as fifteen (15) minutes of services or one (1) HIV test completed

D. BIDDER MINIMUM QUALIFICATIONS

1. Bidder shall be regularly and continuously engaged in the business of HIV testing, outreach and linkage to People Living With HIV/AIDS (PLWH/A) in Alameda County for at least three (3) years.
2. Bidder shall possess all permits, licenses and professional credentials necessary to supply product and perform services as specified under this RFP.
3. Bidder shall be in good standing with Alameda County, State of California and other federal funded programs. Bidder's standing includes consideration of probation, suspension, corrective action plan, and the removal of any local, state, federal programs and/or funding.

4. Bidder shall have a demonstrable history of contract compliance in the performance of its services.
5. Bidder shall have a demonstrable history of compliance with Alameda County, State of California, and federal contract requirements. Compliance includes adherence to inspection, audit, document production, and meeting requirements.
6. Bidder shall be in good financial standing, and when applicable, have a current Medi-CAL certification in place. Assessment of Bidder's financial standing may include consideration of financial statements, balance sheets, tax liabilities, deficits and surpluses, accounts payable, billing, budget, payroll, and audit results.
7. Both non-profit (501(c) (3) community based organization, hospital, public or private service applicant) and for-profit (organizations established, maintained, or conducted for the purpose of making a profit are welcomed to Bid.

E. SPECIFIC REQUIREMENTS

The Contractor awarded funding under this RFP shall be required to comply with terms and conditions of the contract between the County and the Contractor in order to improve HIV-related health outcomes in the priority populations. At a minimum, the Contractor will need to comply with the following requirements:

1. Provide Required Services According To CCPC Allocations
 - a. Please review the most recent definitions of the following service categories in the Ryan White Part A and Part B Program Monitoring Standards, sections B and C:
<http://hab.hrsa.gov/manageyourgrant/files/programmonitoringparta.pdf>
 - b. Provide Units of Service (UOS), based on one (1) HIV Test completed and/or each fifteen (15) minutes of services including: the identification of individuals at points of entry and access to services and provision of: HIV testing and Targeted Counseling, Referral Services, Linkage and Retention to Care, that enables clients to navigate the system of care to those HIV+ individuals residing in Alameda County who apply for and receive Early Intervention Services (EIS).
 - c. Core Services

(1) Early Intervention Services (EIS)

2. Provide Services to Eligible Clients Only. Eligible clients must meet criteria set forth as follows:
 - a. Have confirmed positive HIV test results
 - b. Have an annual income below 300% of federal poverty level; and
 - c. Have no other funding or insurance source (e.g. Medi-CAL, Medicare, private medical insurance) for the services received; and
 - d. Be a resident of Alameda County.
 - e. Shall maintain a tracking system that can sustain Early Intervention Services (EIS) in order to ensure funding is being used for emergency basis and not as an entitlement type program.
3. Personnel
 - a. Provide clients access to the highest quality of services by experienced, trained, and, when indicated, appropriately licensed staff;
 - b. Provide staff supervision by individual(s) with appropriate clinical supervisory experience; and supervisor conducts client record review at least annually to assess staff's documentation.
 - c. Ensure competent and reliable fiscal management.
4. Policy and Procedure
 - a. Secure appropriate written informed consent from clients;
 - b. Perform client eligibility screenings and maintain records documenting program eligibility according to HRSA and OAA requirements (Contractors contracted under this RFP shall assume the financial risk for providing services to individuals not eligible for services under this program). Must obtain and keep on file written documentation of the sero-positivity of HIV infected Clients, as well as proof of income, insurance, and residency;
 - c. Perform client benefits screenings and ensure that the Ryan White program is the payor of last resort for services (Contractors contracted under this RFP shall assume the financial risk for delivering services for which other sources of funding could reasonably have been obtained);
 - d. Inform clients of their rights and responsibilities, including client confidentiality and grievance procedures, when offering services;

- e. Maintain a clinical record (electronic or hard copy) that documents eligibility and enrollment data as well as services provided, and that is signed by the staff providing those services. Information entered into the State of California's ARIES system;
- f. Enter client level data in the ARIES database as required by HRSA and the Office of AIDS Administration in a timely manner.
- g. Comply with applicable privacy and security laws including the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), the California Medical Information Act (CMIA), and alcohol and other substance use treatment confidentiality laws (42 C.F.R. Part 2);
- h. Deliver services in a secure location that allows for client privacy and confidentiality;
- i. Meet federal, state, and local requirements for safety, sanitation, access, public health and infection control;
- j. Have in place a Grievance Policy that describes in the appropriate language(s) how a client may file a grievance and the steps by which that grievance will be processed;
- k. Comply with all mandated Ryan White and County contract monitoring and reporting requirements.

5. Client Access

- a. Have an established history of providing services to People Living With HIV/AIDS (PLWH/A) in Alameda County.
- b. Service providers should have a documented plan of communication and coordination between primary care providers, mental health, and substance abuse treatment providers. Minimally communications should include list of diagnoses, medications, allergies, and provide contact information.
- c. Service providers should document no show rates, and demonstrate follow up plans to re-link out of care clients to primary care services.
- d. Have locations accessible to clients from the current Early Intervention Services (EIS) populations.
- e. Meet local, state, and federal accessibility requirements;

- f. Effectively assess client needs and encourage informed and active client participation and input on service delivery;
- g. Establish written policies and guidelines for language accessibility, using bilingual staff, and in-person or telephone interpreters when appropriate;
- h. Maintain appropriate referral relationships with key points of access amongst HIV service providers and the larger health care system;
- i. Enroll or refer to appropriate medical care and other services for all People Living with HIV/AIDS (PLWH/A) who have not had a documented visit to an HIV provider in the previous six months; and
- j. Ensure that staff is trained and capable of delivering services in a culturally and linguistically competent manner.
- k. **NOTE:** Additional points possible for evening and weekend services.

6. Quality Assurance/Quality Management

- a. Implement a Quality Assurance/Quality Management program that details how the collection and evaluation of client data will be used to improve services and guides scope of work (refer to <http://www.acphd.org/oaa>) for the quality management plan review checklist));
- b. Input client level data into ARIES and/or other required data systems;
- c. Conduct and document an annual client satisfaction survey process;
- d. Participate in OAA chart reviews, client satisfaction surveys, program and fiscal audits and clinical audits; and
- e. Encourage client participation in treatment planning to assist with the improvement of care;
- f. Develop a Scope of Work that identifies processes to track improvements in performance;
- g. Input client level data into ARIES as required;

7. Fiscal

- a. Invoice against Ryan White funds only for eligible clients receiving services that are not covered by other payors or funding sources, such as Medi-CAL. Ryan White is the payor of last resort, by law, and funding cannot be

used to replace other local, state or federal funding for HIV health and support services;

- b. If applicable, Medi-CAL certification with the ability to bill 3rd party.
- c. Indirect/administrative costs cannot exceed 10% of total contract budget;
- d. Maintain adequate records of expenditures, payroll, subcontracted services, and other expenses charged to the Early Intervention Services (EIS); these include receipts and timesheets as these records must be available for OAA or other auditors to review upon request; and
- e. Comply with all federal, state and local fiscal management requirements.
- f. Contractor shall vigorously pursue Medi-CAL enrollment for individuals who are eligible for Medi-CAL coverage;
- g. Contractor shall seek payment from Medi-CAL when they provide a Medi-CAL covered service; and
- h. Contractor shall bill Medi-CAL for any Ryan White funded services provided previously to Medi-CAL eligible clients once a client's Medi-CAL eligibility is determined.
- i. For more information, see the policy "The use of Ryan White HIV/AIDS Programs Funds for Early Intervention Services (EIS) at <http://hab.hrsa.gov>

8. Funding

- a. The funding under this **RFP is \$179, 999** for the initial one-year period beginning FY 2015 – 2016, with possible annual renewals for a total three - year period. Contract renewals will be based on the Contractor's ability to successfully meet its contractual obligations and overall performance. The OAA reserves the right to put services up for bid before the three-year renewal period is completed and/or to extend contracts beyond the one-year project period if necessary.
- b. The County intends to award contracts under Part A and Part B; Part A two to three (2-3) contracts will be awarded to an Early Intervention Services (EIS) organization (s), the funding range is between \$60,000 - \$90,000. The contract start date is tentatively scheduled for August 1, 2015.
- c. Part B One (1) contract will be awarded to an Early Intervention Service (EIS) organization (s); the funding range for this category is up to \$70,000. The contract start date is tentatively scheduled for March 1, 2016.

- d. The federal funding for this service category is Small Local Emerging Business- SLEB waived.

Early Intervention Services (EIS):	\$ 179,999
1. Part A	\$60,000- \$90,000
2. Part B (if approved)	Up to \$70,000

9. Restrictions

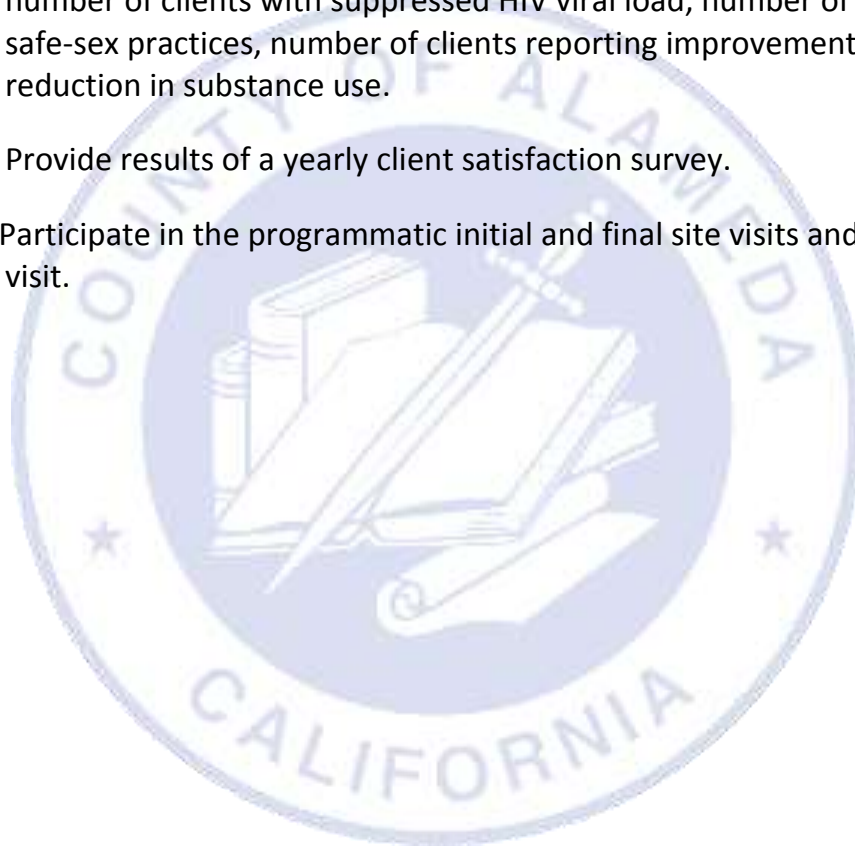
- a. Cash payments to clients by Contractor are prohibited.
- b. Ryan White Funds under this grant shall be used only as a last resort for services not covered by other funding sources to programs, and cannot be used to replace local, state, or federal funding for HIV health and support services.
- c. Ryan White Program funds may not be used to provide items or services for which payment already has been made, or reasonably can be expected to be made, by third-party payers, including Medi-CAL, Medicare, and/or other state or local entitlement programs, prepaid health plans, or private insurance.

10. Miscellaneous

- a. Expenses are currently reimbursed by monthly invoices submitted to the OAA; which include Unduplicated Client (UDC) and Units of Service (UOS) numbers.
- b. Have systems in place to accurately and timely submit all data requirements.
- c. Contractor must describe the steps they will take to actively support the engagement and retention of PLWH/A in care.
- d. Contractors should NOT be solely reliant on this funding to provide services and/or to maintain agency operations.
- e. Contractor will be expected to follow the minimum requirements that programs are expected to meet when providing HIV/AIDS care and support services funded by the Ryan White Program.
- f. Contractor must demonstrate system of delivery in which the client's case manager is incorporated regarding documentation of eligibility and need of service.

F. DELIVERABLES / REPORTS

- a. Submit monthly invoices (as detailed in contract); in order to receive payment (s), invoices must include Unduplicated Clients (UDC) and Units of Service (UOS) data for the month (verified via ARIES).
- b. Enter required data in Ryan White program databases (in a timely manner);
- c. Provide a 6-month and year-end final report.
- d. Demonstrate in Quality Assurance and other reports an improvement in HIV-related outcomes of clients using indicators acceptable to OAA; for example: number of clients with suppressed HIV viral load, number of clients reporting safe-sex practices, number of clients reporting improvement in mental health or reduction in substance use.
- e. Provide results of a yearly client satisfaction survey.
- f. Participate in the programmatic initial and final site visits and yearly fiscal site visit.



II. CALENDAR OF EVENTS

EVENT	DATE/LOCATION	
Request Issued	Friday, April 24, 2015	
Mandatory	Letter of Intent of all potential applicants. Submit via e-mail to the Director of the Office of AIDS Administration, Keith Waltrip. Due Date: <u>April 29, 2015 by 2:00pm</u>	
Networking/Bidders Conference	April 30, 2015 from 11:30am - 1:30pm	at: 1000 Broadway, Suite 5000C (5th Floor) Oakland, CA 94607
Written Questions Due	May 7, 2015 by 2:00 p.m.	
Addendum Issued	May 14, 2015	
Response (Proposals) Due	<u>Thursday, May 21, 2015 by 2:00 p.m.</u>	
Evaluation Period	May 22th – June 5th, 2015	
Vendor Interviews	June 10th (If needed)	
Letter of Recommended Award by OAA Director	June 19th, 2015	
Letter of Recommended Award by Board of Supervisors.	July 7, 2015	
Board Consideration Award Date	To be determined. The board agendas dates are not available yet.	
Contract Start Date	(Part A): August 1, 2015- February 29, 2016 (Part B): March 1, 2016 (Tentative).	

Note: Award and start dates are approximate.

G. NETWORKING / BIDDERS CONFERENCES

Networking/bidders conferences will be held to:

1. Provide an opportunity for **Small Local Emerging Businesses (SLEBs)** and large firms to network and develop subcontracting relationships in order to participate in the contract(s) that may result from this RFP.
2. Provide an opportunity for bidders to ask specific questions about the project and request RFP clarification.
3. Provide the County with an opportunity to receive feedback regarding the project and RFP.

All questions will be addressed and the list of attendees will be included in an RFP Addendum following the networking/bidders conference.

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 Vendor Bid list. 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 not mandatory, but highly encouraged for potential bidders. Once the bidders' conference is over and time to submit additional questions has passed, the OAA can no longer except or assist with any questions or aspects of this RFP.**

III. COUNTY PROCEDURES, TERMS, AND CONDITIONS

H. ELIGIBILITY AND COMPLETENESS REVIEW

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 County Selection Committee may be composed of County Staff and other parties that may have expertise or experience in services funded by the Federal Ryan White Program. 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.

Contractors must meet Bidder Minimum Qualifications (Section I.D) to be eligible for evaluation. OAA will review Proposals and determine the eligibility of Contractors. OAA reserves the right to further investigate the qualifications of Contractors as it deems appropriate, in order to determine Contractor eligibility.

Proposals not meeting the Specific Requirements of this Request for Proposals (Section I.E) will be considered non-responsive. OAA action on a defective or non-responsive Proposal may include refusal to evaluate the Proposal and ineligibility for evaluation. OAA reserves the right to take any action consistent with the requirements of this Request for Proposals including, without limitation, requesting additional information after receipt and opening of any Proposal and waiving any inconsequential Proposal defects.

I. EVALUATION CRITERIA / SELECTION COMMITTEE

All eligible and complete proposals will be evaluated by a County Selection Committee (CSC). The County Selection Committee may be composed of OAA staff and other parties that have expertise or experience in HIV/AIDS service delivery and/or working with the priority populations. The CSC will score and recommend a Contractor(s) in

accordance with the evaluation criteria set forth in this RFP. The evaluation of proposals from qualified bidders shall be within the sole judgment and discretion of the CSC.

All contact during the evaluation phase shall be through OAA 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 eligible and complete 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.

As a result of this RFP, the County intends to award a contract to the responsible bidder(s) whose response best conforms to the RFP and whose bid presents the greatest value to the County. All evaluation criteria are 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 to the County the best quality 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 of the proposal 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 proposal whenever such additional criteria are deemed appropriate in considering the nature of the 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 defined 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 (500) 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. If necessary, oral presentation interview and reference checks will be conducted. The preliminary scoring will be based on the total points, excluding points allocated to references, oral presentation, and interview. Please note additional points possible for evening and weekend hours.

If the two-stage approach is used, the top bidders receiving the highest preliminary scores; and with at least 200 points will be invited to an oral presentation and interview (if necessary). Only the bidders meeting the short list criteria will proceed to the next stage. All other bidders will be deemed eliminated from the process.

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 receives this score, it 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.
5	Extra (+5)	Note: Additional points possible for evening and weekend hours.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	<p>Completeness of Response:</p> <p>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, rated a Fail in the Evaluation Criteria and receive no further consideration.</p> <p>Responses that are rated a Fail and are not considered may</p>	

	be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.	Pass/Fail
B.	Financial Stability (See Exhibit A – Bid Response Packet)	Pass/Fail
C.	Debarment and Suspension: Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov	Pass/Fail
D.	Technical Criteria: In each area described below, an evaluation will be made of the probability of success of and risks associated with the proposal response: <ol style="list-style-type: none"> 1. Provide a brief overview of your agency and history of HIV service delivery. 2. Program Design - The proposed Early Intervention Services (EIS) program is to provide HIV services to PLWH/A in Alameda County will be compared with the requirements of this RFP. Credit will be given for ease of access, capacity for evening and weekend hours and for integration with existing medical services and programs. 3. The Proposal must demonstrate the process by how the Client's Medical Case Manager will be integrated in the program in order to assess needs and eligibility for services. 4. The Proposal must include a timeline to implement services. 5. Bidder should demonstrate the bidder will NOT be solely reliant in this funding. Bidder should also demonstrate the ability to provide services until contract is complete and monthly invoices are paid. 6. Sustainability - An assessment will be made of the scope and extent of resources required to sustain the proposed Early Intervention Services (EIS) program. 7. Data Collection and Reporting – An assessment will be made of the proposed data collection and reporting system for the Early Intervention Services (EIS) program; including but not limited to current data system(s) used and staffing to ensure timely and accurate reporting. 	25 Points
E.	Cost: An evaluation will be made of: <ol style="list-style-type: none"> 1. Reasonableness (i.e., does the proposed budget 	10 Points

	<p>accurately reflect the Bidder's effort to meet requirements and objectives?);</p> <p>2. Realism (i.e., is the proposed budget appropriate to the nature of the program to be provided?);</p> <p>3. The cost per client and cost per unit of services for each service category.</p> <p>Consideration of cost per client and cost per unit of services in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal.</p>	
F.	<p>Implementation Plan and Schedule:</p> <p>An evaluation will be made of the Bidder to (1) prepare for the implementation of services beginning on or around August 1, 2015 (Part A) and tentatively for March 1, 2016 (Part B), (2) plan to inform case managers and clients on how to access services, and (3) how services will be delivered. Bidder's plan should include an assessment of service at 3 and 6 months after the start of the program to assess effectiveness and any areas for improvement. Additional points possible for evening and weekend hours.</p>	10 Points
G.	<p>Relevant Experience:</p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Do the key personnel and other staff assigned to the program by the Bidder have experience on similar programs? 2. Do key personnel demonstrate backgrounds that would be desirable for individuals engaged in the work the program requires? 3. How extensive is the applicable education and experience of the key personnel and other assigned staff? 4. What experience do the key personnel have providing outreach and health education to the priority population, including by traditional methods and with the use of technology (i.e. social media sites, texting)? 	15 Points
H.	<p>Understanding of the Program:</p> <p>Proposals will be evaluated against the RFP specifications and the questions below:</p> <ol style="list-style-type: none"> 1. Has Bidder demonstrated a thorough understanding of the purpose and scope of the program? 	15 Points

	2. How well has the Bidder identified pertinent issues and potential problems related to the program? 3. Has the Bidder demonstrated an understanding of the deliverables the County expects it to provide? 4. Has the Bidder demonstrated that it understands the County's time schedule and can meet it?	
I.	Methodology: Proposals will be evaluated against the RFP specifications and the questions below: 1. Does the methodology depict a logical approach to fulfilling the requirements of the RFP? 2. Does the methodology match and contribute to achieving the objectives set out in the RFP (for example linking and retaining of HIV-infected individuals in care; decreasing the viral load of HIV-infected individuals; conducting recommended medical screenings)? 3. Is the methodology consistent with the program's time schedule?	15 Points
J.	References (See Exhibit A – Bid Response Packet)	Pass/Fail
K.	Overall Proposal	10 Points
L.	Evening/Weekend Hours	+5 Points
M.	Oral Presentation and Interview: The oral presentation, if applicable, the top bidders 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. The proposals may then be re-evaluated and re-scored based on the oral presentation and interview.	Additional consideration (If required)

J. CONTRACT EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract which may be awarded, the OAA and/or other persons designated by the County will meet with the Contractor to evaluate the Early Intervention (EIS) program performance and to identify any issues or potential problems.

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

4. The Contractor has complied with all terms of this RFP; and

5. If there are any problems or potential problems with the proposed Early Intervention Services (EIS) program that suggest that (even with possible modifications) such program will not meet the County requirements.

If, as a result of such determination, the County concludes that it is not satisfied with the Contractor, the Contractor's performance under any awarded contract and/or Contractor's services as contracted for therein, the Contractor will be notified of contract termination effective forty-five (45) days following notice. The County will have the right to invite the next high 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.

K. NOTICE OF RECOMMENDATION TO AWARD

6. At the conclusion of the RFP response evaluation process ("Evaluation Process"); all bidders will be notified in writing by e-mail or fax, and certified mail, of the contract award recommendation, if any, by OAA. The document providing this notification is the Notice of Recommendation to Award. The Notice of Recommendation 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.
7. At the conclusion of the RFP process, debriefings for unsuccessful bidders will be scheduled upon written request by the bidder and will be restricted to discussion of the unsuccessful bid. **Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful bidder.**
8. 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 for consideration by the Alameda County Board of Supervisors.

L. TERM / TERMINATION / RENEWAL

9. The term of the contract, which may be awarded pursuant to this RFP, will be an extended grant period beginning August 1, 2015 for Part A, and March 1, 2016 (tentatively) for Part B, and extending through February 29, 2016, with options for subsequent annual renewal (if approved) through FY 2018 - 19, (renewal based upon CCPC recommendations and available funding) as described below.
10. 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.

11. 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-appropriations of funds. In such event, the County will give Contractor at least thirty (30) days written notice that contracted 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.
12. By mutual agreement, any contract that may be awarded pursuant to this RFP may be extended for up to two additional one-year terms (Part A and Part B). Renewals are subject to budget changes based on CCPC allocations, availability of funds, and other factors.

M. AWARD

13. Eligible and complete proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled “Evaluation Criteria/Selection Committee.”
14. The CSC will recommend awards to the bidders who, in its opinion, have submitted the proposals that best serves the overall interests of the County and attains the highest overall point scores.
15. 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.
16. The County reserves the right to award to a single or multiple Contractors.
17. The County has the right to decline to award this contract or any part thereof for any reason.

18. Board approval of a completed contract is required.
19. A contract must be negotiated, finalized, and signed by the recommended awardees prior to Board approval.
20. Final Standard Agreement terms and conditions will be negotiated with the selected bidder. Bidder may access a copy of the Standard Services Agreement template can be found online at:

<http://www.acgov.org/gsa/purchasing/standardServicesAgreement.pdf>

The template contains minimal Agreement boilerplate language only.

21. 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.

N. WARRANTY

22. Bidder expressly warrants that all services to be furnished pursuant to any contract awarded it arising from the Bid will conform to the descriptions and specifications contained herein and in brochures and other representations, depictions or models, and will meet community standards. Bidder expressly warrants that all services to be furnished pursuant to such award will be fit and sufficient for the purpose(s) intended. This warranty shall survive any inspections, delivery, acceptance or payment by the County.

O. INVOICING

23. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory performance of services.
24. Payment will be made within twenty (20) working days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
25. County shall notify Contractor of any adjustments required to invoice.
26. 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.
27. Contractor shall utilize standardized invoice upon request.
28. Invoices shall only be issued by the Contractor who is awarded a contract.

29. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.
30. The County will pay Contractor monthly or as agreed upon, not to exceed the total set forth in the completed contract.

P. PERFORMANCE REQUIREMENTS

1. Contractor must track and report on all performance requirements listed below in semi-annual reports to the OAA Program Manager during the term of the contract. Indicators listed below are for the FY 2015 - 16 indicators are subject to change based on HRSA and/or community requirements.
2. Early Intervention Services (EIS). Providers are required to evaluate all of the following objectives below;

Documentation that:

- a. Provide HIV testing services to those at high risk for HIV: **Benchmark XX HIV test provided.**
- b. Those newly diagnosed with HIV will be linked to HIV medical care: **Benchmark 85%.**
- c. Those aware of their HIV status and not in care will be re-linked to HIV care: **Benchmark 55%.**
- d. Individuals who test positive are referred for and linked to health care and supportive services as well as offer Partner Disclosure Assistance Services.
- e. Early Intervention Services (EIS) are coordinated with HIV prevention efforts and programs; Partner Disclosure Assistance Services offered to all clients – Target 75%.

Q. PROGRAM MANAGER / SUPPORT STAFF

31. Contractor shall provide a dedicated competent program manager who shall be responsible for the County contract. The program 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.
32. Contractor shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday

(weekend and extended hours as necessary). Such representative(s) shall be knowledgeable about the contract and the services offered, and shall be able to identify and resolve quickly any issues including but not limited to invoicing problems.

33. Contractor account/program manager shall be familiar with County requirements and standards and work with the Alameda County Public Health Office of AIDS Administration (OAA) to ensure that established standards are adhered to.

IV. INSTRUCTIONS TO BIDDERS

R. COUNTY CONTACTS

OAA is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through OAA 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 **2:00 p.m. on Thursday, May 7, 2015**

Keith Waltrip, Director
Office of AIDS Administration
Alameda County Public Health Department
1000 Broadway, Suite 310
Oakland, CA 94607
E-Mail: keith.waltrip@acgov.org
PHONE: (510) 268-7653

The OAA website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to <http://www.acphd.org/oaa.aspx> to view current contracting opportunities.

S. SUBMITTAL OF PROPOSALS

1. All proposals must be SEALED and must be received at the **OAA BY 2:00 p.m. on Thursday, May 21, 2015 as specified in the Calendar of Events (See page 15 of the RFP).**

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

Proposals will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any proposals 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 proposals, whether delivered by a representative of the Bidder, the U.S. Postal Service, or a courier or package delivery service must be received and time stamped at the stated address prior to the time designated. The OAA's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

2. Proposals are to be addressed and delivered as follows:

ATTENTION: Keith Waltrip, OAA Director
EARLY INTERVENTION SERVICES (EIS) RFP FY 2015 - 2016
Office of AIDS Administration
Alameda County Public Health Department
1000 Broadway, Suite 310
Oakland, CA 94607

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

3. Proposals are to submit one **(1) original** hard copy bid (Exhibit A – Bid Response Packet, including additional required documentation), with original ink signatures, plus five **(5) 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, **(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.
4. BIDDERS SHALL NOT MODIFY PROPOSAL 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.
5. No email (electronic) or facsimile bids will be considered.

6. All costs required for the preparation and submission of a bid shall be borne by Bidder.
7. Only one proposal 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.
8. All other information regarding the bid responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, a recommended award has been made by the County Selection Committee, 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 (5) business 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 OAA website, mentioned above.
9. Each proposal 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.
10. California Government Code Section 4552: In submitting a proposal to a public purchasing body, the bidder offers and agrees that if the proposal 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 proposal. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
11. 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.
12. 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.

13. 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).
14. It is understood that County reserves the right to reject this proposal and that the bid shall remain open to acceptance and is irrevocable for a period of one hundred eighty (180) days, unless otherwise specified in the Proposal Documents.

T. RESPONSE FORMAT

15. Proposals are to be straightforward, clear, and concise and specific to the information requested; fifty (50) page limited, excluding the insurance, audits, and financial reports.
16. In order for proposals to be considered complete, Bidder **must** provide responses to all information requested. See Exhibit A – Bid Response Packet.
17. Proposal 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. Proposal 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

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)**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm\]](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)**
[\[http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm\]](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**

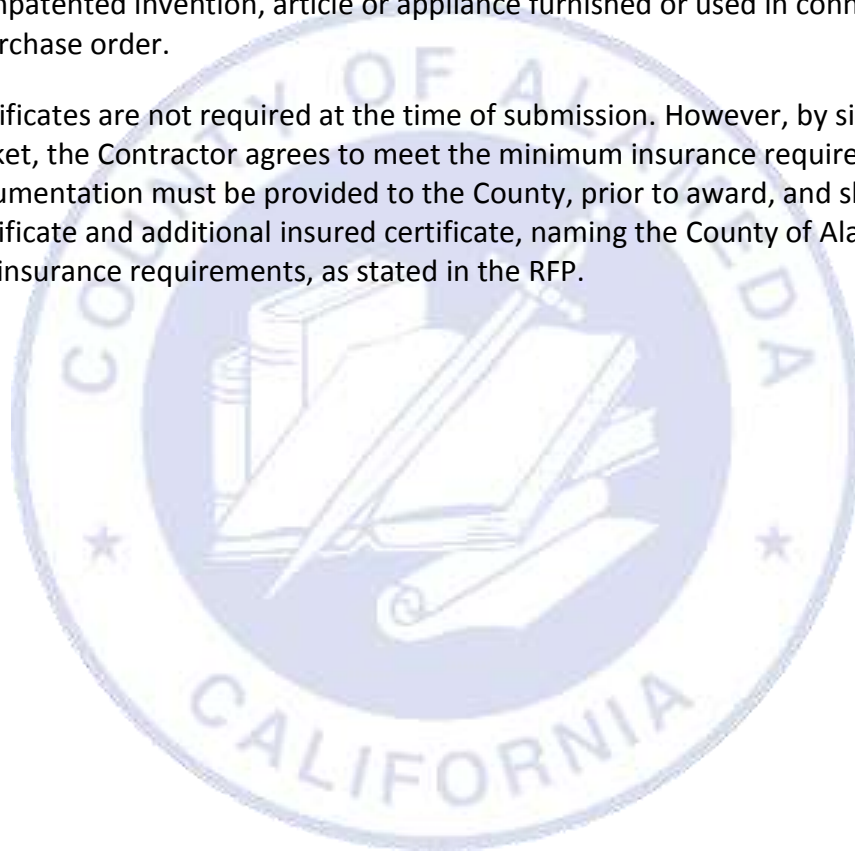
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)

- **General Requirements**

[\[http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm\]](http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.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 awardee 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:	

EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

RFP FY15 - 16: Early Intervention Services (EIS)

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

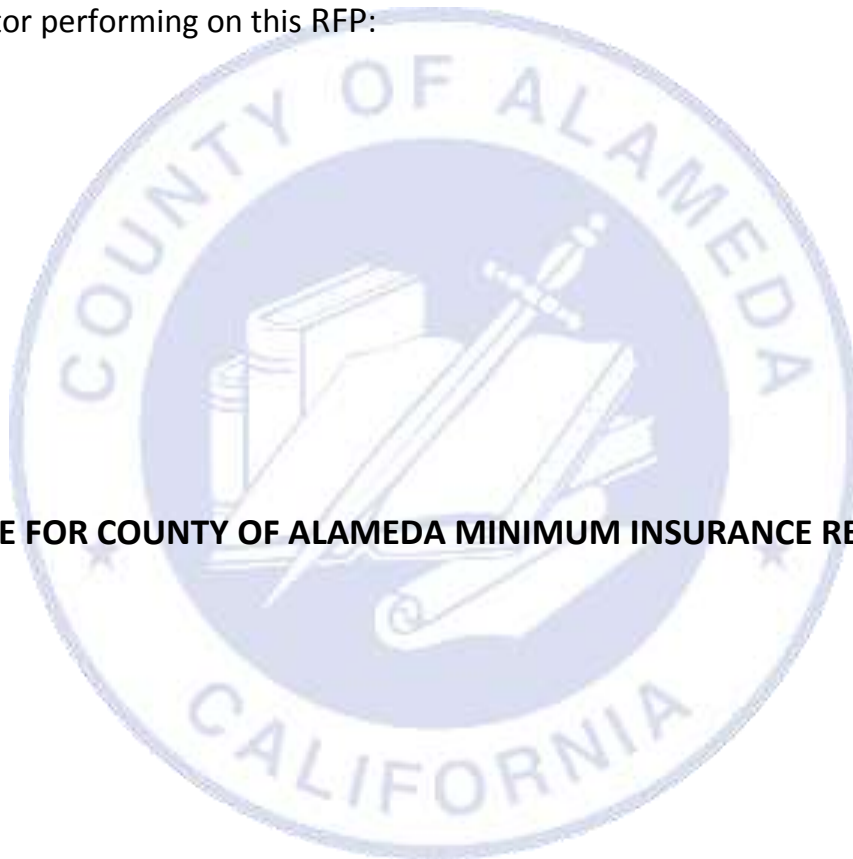
EXHIBIT B

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_Regmt_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.

-- INSERT VENDOR LIST --





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) \$1,800

\$60,000/year x 3% x 12mos

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

Program Director (Mr. B) \$5,198

\$51,987/year x 10% x 12mos

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) \$31,195

\$41,593/year x 75% x 12mos

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

\$32,916/year x 100% x 12mos

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) \$13,650

\$27,300/year x 50% x 12mos

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% x 12mos

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%)

C. 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 out 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 ($252 \times \$1.07 \times 2.4 \times 12$). 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 ($252 \times 2.4 \times \$0.323 \times 12$ mos.)

3. Communications - \$1,000

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

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. \times FTE 2.4×12 mos)

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**



