



General Services Agency

Aki K. Nakao, Director

COUNTY OF ALAMEDA

REQUEST FOR INTEREST
10072/RA/02

for
EMPLOYEE SERVICE RECOGNITION PROGRAM SERVICES

Alameda County, GSA-Purchasing
1401 Lakeside Drive, Suite 907
Oakland, CA 94612

INTENT

The intent of this Request for Interest (RFI) is to search for qualified Contractors who are interested in responding to a Request for Proposal (RFP) for an Administrator to implement and/or monitor all aspects of the Alameda County's Human Resource Services (HRS) Employee Service Recognition Program.

The County intends to issue a Request for Proposal (RFP) to award a two (2) year contract (with option to renew) to the bidder(s) selected as most capable of meeting the County's requirements.

The County of Alameda does not guarantee that a subsequent RFP will be issued. Should an RFP be issued, the terms and conditions described in this RFI are not guaranteed to remain exactly the same.

SCOPE

Administered through Human Resource Services (HRS), the County of Alameda's Employee Service Recognition Program encompasses the following three components:

1. Service Awards for employees completing five year increments of service, spanning five through fifty years of service;
2. Retirement Plaques for employees retiring with twenty plus years of service; and
3. Monthly appreciation through the Board of Supervisors with special silk screened tee-shirt awarded to three County employees.

The County's Employee Service Recognition Program requires, but is not limited to:

1. Compatibility with County's Service Awards Outbound Interface, in ASCII file format;
2. A web based ordering and tracking system for service awards, retirement plaques and tee-shirts;
3. Online access for inventory, departmental orders, financial reports and eligible employee data;
4. Ability to generate and distribute service award packets to all eligible employees including personalized congratulatory letters, order forms and award selection brochures.

In the past two years, an average of one thousand five hundred sixty four (1,564) employees were eligible to receive service awards, an average of eighty (80) employees were eligible to receive retirement plaques and an average of fifty five (55) employees received tee-shirts.

VENDOR QUALIFICATION CRITERIA

- A. Vendor minimum qualification criteria includes, but is not limited, to the following:
- Vendor shall be in the business of providing Employee Service Recognition Program Services for at least the last two years.
 - Vendor shall install and maintain a portal on County's intranet website accessible to eligible employees in each of the County Departments for ordering and selecting awards.
 - Vendor shall process and track online orders.
- B. The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

In order to encourage businesses to locate and remain in the County, to provide and enhance employment opportunities for persons living in the County, and to contribute to the economic environment of the County, the General Services Agency will incorporate the following requirements into any subsequently issued RFP.

A small business for purposes of this RFI is defined by the United States Small Business Administration as having no more than five hundred employees (500) over the last three (3) years. An emerging business, as defined by the County is one employing less than one-half (1/2) of the above total number of employees over the same period of time. In order to participate in any contract awarded as a result of this RFI and subsequently issued RFP, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions, Application and Affidavit) will be included in any subsequently issued RFP to be completed and returned by a qualifying contractor. The certification application package is also available at https://acecom01.co.alameda.ca.us/Alameda_SLEB/EntryFormServlet.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is one, which, has a business license, issued by the County or a city within the County and where the owner maintains a fixed office located in and having a street address within the County.

As a result of the County's commitment to advance the economic opportunities of small and emerging local businesses the following provisions will apply to any subsequently issued RFP:

1. If bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to a five percent (5%) local preference, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder.

2. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid preference and must partner, joint venture or subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of bidder's total bid amount in order to be considered for the contract award.

The County reserves the right to waive these small/emerging local business participation requirements for this contract, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

If additional information is needed regarding this requirement, please contact Linda Moore, Business Outreach Officer, Alameda County General Services Agency, at (510) 208-9717 or via E-mail at linda.moore@acgov.org.

- C. First Source Program: The First Source Program has been developed to create a public/private partnership that links CalWORKs job seekers, unemployed and under employed County residents to sustainable employment through the County's relationships/connections with business, including contracts that have been awarded through the competitive process, and economic development activity in the County. Welfare reform policies and the new Workforce Investment Act requires that the County do a better job of connecting historically disconnected potential workers to employers. The First Source program will allow the County to create and sustain these connections.

Vendors awarded contracts for goods and services in excess of \$100,000 as a result of this RFP are required to provide Alameda County with ten (10) working days to refer to Vendor, potential candidates to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Potential candidates referred by County to Vendor will be pre-screened, qualified applicants based on vendor specifications. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but the final decision of whether or not to offer employment, and the terms and conditions thereof, rest solely within the discretion of the Vendor.

For additional information regarding the First Source Program requirements, please contact Robert Benson, Alameda County, EDAB, at (510) 272-3876 or via e-mail at rbenson@edab.org.

COUNTY CONTACTS

Questions regarding this RFI must be submitted in writing to:

Reynaldo Aralar, Buyer II
Alameda County, GSA-Purchasing
1401 Lakeside Drive, Suite 907
Oakland, CA 94612
FAX: 510-208-9626
Mail to: Reynaldo.Aralar@acgov.org

ESTIMATED CALENDAR OF EVENTS:

Event	Date
Request for Interest (RFI) Issued	January 24, 2003
RFI Response Due	<u>BEFORE</u> 2:00 p.m. February 13, 2003
Request for Proposal (RFP) Issued	February 13, 2003
RFP Response Due	March 13, 2003
Contract Start Date	May 1, 2003

Note: Dates indicated are approximate.

REQUEST FOR INTEREST RESPONSE FORMAT

Alameda County GSA-Purchasing intends to issue a Request for Proposal (RFP) in order to establish a contract for the above-referenced service in the near future.

Vendors who meet the Qualification Criteria and are interested in receiving a Request for Proposal, should it be issued, must complete the attached Vendor Application and return it **preferably via e-mail** to purchbid@acgov.org by **2:00 p.m. on, February 13, 2003**. The subject of the e-mail must read: **Employee Service Recognition Program RFI 10072/RA/02**. On-line Vendor Applications are available on the Alameda County Web Site at http://www.acgov.org/gsa/Vendor_App/. See below for alternatives to submitting via e-mail. RFI responses received after the due date and time above are not guaranteed to be included on the RFP bid list referenced herein.

To be included on the bid list in order to receive an RFP, vendors are required to:

1. Complete the following Vendor Application. All areas above "Purchasing Department Use Only" must be completed. If utilizing the on-line Vendor Application, "Employee Service Recognition Program RFI-10072/RA/02" must be typed where requested to **List the Supplies and/or Services Vendor is interested in Providing**.
2. E-mail, fax, or post U.S. Mail the Vendor Application by the due date and time referenced above. Responses received after the due date and time are not guaranteed to be included on the RFP bid list referenced in this RFI.

E-Mail: purchbid@acgov.org

Subject: Employee Service Recognition Program RFI – 10072/RA/02

Mail: Attn: Reynaldo Aralar
Alameda County, GSA-Purchasing
1401 Lakeside Drive, Suite 907
Oakland, CA 94612

Envelopes must be clearly marked: **Employee Service Recognition
Program RFI - 10072/RA/02**

Fax: Attn: Reynaldo Aralar

Subject: Employee Service Recognition Program RFI – 10072/RA/02
(510) 208-9626

Alameda County does not guarantee that a Request for Proposal for the services described herein will in fact be issued. Any dates referenced in this RFI document are approximate.

VENDOR APPLICATION

Mail or FAX to: ALAMEDA COUNTY GENERAL SERVICES AGENCY, PURCHASING DEPARTMENT

1401 Lakeside Drive, Suite 907, Oakland, California 94612

FAX NUMBER: (510) 208-9626

E-MAIL: purchbid@acgov.org

- Request:
- Add new vendor
 - Add new doing-business-as (DBA) name for existing vendor
 - Add new address for existing vendor
 - Change: Name DBA Address for existing vendor **(Check one)**
 - Other

Vendor Information:

Full Legal Business Name: _____

DBA Name: _____

- Type of Entity :
- Individual
 - Corporation
 - Sole Proprietor
 - Tax-Exempted
 - Partnership
 - Government or Trust

Check the boxes that apply :

- Goods Only
- Goods & Services
- Rents/Leases
- Legal Services
- Rents/Leases paid to you as the agent
- Medical Services
- Non-Medical Services – Describe: _____
- Other _____

Federal Tax ID Number (required): _____

PO Box/Street Address: _____

City: _____ State: _____ ZIP: _____

Vendor Contact's Name: _____

Contact's Telephone: _____ FAX _____ Toll-Free _____

Vendor Contact's E-mail address: _____

Composition of Ownership – This is a Mandatory Section - Please check all that apply:

- LOC Local Vendor (Has street address and business license within Alameda County)
- SML Small Business (as defined by Small Business Administration)
- FEM Female (> than 50% Ownership)
- AFA Black or African American (> than 50%)
- ASN Asian (> than 50%)
- NAT Native Hawaiian or Other Pacific Islander (> than 50%)
- AIN American Indian or Alaskan Native (> than 50%)
- MLE Male (> than 50% Ownership)
- WHT White (> than 50%)
- HIS Hispanic or Latino (> than 50%)
- FIL Filipino (> than 50%)
- POE Publicly Owned Entity

The Collection of ethnicity and gender data is for statistical and demographic purposes only.

List the Product and/or Services Vendor is Interested in Providing; include North American Industry Classification System (NAICS) Code (available at <http://www.sba.gov/size/SIC2NAICSmain.html>)

Buyer Name: Reynaldo Aralar RFI#10072/RA/02 NAICS Code: 424990 SIC Code 5199

Completed by: _____ Title: _____ Date: _____

To be Completed by Auditor's Office/GSA Purchasing

Acknowledged by: _____ on _____ (date)

____ The Auditor's Office/GSA Purchasing Department added/modified the vendor record according to the information provided above. **The assigned vendor number is:** _____

____ The Auditor's Office/GSA Purchasing Department could not add or modify the vendor record for the following reason(s): _____

- Please resubmit this form with the requested information.