

***FILLABLE FORMS TEMPLATE  
FOR  
INDIVIDUAL PLACEMENT SUPPORT AND SUPPORTED EMPLOYMENT (IPS/SE)  
RFP# 13-01***

**1. TITLE PAGE**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

<b>Bidder Organization Name</b>			
<i>Select one Pilot Site Type below:</i>			
<input type="checkbox"/>	<b>Pilot Site Type A</b> <i>Has existing employment and mental health services to target population</i>	<input type="checkbox"/>	<b>Pilot Site Type B</b> <i>Has <u>no</u> existing employment services to the target population</i>
<b>Bidder Organization's Headquarter Address</b>		<b>City/Zip/State</b>	
<b>Name of Organizational Contact Person</b>		<b>Title</b>	
<b>Phone</b>		<b>Email</b>	
<b>Proposal Date</b>			

<b>Bidder Name</b>			
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>
			<input type="checkbox"/>

**EXHIBIT A: BID ACKNOWLEDGEMENT**  
*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

<b>Bidder Organization Name</b>					
<i>Select one Pilot Site Type below:</i>					
<b>Pilot Site Type A</b> <i>Has existing employment and mental health services to target population</i>		<input type="checkbox"/>	<b>Pilot Site Type B</b> <i>Has <u>no</u> existing employment services to the target population</i>		<input type="checkbox"/>
<i>Provide brief justification of why Bidder is Pilot Site Type A</i>			<i>Provide brief justification of why Bidder is Pilot Site Type B</i>		
<b>Bidder Organization's Executive Director Name</b>					
<b>Phone Number</b>			<b>Email</b>		
<b>Address of Where Project will Occur</b>			<b>City/Zip/State</b>		
<b>Bidder's Organizational Structure</b>					
<input type="checkbox"/>	<b>Non-profit</b>		<b>Date in which Organization was incorporated</b>		
<input type="checkbox"/>	<b>Corporation</b>				
<input type="checkbox"/>	<b>Partnership</b>		<b>Organization's Tax ID Number</b>		
<input type="checkbox"/>	<b>Limited Liability Company</b>				
<input type="checkbox"/>	<b>Other (<i>specify</i>)</b>				
<b>Bidder Name</b>					
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>	

**EXHIBIT A: BID ACKNOWLEDGEMENT**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

I		certify that the below is correct and true:	
Statement that Bidder is in good standing with the State of California and has all necessary licenses, permits, certifications, approvals and authorizations necessary in order to perform all of its obligations in connection with this RFP. <i>Insert any other comments, if desired, below.</i>			
Bidder Organization's Executive Director or Board Member Signature		Date	

Bidder Name			
Pilot Type:	Pilot Type Site A	<input type="checkbox"/>	Pilot Type Site B <input type="checkbox"/>

## EXHIBIT A: BID ACKNOWLEDGEMENT

### *Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

The County of Alameda is soliciting bids from qualified Contractors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP number. This Bid Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the bid response. Obligations assumed by such signature must be fulfilled.

- 1. Preparation of bids:** (a) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid. (b) Quote price as specified in RFP. No alterations or changes or any kind shall be permitted to Exhibit B, Bid Form. Responses that do not comply shall be subject to rejection in total.
- 2. Failure to bid:** If you are not submitting a bid but want to remain on the mailing list and receive future bids, complete, sign and return this Bid Acknowledgement and state the reason you are not bidding.
- 3. Taxes and freight charges:** (a) Unless otherwise required and specified in the RFP, the prices quoted herein do not include Sales, Use or other taxes. (b) No charge for delivery, drayage, express, parcel post packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose, except taxes legally payable by County, shall be paid by the County unless expressly included and itemized in the bid. (c) Amount paid for transportation of property to the County of Alameda is exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as Alameda County, as such papers may be accepted by the carrier as proof of the exempt character of the shipment. (d) Articles sold to the County of Alameda are exempt from certain federal excise taxes. The County shall furnish an exemption certificate.
- 4. Award:** (a) Unless otherwise specified by the Bidder or the RFP gives notice of an all-or-none award, the County may accept any item or group of items of any bid. (b) Bids are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful Bidder within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
- 5. 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.
- 6. Samples:** Samples of items, when required, shall be furnished free of expense to the County and if not destroyed by test may upon request (made when the sample is furnished), be returned at the Bidder's expense.
- 7. Rights and remedies of County for default:** (a) In the event any item furnished by Contractor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by Contractor with its bid, the County may reject the same, and it shall thereupon become the duty of Contractor to reclaim and remove the same forthwith, without expense to the County, and immediately to replace all such rejected items with others conforming to such specifications or samples; provided that should Contractor fail, neglect or refuse so to do the County shall thereupon have the right purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may there after come due to Contractor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that Contractor fails to make prompt delivery as specified for any item, the same conditions as to the rights of the County to purchase in the open market and to reimbursement set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government. (b) Cost of inspection or deliveries or offers for delivery, which do not meet specifications, shall be borne by the Contractor. (c) The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
- 8. Discounts:** (a) Terms of less than ten (10) days for cash discount shall considered as net. (b) In connection with any discount offered, time shall be computed from date of complete, satisfactory delivery of the supplies, equipment or services specified in the RFP, or from date correct invoices are received by the County at the billing address specified, if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the County warrant check.
- 9. California Government Code Section 4552:** In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it shall assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder.
- 10. No guarantee or warranty:** The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order

The undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the Contractor indicated below, in accordance with the specifications, terms and conditions of this RFP and Bid Acknowledgement.

<b>Organization</b>		<b>What advertising source(s) made you aware of this RFP?</b>		
<b>Address</b>		<b>City/State /Zip</b>		<b>Phone</b>
<b>Printed Name</b>			<b>Title</b>	
<b>Signature</b>			<b>Date</b>	

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**3. VENDOR MINIMUM QUALIFICATIONS FORM**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

***a. Demonstrate how Bidder currently operates one of the following BHCS funded specialty mental health service programs: an Adult Service Team and/or a Full Service Partnerships (FSP).***

Large empty rectangular box for bidder response.

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**4. EXECUTIVE SUMMARY**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*Provide a synopsis of the highlights and benefits of Bidder's proposal.*

Large empty rectangular box for the executive summary.

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**5. a. ORGANIZATIONAL CAPACITY & REFERENCE**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*In the original copy of Bidder's proposal Include:*

- a. Fiscal Management Capacity: An updated copy Dun & Bradstreet Qualifier Report (within twelve months old) as ATTACHMENT 1A. Visit [www.dnb.com](http://www.dnb.com) for more information.*

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>



**5. b. ORGANIZATIONAL CAPACITY & REFERENCE**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

**EXHIBIT C: MINIMUM INSURANCE**

- b. Visit <http://www.acbhcs.org/providers/network/docs.htm> to locate the appropriate insurance document for your organization.**
- For for-profit health care services, use Exhibit C-2c**
- For Non-profit health care services, use Exhibit C-4**

*Submit proof of appropriate current insurance with the proposal as EXHIBIT C: Minimum Insurance.*

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**5. c. ORGANIZATIONAL CAPACITY & REFERENCE**  
*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

**EXHIBIT D1: CURRENT REFERENCES**

Organization Name			
Address			
City, State, Zip Code			
Contact Person			
Telephone Number		E Mail	
Service Provided			
Start Date of Service			

Organization Name			
Address			
City, State, Zip Code			
Contact Person			
Telephone Number		E Mail	
Service Provided			
Start Date of Service			

Organization Name			
Address			
City, State, Zip Code			
Contact Person			
Telephone Number		E Mail	
Service Provided			
Start Date of Service			

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**5. c. ORGANIZATIONAL CAPACITY & REFERENCE**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

**EXHIBIT D2: FORMER REFERENCES**

Organization Name			
Address			
City, State, Zip Code			
Contact Person			
Telephone Number		E Mail	
Service Provided			
Start Date of Service		End Date of Service	

Organization Name			
Address			
City, State, Zip Code			
Contact Person			
Telephone Number		E Mail	
Service Provided			
Start Date of Service		End Date of Service	

Organization Name			
Address			
City, State, Zip Code			
Contact Person			
Telephone Number		E Mail	
Service Provided			
Start Date of Service		End Date of Service	

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

## 6. a. COST

### *Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

## **EXHIBIT B-1: FUNDED PROGRAM BUDGET FORM INSTRUCTIONS**

### *a. Complete and insert EXHIBIT B-1: Project Budget*

#### **NOTE**

- All amounts should be rounded to the nearest whole dollar.
- One budget must be submitted for each proposal.
- Fill in areas shaded in yellow on the B-1 Funded Program Budget for fiscal years 12-13 and 13-14.
- Fill in all Detail Budget Tabs (Professional and Specialty Services, Miscellaneous and Administrative Detail) for fiscal years 12-13 and 13-14.
- Start-up costs do not apply to this RFP
  - Do not include start-up costs in Budget Form.

#### **EXPENSES**

- Reflect all services specific to this project on B-1 Funded Program Budget .
  - Use additional forms as necessary.

#### **SALARIES & WAGES**

- List all positions relevant to the project reflected in the B-1;
  - Bidder may group staff by classification.
- Direct Services
  - For each position, indicate whether staff provides direct services to clients (i.e., billable services such as providing counseling, case management, medication support, etc.) by placing an “x” in the column designated.
- Annualized Salary :
  - List annual salary for each position.
  - Salary should reflect the annualized cost of the position based on a 40-hour workweek.
- Provide the Full Time Equivalent (FTE) applicable to each position.
  - Enter the amount of time each position will dedicate to the project using a 40-hour week as a base.
  - Examples:
    - If a person works 20 hours a week in project, this would be 50% FTE.
    - If a person works a total of 37.5 hours per week, this is .94 FTE.
- Enter Employee Benefits and Taxes as a percentage in the yellow highlighted field as designated.

#### **OPERATING EXPENSES**

- List all expenses applicable to this project.
  - Use the line items designated on the form.
    - Budget Form includes space for additional expenditure line items.
      - However, Bidders are strongly advised to use standard categories as much as possible.
- BHCS requires detailed descriptions of “Miscellaneous” and “Professional & Specialized Services” line items listed within the Operation Expense section of Bidder’s Annualized Budget.
  - Complete the “MHSA RFP Expenses Detail” form and provide descriptions of listed line items.

#### **REVENUE**

List all revenue (or leveraged funds) that Bidder expects to receive from any source other than BHCS that will be applicable to this project such as fees, grants, etc.

**6. b. COST**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*b. Include Bidder's fiscal management experience and fiscal controls that will be used in terms of acceptable accounting practices and the ability to maintain accountability for contract funds.*

[Empty response area for bidder's fiscal management experience and fiscal controls]

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. a. i-ii. BIDDER EXPERIENCE, ABILITY & PLAN**  
*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

***a. Organizational Infrastructure, Capacity and Readiness***

***i. Provide Bidder's current organizational chart, describing logical oversight and linkages between the organization's current broader operating structure and services and include as ATTACHMENT 2A.***

***ii. Provide a second chart, describing logical linkages and oversight for the proposed project and current mental health services and include as ATTACHMENT 2B.***

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. a. iii. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*iii. Describe the titles, roles and responsibilities of staff who will be involved in this project. If Bidder is submitting a proposal for Pilot Site Type A, describe program and current duties of employment staff. If Bidder is submitting a proposal for Pilot Site Type B, describe how staff will be used to implement the project. Describe Bidder's plan to restructure and/or augment staffing. Provide one-page resumes for each currently employed staff, which will fill project roles as ATTACHMENT 3A. Provide one-page job descriptions for each yet-to-be hired staff, which describe the necessary roles, responsibilities and qualification requirements for each position as ATTACHMENT 3B.*

[Empty response area for bidder details]

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. a. iv. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*iv. State Bidder's mission and how it is suited for this project, including how the mission relates to mental health recovery and employment services.*

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<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>



**7. a. v. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*v. Describe Bidder's experience in managing organizational change projects similar to this project.*

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<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. a. vi. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*vi. Include a detailed description of Bidder's financial and technological infrastructure that will support the implementation of this project.*

[Empty response area for bidder's financial and technological infrastructure description]

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. b. i. BIDDER EXPERIENCE, ABILITY & PLAN**  
*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

***b. Project Description***

***i. Describe the current program model for the target population. Include a description of the Adult Service Team or Full Service Partnership program where Bidder is proposing to implement the IPS/SE model. Indicate whether the program focuses on serving TAY and/or adults.***

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. b. ii. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*ii. Describe what role employment services currently play in Bidder's current approach to mental health treatment. Include how employment services are currently delivered. Include what role, if any, employment staff plays in Bidder's mental health treatment services team.*

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<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. b. iii. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*iii. Describe what relationships Bidder currently has with employers. Describe the number and types of employers and of placements currently, or to be, sought. Describe Bidder's success in placing clients in employment.*

Empty response area for bidder information.

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. b. iv. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*iv. Provide Bidder's vision for this project with concrete examples of how this project will change the Bidder's organizational approach to employment services, the program model and outcomes for participating clients. Include an estimate of the number of clients to be served through IPS/SE model pilot project per year in number and percent of clients from the existing program.*

[Empty response area for bidder's vision and client estimates]

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. b. v. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*v. Provide Bidder's composite agency budget for the current year as ATTACHMENT B-2: COMPOSITE AGENCY BUDGET.*

**7. b. vi. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*vi. Provide a narrative explanation of the project budget and how Bidder's composite agency budget will be leveraged. Describe how the funding for this project will be used.*

Large empty rectangular box for narrative explanation.

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>



**7. c. i. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

***c. Understanding of Target Population and Needs***

***i. Describe Bidder's understanding of the target population and needs. Include Bidder's philosophy and approach to provide culturally responsive services to the population currently served and whether Bidder will serve any of the threshold language groups***

Empty response area for bidder's understanding of the target population and needs.

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. c. ii. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*ii. Describe how Bidder ensures ongoing training and utilization of best practices to meet the target population's needs. Describe the characteristics of the target population, including racial/ethnic and cultural diversity.*

[Empty response area for bidder description]

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. c. iii. BIDDER EXPERIENCE, ABILITY & PLAN**  
*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*iii. Provide a clear justification of how and why Bidder's current population will benefit from participation in this project.*

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. d. i. BIDDER EXPERIENCE, ABILITY & PLAN**  
*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

***d. Ability to Track Data and Outcomes***

***i. Describe how Bidder currently uses data in programs.***

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. d. ii. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*ii. Describe Bidder's plan to collect, enter and report data for this project.*

Large empty rectangular box for describing the bidder's plan to collect, enter and report data for this project.

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. e. i. BIDDER EXPERIENCE, ABILITY & PLAN**  
*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

***e. Forming Partnerships and Collaboration***

***i. Detail Bidder's plan to coordinate and collaborate with other services, programs and employers. Include any relevant Memorandum of Understanding (MOUs) as ATTACHMENT 4.***

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<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**7. f. i. BIDDER EXPERIENCE, ABILITY & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*i. Detail how Bidder will ensure project sustainability beyond FY 2013-2014. Include an outline of Bidder's plan to pursue and leverage other funding sources to sustain the IPS/SE model (Bidder should reference ATTACHMENT B-2: COMPOSITE AGENCY BUDGET as needed).*

Empty response area for bidder details.

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**8. a. IMPLEMENTATION SCHEDULE & PLAN** (pg. 1 of 2)  
*Individual Placement and Support and Supported Employment (IPS/SE) RFP# 13-01*

*a. Include Bidder's Implementation Plan and Schedule from start-up to contract expiration date.*

Activity	Responsible Persons	Milestone/Measurement	Due Date

<b>Bidder Name</b>			
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>
<input type="checkbox"/>			



**8. a. IMPLEMENTATION SCHEDULE & PLAN** (pg. 2 of 2)

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*a. Include Bidder's Implementation Plan and Schedule from start-up to contract expiration date.*

Activity	Responsible Persons	Milestone/Measurement	Due Date

<b>Bidder Name</b>			
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>
		<input type="checkbox"/>	<input type="checkbox"/>

**8. b. IMPLEMENTATION SCHEDULE & PLAN**

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

*b. Identify and describe Bidder's strategies for mitigation of risks and barriers, which may adversely affect the project's implementation.*

<i>Barriers</i>	<i>Mitigation Strategies</i>

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**EXHIBIT E: INTENTIONALLY OMITTED**

**EXHIBIT F: INTENTIONALLY OMITTED**

**EXHIBIT G: INTENTIONALLY OMITTED**

**EXHIBIT H: VENDOR FIRST SOURCE AGREEMENT**

*Individual Placement and Support and Supported Employment (IPS/SE) RFP# 13-01*

<b>ALCOLINK Vendor Number (if known)</b>		<b>SLEB Vendor Number</b>	
<b>Full Legal Name</b>			
<b>Doing Business As</b>			

**Type of Entity:**     Individual             Sole Proprietor             Partnership  
                                   Corporation             Tax-Exempted             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-**Describe**

<b>Federal Tax ID Number (required)</b>		<b>P.O.Box/Street Address</b>	
<b>Vendor Contact's Name</b>			
<b>Vendor Contact's Phone:</b>		<b>Vendor Contact's Fax:</b>	
<b>Vendor Contact's Email:</b>			

**Please check all that apply:**

LOC  Local Vendor (Holds business license within Alameda County)  
 SML  Small Business (as defined by Small Business Administration)

I  American Indian or Alaskan Native (>50%)  
 A  Asian (>50%)  
 B  Black or African American (>50%)  
 F  Filipino (>50%)  
 H  Hispanic or Latino (>50%)  
 N  Native Hawaiian or other Pacific Islander (>50%)  
 W  White (>50%)

**Number of Entry Level Positions available through the life of the contract:**

**Number of other positions available through the life of the contract:**

*To be completed by County :*

<b>Contract #</b>	
<b>Contract Amount</b>	
<b>Contract Term</b>	

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

**Vendor** agrees to provide Alameda County (through East Bay Works and Social Services Agency), 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. Vendor shall also provide the County with specific job requirements for new or vacant positions. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but final decision of whether or not to offer employment, and the terms and conditions thereof, to the candidate(s) rest solely within the discretion of the Vendor.

**Alameda County** (through East Bay Works and Social Services Agency) agrees to only refer pre-screened qualified applicants, based on Contractor specifications, to Contractor for interviews for prospective employment by Vendor (see Incentives for Vendor Participation under Vendor/First Source Program located on the Small Local Emerging Business (SLEB) Website, <http://www.acgov.org/auditor/sleb/>).

If compliance with the First Source Program shall interfere with Vendor's pre-existing labor agreements, recruiting practices, or shall otherwise obstruct Vendor's ability to carry out the terms of the contract, Vendor shall provide to the County a written justification of non-compliance in the space provided below.

--

(Company Name)

\_\_\_\_\_  
(Vendor Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(East Bay Works / One-Stop Representative Signature)

\_\_\_\_\_  
(Date)

Justification of Non-Compliance:

--

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

*Individual Placement Support and Supported Employment (IPS/SE) RFP# 13-01*

List below requests for clarifications, exceptions and amendments, if any, to the RFP and its exhibits, 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.

Item No.	Reference To:		Description
	Page No.	Paragraph No.	
<b>Bidder Signature</b>			<b>Date</b>

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>

**EXHIBIT J: INTENTIONALLY OMITTED**

**EXHIBIT K: INTENTIONALLY OMITTED**

**EXHIBIT L: INTENTIONALLY OMITTED**

## EXHIBIT M: PROPOSAL COMPLETENESS CHECKLIST

### *Individual Placement and Support and Supported Employment (IPS/SE) RFP# 13-01*

This table provides an overview of the major components that Bidders should include in their response to this RFP. For more concrete prompts about the type of information to include in proposals, please see Section II. F. of the RFP.

<b>Section/Requirement</b>	<b>Max. Pages</b>	<b>Narrative Form</b>	<b>Required Attachment</b>	<b>Corresponding Exhibit</b>
<b>One original and seven copies of the Proposal ; a clearly marked electronic copy of the proposal</b>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<b>Title Page</b>	<i>One</i>	<i>Title Page Form</i>	<i>N/A</i>	<i>N/A</i>
<b>Table of Contents (<i>only needed if Fillable Forms Template is not used</i>)</b>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<b>Cover Letter</b>	<i>One</i>	<i>Cover Letter Form</i>	<i>Bid Acknowledgement</i>	<b><i>Exhibit A</i></b>
<b>Vendor Minimum Qualifications</b>	<i>Two</i>	<i>Vendor Minimum Qualifications Form</i>	<i>N/A</i>	<i>N/A</i>
<b>Executive Summary</b>	<i>One</i>	<i>Executive Summary Form</i>	<i>N/A</i>	<i>N/A</i>
<b>Organizational Capacity &amp; References</b>	<i>One</i>	<i>N/A</i>	<b><i>Attachment 1A: Dun and Bradstreet Qualifier Report</i></b>	<i>N/A</i>
			<b><i>Insurance Requirements</i></b>	<b><i>Exhibit C</i></b>
			<b><i>References</i></b>	<b><i>Exhibits D1 and D2</i></b>
<b>Cost</b>	<i>N/A</i>	<i>N/A</i>	<b><i>Program Budget</i></b>	<b><i>Exhibit B-1</i></b>
	<i>One</i>	<i>Fiscal Management Plan Form</i>	<i>N/A</i>	<i>N/A</i>
<b>Bidder Experience, Ability &amp; Plan</b>	<i>N/A</i>	<i>N/A</i>	<b><i>Attachment 2A: Agency Organizational Chart</i></b>	<i>N/A</i>
			<b><i>Attachment 2B: Proposed project in chart</i></b>	
			<b><i>Attachment 3A: Resumes</i></b>	
			<b><i>Attachment 3B: Job Descriptions</i></b>	
			<b><i>Attachment B-2: Composite Agency Budget</i></b>	
<b><i>Attachment 4: MOUs</i></b>				
	<i>Sixteen</i>	<i>Bidder Experience, Ability &amp; Plan Form</i>	<i>N/A</i>	
<b>Implementation Schedule &amp; Plan</b>	<i>Two</i>	<i>Implementation Schedule &amp; Plan Form</i>		
	<i>One</i>	<i>Mitigation of Risks and Barriers Form</i>		



**EXHIBIT M: PROPOSAL COMPLETENESS CHECKLIST***Individual Placement and Support and Supported Employment (IPS/SE) RFP# 13-01*

<b>Section/Requirement</b>	<b>Max. Pages</b>	<b>Narrative Form</b>	<b>Required Attachment</b>	<b>Corresponding Exhibit</b>
<b>Other Required Exhibits</b>	<i>N/A</i>	<i>N/A</i>	<i>First Source Form</i>	<i>Exhibit H</i>
			<i>Exceptions/Clarifications/ Amendments</i>	<i>Exhibit I</i>
			<i>Debarment and Suspension Certification</i>	<i>Exhibit N</i>

**EXHIBIT N: DEBARMENT & SUSPENSION CERTIFICATION**  
*Individual Placement and Support and Supported Employment (IPS/SE) RFP# 13-01*

The Bidder, under penalty of perjury, certifies that, except as noted below, Bidder, its Principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions shall not necessarily result in denial of award, but shall be considered in determining Bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

BIDDER:

PRINCIPAL:  TITLE:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>Bidder Name</b>				
<b>Pilot Type:</b>	<b>Pilot Type Site A</b>	<input type="checkbox"/>	<b>Pilot Type Site B</b>	<input type="checkbox"/>