

# REQUEST FOR PROPOSALS

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***SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA***

**REGARDING:**

SUBSTANCE USE DISORDER, MENTAL HEALTH, AND INTEGRATED TREATMENT FOR DRUG COURTS

RFP #: SC 6666.2024.1.CF

**PROPOSALS DUE:**

~~Round 1 – July 30, 2024 NO LATER THAN 2:00 PM PACIFIC TIME~~

~~Round 2 – October 22, 2024 NO LATER THAN 2:00 PM PACIFIC TIME~~

~~Round 3 – January 21, 2025 NO LATER THAN 2:00 PM PACIFIC TIME~~

Round 4 – April 22, 2025 NO LATER THAN 2:00 PM PACIFIC TIME

## KEY INFORMATION SUMMARY SHEET

<b>Request for Proposal</b>	Substance Use Disorder, Mental Health, and Integrated Treatment for Drug Courts
<b>RFP Number:</b>	SC 6666.2024.1.CF
<b>RFP Issue Date:</b>	July 16, 2024
<b>RFP Issuing Office:</b>	Office of Collaborative Court Services
<b>Procurement Contact:</b>	Superior Court of California, County of Alameda Finance and Facilities Division Attention: Procurement – Eddie Sanchez RFP SC 6666.2024.1.CF 1225 Fallon Street, Room 210 Oakland, CA 94612
<b>e-mail:</b>	bidquestions@alameda.courts.ca.gov
<b>Proposals are to be sent to:</b>	bidquestions@alameda.courts.ca.gov
<b>Timeline for this RFP</b>	
<b>Deadline for Questions:</b>	Round 1: July 22, 2024 Round 2: October 3, 2024 Round 3: January 6, 2025 Round 4: April 1, 2025
<b>Questions and Answers Posted (estimate only):</b>	Round 1: July 25, 2024 Round 2: October 10, 2024 Round 3: January 13, 2025 Round 4: April 8, 2025
<b>Proposal Due (Closing) Date and Time:</b>	Round 1: July 30, 2024 @ 2:00 PM Pacific Time Round 2: October 22, 2024 @ 2:00 PM Pacific Time Round 3: January 21, 2025 @ 2:00 PM Pacific Time Round 4: April 22, 2025 @ 2:00 PM Pacific Time
<b>Evaluation of Proposals (estimate only):</b>	Round 1: July 31 – August 7, 2024 Round 2: October 23 – 30, 2024 Round 3: January 22 – 29, 2025 Round 4: April 23 – 30, 2025
<b>Notice of Intent to Award (estimate only):</b>	Round 1: August 8, 2024 Round 2: October 31, 2024 Round 3: January 30, 2025 Round 4: May 1, 2025
<b>Negotiations and Execution of Contract (estimate only):</b>	Round 1: August 9 – 30, 2024 Round 2: November 1 – 27, 2024 Round 3: January 31 – February 28, 2025 Round 4: May 2 – 30, 2025

<b>Contract Duration:</b>	Initial term to be determined with option one-year terms to extend through September 29, 2028
<b>RFP Attachments</b>	
<b>Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)</b>	These rules govern this solicitation.
<b>Attachment 2: Terms and Conditions</b>	On this form, if exceptions are identified, Prospective Bidders must submit (i) a redlined version of Attachment 2 – Agreement Terms and Conditions and Supplemental Terms and Conditions that clearly track proposed changes to this attachment, (ii) written documentation to substantiate each such proposed change and (iii) written explanation to indicate how each proposed change will benefit the Court. If selected, the person or entity submitting a proposal (the “Prospective Bidder”) must sign Acceptance of Terms and Conditions form (Attachment 3): this Court Standard Form agreement (the “Terms and Conditions”).
<b>Attachment 3: Prospective Bidder’s Acceptance of Terms and Conditions</b>	<p>On this form, the Prospective Bidder must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions. If selected, the person or entity submitting a proposal must sign the form.</p> <p>If exceptions are identified, the Prospective Bidder must also submit (i) a red-lined version of the Standard Terms and Conditions that implements all proposed changes, and (ii) a written explanation or rationale for each exception and/or proposed change.</p> <p><b>Note: A material exception may render a proposal non-responsive.</b></p>
<b>Attachment 4: General Certifications Form</b>	The Prospective Bidder must complete the General Certifications Form and submit the completed form with its proposal.
<b>Attachment 5: Darfur Contracting Act Certification</b>	The Prospective Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
<b>Attachment 6: Payee Data Record Form</b>	This form contains information the Court requires in order to process payments and must be submitted with the proposal.

<b>Attachment 7: Unruh and FEHA Certification</b>	The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification. <i>Only for solicitations of \$100,000 or more</i>
<b>Attachment 8: Bidder Declaration</b>	The Prospective Bidder must complete this form only if it wishes to claim the disabled veteran business enterprise (DVBE) incentive associated with this solicitation.
<b>Attachment 9: DVBE Declaration</b>	Each DVBE that will provide goods and/or services in connection with the contract must complete this form. If Prospective Bidder is itself a DVBE, it must also complete and sign the DVBE Declaration.
<b>Attachment 10: Question and Answer Form</b>	Prospective Bidder must use the attached form to submit any questions.
<b>Attachment 11: Contact Sheet</b>	Prospective Bidder must complete the contact information and submit with proposal.
<b>Attachment 12: Supplemental Questionnaire</b>	Prospective Bidder must submit their proposal using the Supplemental Questionnaire.
<b>Attachment 13: Additional Information Template</b>	Prospective Bidder is encouraged to provide a statement of capacity.
<b>Attachment 14: Checklist</b>	RFP Checklist.

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## **1.0 BACKGROUND INFORMATION**

- 1.1 The Superior Court of California, County of Alameda’s Office of Collaborative Court Services oversees the operation of several Collaborative Courts in Alameda County. These Courts have the capacity to serve approximately 240 adults with Substance Use Disorder and/or mental health conditions. To meet the needs of the population of these courts, the Office of Collaborative Court Services is looking to contract with various treatment providers who are able to provide services to these collaborative court participants.
- 1.2 The purpose of this Request for Proposal (RFP) is to solicit and award one or more contracts to selected bidders (“Contractors”) who meet the minimum qualifications to provide substance use disorder (SUD), mental health treatment, and recovery residence services to adult participants in the various drug courts operating under the Office of Collaborative Court Services.
- 1.3 This RFP includes a wide range of SUD treatment levels of care that together will create an integrated continuum of treatment for the collaborative courts. New providers, previous providers and existing court-contracted providers that meet the minimum qualifications published in this RFP are eligible to contract with the court. Meeting the minimum qualifications, however, is not a guarantee that the court will award a contract. Bidders can bid on one or more service modalities.
- 1.4 The Court seeks the services of highly qualified treatment providers to deliver residential, outpatient, intensive outpatient, urinalysis testing, recovery residence, and transportation services to Drug Court clients as requested by the Drug Court staff. The Participating Entities will be under no obligation to participate in any resulting contract for treatment and any drug court participant referred for services is required to follow all program rules.
- 1.5 Proposals shall form the basis for any subsequent awarded contracts. Fee schedule and operating costs must accurately reflect the Prospective Bidder’s costs for the program. The Court reserves the right to terminate a contract if/when Contractor materially alters staff, budgets, deliverables, and outcomes any time after the contract award. The Court is not obligated to award any contract as a result of this RFP process. The Court may, but is not obligated to, renew any awarded contract. Any renewal of an awarded contract shall be contingent on the availability of funds and Contractor’s performance.
- 1.6 The Court anticipates awarding one or more contract(s) as a result of this RFP. The initial term of the agreement is to be determined, with the option to extend the contract on an annual basis through September 29, 2028.
- 1.7 Proposals will be accepted on a rolling basis in four rounds, Rounds 1 through 4. Proposals received by the deadline of each round will be reviewed, evaluated, and awarded accordingly. Please refer to the Timeline for this RFP for each round’s deadline.

- 1.8 This solicitation, along with its corresponding documents, is available at the following web address:

<http://www.alameda.courts.ca.gov/Pages.aspx/Contract-Opportunities>

## **2.0 DESCRIPTION OF SERVICES AND DELIVERABLES**

- 2.1 The Court seeks the services of organizations who can provide SUD, mental health, and integrated treatment to Drug Court participants. Specifically, the Court seeks contractors to provide the following treatment modalities for adults: Outpatient, intensive outpatient, perinatal outpatient, residential, perinatal residential, recovery residence, perinatal recovery residence, integrated treatment for co-occurring disorders, transportation services to/from court and treatment, and urinalysis testing.

### **2.2 Bidder Minimum Qualifications**

- A. Service provider must have at least two years of experience in the proposed treatment modality.
- B. Service provider must agree to provide progress reports on participants referred for services by the drug court.
- C. Adequate accounting and record-keeping practices in place to allow for the submission of accurate and complete monthly invoices for participants.
- D. Bidders must not be identified on the list of federally debarred, suspended or other excluded parties located at the following databases:

- <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>
- <https://exclusions.oig.hhs.gov/>

Upon checking, any Bidder who has a confirmed match will be disqualified from moving on to the evaluation phase and their submitted bids will not be reviewed nor scored and evaluated by the Selection Committee.

### **2.3 Bidder Desired Qualifications**

- A. Use of Evidence Based Practices (EBPs) including Motivational Interviewing (MI), Relapse Prevention, Trauma-Informed Treatment, Criminal Thinking and Psycho-Education.
- B. Compliance with the American with Disabilities Act and Access Requirements
- C. Individualized treatment plans
- D. Willingness to work with the Collaborative Courts to ensure participant success in treatment programs
- E. Familiarity and experience working with collaborative court clients

### **3.0 PAYMENT INFORMATION**

- 3.1 Contractor shall submit invoices to the Court in arrears no more frequently than monthly. Contractor's invoice must include information and supporting documentation acceptable to the Court. Contractor shall adhere to the reasonable billing guidelines issued by the Court from time to time.
- 3.2 The Court will process invoices within forty-five (45) days of receipt and approval by the Court's Project Manager. All invoices must reference the Contractor's purchase order number which will be provided by the Court.
- 3.3 Invoices must be submitted to the Court's Accounts Payable department at [accountspayable@alameda.courts.ca.gov](mailto:accountspayable@alameda.courts.ca.gov), with a copy to the Project Manager's email.
- 3.4 Any requests made outside of the contract scope of work will be considered a separate purchase order outside of the contract purchase order and will be processed on a separate purchase order.
- 3.5 Contractor must provide written notice to the Court of the specific excess charge and obtain Court's consent prior to performing any additional service that would incur an excess charge.
- 3.6 Each monthly billing statement should contain the latest contact phone number to correct or update billing information.
- 3.7 The Court will not pay or reimburse Contractor, or their employees, for travel, or any other related expenses that are required as part of the project.
- 3.8 If requested, the contracting agency will promptly correct any inaccuracy and resubmit an invoice. If the Court rejects any services or work product after payment is issued, the Court may exercise all contractual and other legal remedies, including:
  - A. Setting off the overpayment against future invoices payable by the Court.
  - B. Setting off the overpayment against any other amount payable for the benefit of the contractor pursuant to the agreement or otherwise.
  - C. Requiring the contracting agency to refund the overpayment within thirty (30) days of the Court's request.
- 3.9 Payment terms will be specified in the contract document that will be executed as a result of an award made under this RFP, however, prospective Contractors are hereby advised that the Court payments are made by the State of California, and

the State does not make any advance payment for services. Payment will be made based upon completion of tasks as provided for in the agreement between the Court and the selected Service Provider.

#### **4.0 SUBMISSION OF PROPOSALS**

- 4.1 The Court may conduct interviews with Prospective Bidders to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The interview may also require a demonstration of equivalence if a brand name is included in the specifications. The interviews may be conducted via Zoom or by phone. The Court will notify eligible Prospective Bidders regarding interview arrangements.
- 4.2 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 4.3 The Prospective Bidder must submit its proposal in two separate emails, the Technical Proposal and the Cost Proposal by the date and time listed on the coversheet of this RFP.
  - A. The proposals must be emailed to [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov) . The subject line of the email must include the RFP title and number.
  - B. The proposal must be signed by an authorized representative of the Prospective Bidder.
- 4.4 Late proposals will not be accepted.

#### **5.0 QUESTIONS**

- 5.1 Interested parties may submit a request for clarifications, modifications, or questions to the Court using the Question and Answer Form, provided in **Attachment 10**. Requests shall be submitted via email to [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov) no later than the date specified in the RFP timeline. Please indicate the RFP number and title in the subject line of the email. Contact with the Court shall be made only through the email address.
- 5.2 The Court will not accept telephone calls related to the RFP. All communications must be made with the Question and Answer Form.

#### **6.0 PROPOSAL CONTENTS**

- 6.1 **Technical Proposal.** The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
- A. Completed Supplemental Questionnaire (**Attachment 12**)
  - B. Prospective Bidder is encouraged to provide a statement of capacity that address how it meets the desired qualifications noted above in section 2.3 of the RFP (**Attachment 13**)
  - C. Acceptance of Terms and Conditions.
    - i. On **Attachment 3**, the Prospective Bidder must check the appropriate box and sign the form. If the Prospective Bidder marks the second box, it must provide the required additional materials. An “exception” includes any addition, deletion, or other modification.
    - ii. If exceptions are identified, the Prospective Bidder must also submit (a) a red-lined version of the Terms and Conditions that implements all proposed changes, and (b) a written explanation or rationale for each exception and/or proposed change.
    - iii. **Note: A material exception to a Minimum Term may render a proposal non-responsive. The Court, in its sole discretion, will determine what constitutes a material exception.**
  - D. Certifications, Attachments, and other requirements.
    - i. The Prospective Bidder must complete the General Certifications Form (**Attachment 4**) and submit the completed form with its proposal.
    - ii. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”) or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in

California, proof that the Contractor is in good standing in its home jurisdiction.

- iii. Copies of the Prospective Bidder's (and any subcontractors') current business licenses, professional certifications, or other credentials.
- iv. The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (**Attachment 7**) and submit the completed certification with its bid.
- v. The Prospective Bidder must complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
- vi. The Prospective Bidder must complete the Contact Sheet (**Attachment 11**) and submit with its proposal.
- vii. Financial Stability. The Court reserves the right to request Prospective Bidder's proof of financial stability. The Court may request this information at any time during the solicitation process.

6.2 Cost Proposal. Prospective Bidders must provide a fee schedule that includes rates for all services for which it will contract with the Court. The submitted proposal will guide the creation of any resulting contracts. Additional fees that do not appear on the fee schedule will not be considered. Prospective Bidders should provide:

- B. A detailed list of services provided showing the daily or individual cost of each proposed services.
- C. Prospective Bidders with Drug Medi-Cal Certification in California, please clearly state the cost of services for both clients with Medi-Cal benefits and those without. The Court expects that all eligible costs should first be billed to Medi-Cal, remaining eligible costs should be billed to Alameda County Behavioral Health Care Services (BHCS), and any remaining costs not covered by Medi-Cal or BHCS would then be billed to the Court.

**NOTE:** It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

## 7.0 OFFER PERIOD

A Prospective Bidder's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

## 8.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents. The Court may not make an award to a bidder with an overall score less than 70 points.

8.1 Evaluation Committee. The Court will conduct a comprehensive and impartial evaluation of proposals received in response to this RFP. All proposals received from Contractors will be reviewed and evaluated by a committee of qualified personnel ("Evaluation Committee"). The name, units, or experience of the individual members will not be made available to any Contractor.

8.2 Requests for Additional Information. The Court reserves the right to seek clarification or additional information from any Contractor throughout the solicitation process. The Court may require a Contractor's representative to answer questions throughout the evaluation process with regard to the Contractor's proposal. Failure of a Contractor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

8.3 Evaluation Criteria. The Court will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal(s).

If a contract will be awarded, the Court will post an intent to award notice at <https://www.alameda.courts.ca.gov/general-information/contract-opportunities>

<b>CRITERION</b>	<b>MAXIMUM NUMBER OF POINTS</b>
<b>Cost Proposal</b>	<b>30</b>
<b>Responses provided on the Supplemental Questionnaire (Attachment 13)</b>	<b>60</b>
<b>Acceptance of Terms and Conditions, and Completion of Certifications, Attachments and Other Requirements</b>	<b>10</b>
<b>DVBE Incentive</b>	<b>5</b>

Although some factors may be weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regard to cost, the Court reserves the right, in its sole discretion, to reject any proposal whose price is outside the competitive range.

## **9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION**

**PROPOSALS ARE SUBJECT TO DISCLOSURE PURSUANT TO APPLICABLE PROVISIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE AND RULE 10.500 OF THE CALIFORNIA RULES OF COURT.** The Court will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Prospective Bidder that is not a publicly-traded corporation. All other information in proposals will be disclosed in response to applicable public records requests. Such disclosure will be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the Court’s right to disclose information in the proposal, or (b) requiring the Court to inform or obtain the consent of the Prospective Bidder prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. **Prospective Bidders are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

## **10.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for an application of the DVBE incentive is governed by the Court’s DVBE Rules and Procedures. Prospective Bidder will receive a DVBE incentive if, in the Court’s sole determination, Prospective Bidder has met all applicable requirements. If Prospective Bidder receives the DVBE incentive, a number of points will be added to the score assigned to Prospective Bidder’s proposal. The number of points that will be added is specified in Section 8.3 above.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Prospective Bidder may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

If Prospective bidder wishes to seek the DVBE incentive:

1. Prospective Bidder must complete and submit with its proposal the Bidder Declaration (**Attachment 8**). Prospective Bidder must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Prospective Bidder must submit with its proposal a DVBE Declaration (**Attachment 9**) completed and signed by each DVBE that will provide goods

and/or services in connection with the contract. If Prospective Bidder is itself a DVBE, it must complete and sign the DVBE Declaration. If Prospective Bidder will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. NOTE: The DVBE Declaration is not required is Prospective Bidder will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Prospective Bidder not receiving the DVBE incentive. In addition, the Court may request additional written clarifying information. Failure to provide this information as requested will result in Prospective Bidder not receiving the DVBE incentive.

If Prospective Bidder receives the DVBE incentive: (i) Prospective Bidder will be Required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Prospective Bidder must use any DVBE subcontractor(s) identified in its proposal unless the Court approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

## 11.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Prospective Bidder to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is the proposal due date. Protests must be sent to the Court address listed below via certified mail including signature required upon delivery. Personal and hand delivery of Protests will not be accepted.

Superior Court of California, County of Alameda  
Finance and Facilities Division  
Attention: Protest Hearing Officer  
RFP SC 6666.2024.1.CF  
1225 Fallon Street, Room 210  
Oakland, CA 94612

The deadline to submit an Award Protest is five (5) business days after the Court posts the Intent to Award. Protests must be sent to the Court address listed below via certified mail including signature required upon delivery. Personal and hand delivery of Award Protests will not be accepted.

Superior Court of California, County of Alameda  
Finance and Facilities Division  
Attention: Protest Hearing Officer  
RFP SC 6666.2024.1.CF  
1225 Fallon Street, Room 210  
Oakland, CA 94612