

REQUEST FOR PROPOSALS

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

REGARDING:

SUPPORTIVE SERVICES FOR PRETRIAL PROGRAM

RFP #: SC 6666.2025.3.CF

PROPOSALS DUE:

May 6, 2025 NO LATER THAN 2:00 PM PACIFIC TIME

KEY INFORMATION SUMMARY SHEET

Request for Proposal	Temporary and Transitional Housing Services for Pretrial Program
RFP Number:	SC 6666.2025.3.CF
RFP Issue Date:	April 10, 2025
RFP Issuing Office:	Alameda Superior Court Pretrial Program
Procurement Contact:	Superior Court of California, County of Alameda Finance and Facilities Division Attention: Procurement – Eddie Sanchez RFP SC 6666.2025.3.CF 1225 Fallon Street, Room 210 Oakland, CA 94612
e-mail:	bidquestions@alameda.courts.ca.gov
Proposals are to be sent to:	bidquestions@alameda.courts.ca.gov
Timeline for this RFP	
Deadline for Questions:	April 22, 2025
Questions and Answers Posted (estimate only):	April 29, 2025
Proposal Due (Closing) Date and Time:	May 6, 2025 @ 2:00 Pacific Time
Interview and Demonstration Dates (estimate only):	May 19 – 23, 2025
Evaluation of Proposals (estimate only):	May 7 – May 28, 2025
Notice of Intent to Award (estimate only):	May 29, 2025
Negotiations and Execution of Contract (estimate only):	May 30 – July 31, 2025
Contract Duration:	August 1, 2025 through July 31, 2026 with four one-year options to extend July 31, 2030
RFP Attachments	
Attachment 1: Administrative Rules Governing RFPs (Non- IT Services)	These rules govern this solicitation.

Attachment 2: Terms and Conditions	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”).
Attachment 3: Prospective Bidder’s Acceptance of Terms and Conditions	<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>Note: A material exception may render a proposal non-responsive.</p>
Attachment 4: General Certifications Form	The Prospective Bidder must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Prospective Bidder must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the Court requires in order to process payments and must be submitted with the proposal.
Attachment 7: Unruh and FEHA Certification	<p>The Prospective Bidder must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification.</p> <p><i>Only for solicitations of \$100,000 or more</i></p>

Attachment 8: Question and Answer Form	Prospective Bidder must use the attached form to submit any questions.
Attachment 9: Supplemental Questionnaire	Prospective Bidder must submit their proposal using the Supplemental Questionnaire.
Attachment 10: Additional Information Template	Prospective Bidder is encouraged to provide a statement of capacity.
Attachment 11: Check List	RFP Checklist.

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1.0 BACKGROUND INFORMATION

- 1.1 The Superior Court of California, County of Alameda's Pretrial Program supports individuals who have pending criminal cases in addressing their underlying needs through community-based services with the goal of avoiding further and/or future system involvement. To meet the needs of the pretrial population in Alameda County, the Pretrial Program is looking to contract with various providers who are able to provide supportive services to individuals who have been released awaiting trial. Bidders can provide one or more of the following supportive services: Outpatient mental health treatment, outpatient substance abuse treatment, anger management classes, parenting classes, medication management, employment assistance, education, temporary/emergency housing, peer support, and case management.
- 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 supportive services to adults who have pending criminal cases in Alameda County.
- 1.3 All awarded contracts will be funded with the Court's allocation of Senate Bill 129 funds.
- 1.4 This RFP includes a wide range of supportive services that together can address the range of needs for pretrial clients. 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.
- 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) for an initial one-year term. The option to extend term may be exercised at the Court's discretion for up to four additional one-year terms.
- 1.7 The expected initial term for this agreement is from August 1, 2025 through July 31, 2026 with four one-year option terms to extend through July 31, 2030.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 The Court seeks the services of organizations who can provide supportive services to individuals who are released into the community awaiting trial. This can include any combination of outpatient mental health treatment, outpatient substance abuse treatment, anger management classes, parenting classes, medication management, employment assistance, job training, education, peer support, temporary/emergency housing, housing navigation or case management. This can include services that are delivered in-person, virtually, or in a hybrid format.

2.2 Bidder Minimum Qualifications

- A. Bidders must have at least one year of experience providing supportive services to adult populations.
- B. Bidders must have adequate accounting and record-keeping practices in place to allow for the submission of accurate and complete monthly invoices for referred individuals.
- C. 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.

- D. Bidders must be in compliance with the American with Disabilities Act and Access Requirements.

2.3 Bidder Desired Qualifications

- A. Demonstrated experience providing low-barrier, harm reduction based interventions;
- B. Demonstrated experience serving adults who are involved in the criminal justice system;
- C. Ability to submit progress reports to the Court when applicable;
- D. Provision of multiple and varying supportive services;
- E. Ability to serve multiple and varying populations such as women, domestic violence survivors, and transitional age youth.
- F. Ability to provide services in multiple geographic areas across Alameda County;
- G. Employment of individuals with lived experience; and
- H. Ability to provide services in multiple languages.

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, 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 . 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 8**. Requests shall be submitted via email to 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 Technical Proposal (**Attachment 9**)
- B. Completed Supplemental Questionnaire (**Attachment 10**)
- C. Prospective Bidder is encouraged to provide a statement of capacity that addresses how it meets the desired qualifications noted above in sections 2.2 and 2.3 of the RFP (**Attachment 10**)
- D. 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.**
- E. 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.
- 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:

- A. A detailed list of services provided showing the daily or individual cost of each proposed services.

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.

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>

CRITERION	MAXIMUM NUMBER OF POINTS
Cost Proposal	30
Responses provided on the Technical Proposal and Supplemental Questionnaire	60
Acceptance of Terms and Conditions, and Completion of Certifications, Attachments and Other Requirements	10

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

The Court has waived the DVBE incentive in this solicitation.

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). 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 6666.2025.3.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 6666.2025.3.CF
1225 Fallon Street, Room 210
Oakland, CA 94612