



RFP RESPONSE PACKET

ATTACHMENT 1A

RFP No. 2025-ACWDB-YP YOUTH INNOVATION PROGRAM IN SCHOOL YOUTH

Responses Due:

**MONDAY, JANURARY 6, 2025
5:00 P.M**

via email at acwdb@acgov.org

RFP Pre-screening Response Checklist

Bidders shall provide all documentation and exhibits identified below. Any material deviation from these requirements may be cause for the rejection of the proposal, as determined at the County’s sole discretion. Please verify each item below that it is correctly submitted as per the RFP specifications and check (ü) its corresponding Check Box and sign below.

Response Format:

Check Boxes

Item		
1.	One (1) original emailed not later than 5:00 p.m. PST	
2.	Three (3) certified mail bid response copies must each include an authorized signature in blue ink .	
3.	The “original” bid response is to be loose-leaf, not bound.	
4.	Proposals must be printed on white 8 ½” by 11” paper. The font must be 12-point type in “Times New Roman” or equivalent font. Lines shall be single-spaced with 1-inch margins.	
5.	Table of Contents: Bid responses shall include a table of contents listing the individual sections of the quotation/proposal and their corresponding page numbers. Tabs should separate each of the individual sections.	
6.	Bidders must also mail the original signed copy of their proposal.	

Response Package:

Item		
1.	Proposal Checklist – signed original in blue ink .	
2.	Cover Letter: Includes Federal Tax ID#, organization structure & location - signed	
3.	Bidder Acceptance	
4.	Bidder Minimum Qualifications	
5.	Small and Local Emerging Business (SLEB) Information Sheets	
6.	Exceptions and Clarifications	
7.	Agency Summary Sheet – one page is allowed Agency Description – one page is allowed Statement of Need – two pages are allowed Administrative/Organizational Capacity – five pages allowed Demonstrated Performance/Ability– six pages allowed Comprehensive Services & Strategies – twelve pages allowed Outcome and Deliverables/Partnerships – five pages allowed Budget Proposal/Fiscal Management – four pages allowed References/Previous Contract Experience Employer Letters of Commitment Oral Interview Projected Staff – two pages & up to six employee classifications allowed	
8.	<i>(Intentionally Omitted Page)</i>	
9.	Exhibit A: Bid Acknowledgement - signed	
10.	Exhibit B: Bid Form – Youth Innovation Program – seven pages are allowed	
11.	Exhibit C: Debarment and Suspension Certification – signed	
12.	Exhibit D: References – one page allowed	
13.	Exhibit E: Certification Regarding Lobbying - signed	
14.	Exhibit F: Alameda County Vendor First Source Agreement Vendor Info - signed	
15.	Exhibit G: The Iran Contracting Act (ICA) of 2010 - signed	

Our agency certifies that all above requested information has been completed for RFP No. 2025-ACWDB-YP Youth Innovation Program.

Signature: _____ Print Name: _____ Date: _____

Agency Name: _____

*For agencies exempt from the County of Alameda SLEB requirements, please indicate “Exempt” on the **SLEB Information Sheet**, and the **Exceptions and Clarifications**, and ensure the **SLEB Information Sheet** is fully signed.*

COVER LETTER

Subject: Youth Innovation Program

This proposal is submitted for consideration of awards under this procurement for the **period July 1, 2025, through June 30, 2029. Initial Contracts will be executed for twelve (12) months beginning with the Program Year 2025-2026.**

Our agency accepts the terms and conditions contained in the Request for Proposals (RFP) package and certifies that all statements in this proposal are true.

BIDDER'S INFORMATION

Name of Project: Youth Innovation Program	Total Funds Requested (over 4 years) \$
	Total Funds Requested (for 1 year) \$

FISCAL AGENT/CONTRACTOR: Signature of official authorized to sign for submitting agency			
Agency Name:		Federal Tax ID#:	
Organizational Structure (e.g. Nonprofit 501c-3, Corporation, etc.):			
Name of Official:		Title:	
Signature of Official:		Date:	
Agency Address			
Phone:		Fax:	
Email Address:			

This Fiscal Agent will be named to receive payments. The Fiscal Agent will retain primary financial and legal responsibility for the contract.


Signature(s) of alternate official authorized to sign for submitting agency			
Agency Name:			
Name of Official:		Title:	
Signature of Official:		Date:	
Agency Address:			
Phone:		Fax:	
E Mail Address:			

BIDDER ACCEPTANCE

1. The undersigned declares that the procurement bid documents, including, without limitation, the RFP, Q&A, Addenda, and Exhibits (the Bid Documents), have been read and accepted.
2. The undersigned has reviewed the Bid Documents and fully understands the requirements for this RFP, including, but not limited to, general County requirements, and that each Bidder who is awarded a contract must be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its bid proposal, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
 - a. **General Requirements**
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/>]
 - b. **Debarment & Suspension Policy**
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/>]
 - c. **Iran Contracting Act (ICA) of 2010**
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/>]
 - d. **General Environmental Requirements**
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/>]
 - e. **Alameda County SLEB Program Overview**
[<http://acgov.org/auditor/sleb/overview.htm>]
 - f. **Alameda County SLEB Program Additional Information**
[<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>]
 - g. **First Source**
[<http://acgov.org/auditor/sleb/sourceprogram.htm>]
 - h. **Online Contract Compliance System**
[<http://acgov.org/auditor/sleb/elation.htm>]
4. The undersigned acknowledges that Bidder is and will remain in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and any contract that is awarded.
5. The undersigned acknowledges that it is the responsibility of each Bidder to be familiar with all of the specifications, terms, and conditions of the RFP and, if applicable, the site condition. By the submission of a bid proposal, the Bidder certifies that if awarded a contract, they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
6. The undersigned acknowledges that Bidder has accurately completed the SLEB Information Sheet.
7. Bidder agrees to hold the County of Alameda, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright, or other proprietary rights, secret process, patented, or unpatented invention, article or appliance furnished or used in connection with bid proposal and/or any resulted contract or purchase order.
8. The undersigned acknowledges **ONE** of the following (please check only one box):

- Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
- Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#)); **OR**
- Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:
 - Copy of a verifiable business license issued by the County of Alameda or a City within the County; and
 - Proof of six months of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency.

9. By signing below, the signatory warrants and represents that the signer has completed, acknowledged, and agreed to this Bidder Acceptance in their authorized capacity and that by their signature on this Bidder Acceptance, they and the entity upon behalf of which they acted, acknowledged and agreed to this Bidder Acceptance and that all are true and correct and are made under penalty of perjury pursuant to the laws of California.

<p>BIDDER (COMPANY): _____</p> <p>NAME/TITLE OF AUTHORIZED SIGNER: _____</p> <p>_____</p> <p>SIGNATURE:  _____ DATE: _____</p>

BIDDER MINIMUM QUALIFICATIONS

Instructions: Bidder must respond and/or provide support documentation that fulfills all the minimum qualifications as identified in the RFP documents.

The Bidder may provide proof of any other permits, licenses, and/or professional credentials necessary to supply products and perform services as specified in this RFP.

Maximum Length: None

SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET

Instructions: On the following page is the **SLEB Information Sheet**. Every Bidder must complete and submit a signed SLEB Information Sheet indicating their SLEB certification status. If the Bidder is not certified, the information sheet must be completed with the name, identification information, and goods/services to be provided by the CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement. The Exhibit must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

If a bidder is unable to meet the SLEB requirements, they must take exception to this requirement in the [Exceptions and Clarifications](#) section of this solicitation. Please note that the County is under no obligation to accept any exceptions or clarifications, and any exceptions or clarifications may be the basis for bid disqualification.

All bidders must complete the [SLEB Information Sheet](#) and complete the [Exceptions and Clarifications](#) to be eligible for funding.

SLEB certification must be **valid** at the time of bid proposal submittal for SLEB primes and SLEB subcontractor(s).

- For SLEB Subcontracting Questions: Please contact the General Services Agency - Office of Acquisition Policy, GSA.OAP@acgov.org.
- For questions/information regarding SLEB certification, including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit, OCCR@acgov.org, (510) 891-5500.

SLEB INFORMATION SHEET

In order to meet the **Small Local Emerging Business (SLEB) requirements** of this RFP, all Bidders must complete this form. If a bidder is unable to meet the SLEB requirements, they must take exception to this requirement in the [Exceptions and Clarifications](#) section of this solicitation. Please note that the County is under no obligation to accept any exceptions or clarifications, and any exceptions or clarifications may be the basis for bid disqualification.

Bidders that are not certified SLEBS (for the definition of a SLEB, see [Alameda County SLEB Program Overview; \[http://acgov.org/auditor/sleb/overview.htm\]](#)) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be eligible for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. A copy of this form must be submitted for each SLEB that the Bidder will subcontract with as evidence of a firm contractual commitment to meeting the SLEB participation requirement.

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economical, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, substitutions of the named subcontractor(s) are not allowed without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments, prime, and subcontractors are required to use the web-based Elation Systems to monitor SLEB subcontractor compliance with [Elation Systems; \[http://www.elationsys.com/elationsys/\]](#).

BIDDER IS A CERTIFIED SLEB (sign at bottom of page)

SLEB BIDDER Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

NAICS Codes Included in Certification: _____

OR

BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT ____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: _____


SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

SLEB Certification Status: Small / Emerging

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature:  _____

Upon award, Bidder (the Prime Contractor) and all SLEB subcontractors agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation, including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Prime Bidder Authorized Signatory Name/Title: _____ / _____

Street Address: _____ **City** _____ **State** _____ **Zip Code** _____

Bidder Signature:  _____ **Date:** _____

EXCEPTIONS AND CLARIFICATIONS

Instructions: Bidders must use the **Exceptions and Clarifications** form to identify and list below any and all exceptions and/or clarifications to the RFP and associated Bid Documents and submit them with the bid proposal.

THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS AND CLARIFICATIONS; ANY SUCH EXCEPTIONS AND CLARIFICATIONS MAY BE A BASIS FOR BID PROPOSAL DISQUALIFICATION.

Reference to:			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Bidder takes exception to...</i>

*Use additional pages as necessary

AGENCY SUMMARY SHEET (No Points) – One Page allowed

Agency Name (Legal Name):
Office Address:
Project Name:
Project Director Name:
Telephone# Fax Phone #:
Email Address:

TYPE OF ORGANIZATION: (Check appropriate box)	
<input type="checkbox"/> Education Agency	<input type="checkbox"/> Faith-Based Organization
<input type="checkbox"/> Human Service Agency	<input type="checkbox"/> Public Non-Profit
<input type="checkbox"/> City Government Agency	<input type="checkbox"/> Private Non-Profit
<input type="checkbox"/> County Government Agency	<input type="checkbox"/> Private for Profit
<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> Other:

Amount \$ _____ Proposed Number of youth to be served: _____
 Requested _____

Proposed sub-region to be served:

Responses should be specific, complete and concise. Use quantifiable information when necessary. Please number and re-state each highlighted heading.

AGENCY DESCRIPTION (No Points) – One page allowed

Briefly describe how the goals and objectives of the **Youth Innovation Program** fit with your agency's vision, mission and programs.

Section I: STATEMENT OF NEED (10 Points) – Two pages allowed

- A. Describe the in-school youth population in the specific geographic sub-region to be served through this proposal. The response must include the barriers to educational attainment, career readiness, and employment, and should demonstrate the need through the use of statistics, labor market information, and other relevant data points.
- B. Additionally, address any barriers unique to the sub-region that the bidder is proposing to serve, highlighting specific challenges that may impact this population's access to resources and opportunities. If the bidder has no direct experience working with youth, please provide information on transferable experience along with the previously required statistics and statistics regarding this targeted population.

Section II. ADMINISTRATIVE/ORGANIZATIONAL CAPACITY (10 Points) – Five pages allowed

- A. Describe the program management and administrative staff responsible for implementing the various components of the Youth Innovation Program, including the participant-to-case manager ratios. Additionally, provide an overview of the general staffing pattern of both the administrative team and the frontline service delivery team, including the percentage of time allocated to each role.
- B. Describe the program manager's qualifications and level of experience to demonstrate their capability in leading the program effectively.
- C. Provide an overview of your agency's typical staffing structure for both the administrative team and the frontline service delivery system. Be sure to include caseload ratios and the compliance mechanisms in place.
- D. Describe your agency's systems, processes and administrative controls that will enable you to comply with Federal and State rules and regulations related to fiscal and administrative requirements.
- E. Describe your agency's systems, processes and administrative controls that will support performance management requirements. Explain how your agency collects and manages data that allows for accurate and timely reporting of performance outcomes. Include a description of the data management software and resources utilized for performance reporting, such as CalJOBS, and detail your agency's ability to effectively use and learn new reporting systems as needed.
- F. Describe your agency's goals and capabilities in relation to trauma-informed care training and practices. Emphasize how your organization will strategically integrate mental health referrals into your program framework to support and empower youth.
- G. Describe your agency's experience in leading and participating in comprehensive partnerships that include a wide range of stakeholders, particularly focusing on collaborations with high-quality employers. Additionally, detail your agency's experience in implementing workforce-focused youth programs, emphasizing the strategies used to connect youth with valuable resources and employment opportunities. If your agency has not previously worked directly with youth, describe relevant experiences in engaging similar populations or in workforce development initiatives that demonstrate your capability to effectively support and empower young individuals. Highlight any transferable skills,

knowledge, and practices that can be applied to successfully implement youth programs moving forward.

- H. Provide examples of your agency’s track record administering Federal, State, and/or other grants, highlighting specific projects and the context in which they were implemented. For each grant, include a brief overview of the funding source and purpose, as well as the duration of the grant. Discuss the programmatic goals established at the onset of each project, detailing how these objectives aligned with community needs and the overarching mission of your agency.

Section III. DEMONSTRATED PERFORMANCE/ABILITY (15 Points) – Six pages allowed

- A. Describe your prior experience working with marginalized youth or similar targeted population. include the number of years; indicate what performance goals were required.
- B. If you do not have previous experience serving marginalized youth, how do you intend to initiate contact and develop such services? Document relevant experience in services to marginalized youth, standardized case management and follow-up and program outcomes, including those with administering performance-based contracts.
- C. Share the program performance data from similar programs you have implemented in the past, including the following metrics: the **number** and **percentage** of participants enrolled compared to the established goals, the number and percentage of participants engaged in occupational training in relation to the goals, the number of youth and young adults placed in employment, and other relevant statistics. Additionally, outline the planned number of enrollments and activities, as well as the outcome goals set for the programs, and specify the actual goals that were achieved.
- D. Provide information on funding sources; include information on how these funding sources have been utilized in past projects, any matching funds that may be required, and the overall impact of this funding on your agency's capacity to deliver services effectively.
- E. Include a summary of the two most recent program evaluations or monitoring review reports related to workforce development conducted by an external agency that has purchased your services. In your summary, detail the key findings and recommendations from each evaluation, highlighting any strengths identified in your programs as well as areas for improvement.
- F. If a corrective action plan was required, explain how the identified issues were addressed, including specific steps taken, timelines for implementation, and any follow-up actions to ensure compliance and enhance program effectiveness. Additionally, describe the outcomes achieved as a result of these improvements and any feedback received from the external agency regarding your agency’s responsiveness and commitment to quality service delivery.

Section IV. STRATEGY AND PROGRAM WORKPLAN (25 Points in total) – Twelve pages allowed

Outreach, Recruitment, and Orientation of Participants for In-School Youth

- A. Describe your strategies to identify, recruit, and enroll the individuals you will be serving, emphasizing a mix of street outreach and other outreach methods, such as advertising and community engagement. Detail the specific strategies and resources you will employ to ensure an adequate number of eligible clients are recruited to meet your enrollment goals.
- B. Explain how you will ensure that all applicants and participants are informed about the complete range of available services they may receive, including those offered through the WIOA system as well as other non-

WIOA training and educational programs. This also includes your organization's ability to integrate supportive services, stipends, and incentives as needed and in alignment with ACWDB's policies on [supportive services](#) and [stipends/incentives](#)

- C. Provide a detailed description of your orientation process. Additionally, outline how participants are introduced to the program's goals, available services, expectations, and key staff members. Highlight how you ensure that participants understand their responsibilities and the full range of support services offered throughout the program.

Intake Activities

- A. Describe your intake process. Please indicate the location at which intake including how individuals with accessibility constraints are accommodated. Please explain the steps involved in assessing participants' needs, collecting relevant information, and determining service eligibility. Highlight how the intake process identifies and addresses any specific accessibility challenges, ensuring that all participants can fully engage in the program. Describe if any activities that will take place at that time (if any).
- B. Explain what other factors will be considered to determine the appropriateness of services for participants enrolled into your Youth Innovation Program? Highlight any tools or criteria used to assess readiness and the suitability of services to promote successful outcomes for each participant.
- C. Describe how you will evaluate objective assessment of academic levels, skills levels, and service needs of each participant. How will you develop an individual service strategy that identifies the employment goals, appropriate achievement objectives, and appropriate services for the participants taking into account the assessment conducted and plan for each youth? What will this plan include?

Education, Training, and Employment

- A. Describe how you will provide effective academic/career guidance to youth to ensure their successful completion of the program in working toward their academic and/or career goals. Additionally, explain how you will facilitate access to relevant educational resources, training programs, and job placement services to empower youth in navigating their academic and career pathways effectively.
- B. Describe how you will engage participants in training opportunities in career pathways aligned with the ISOF and how you plan on engaging employers for placement opportunities.
- C. Describe the services that you will provide to special populations if any, i.e., foster youth, justice-involved youth, pregnant/parenting youth, youth with disabilities, and other marginalized youth populations. Include strategies that will be used to recruit and retain targeted youth.
- D. Please describe how your program design will incorporate each of the **WIOA mandated 14 elements** ([See Table 1 below](#)). For each element, please explain what the specific activities, the method of delivery and title of responsible staff person/partner organization.
- E. Describe how you will educate WIOA youth about local/regional high growth, high-demand industries, and occupations. Will your agency conduct special programs, provide academic remediation, and offer "bridge" programs? What activities will you provide that relates to industry sector related job information/job shadowing, mentoring opportunities and/or subsidized employment opportunities.
- F. Explain your agency's commitment to youth civic engagement and the potential strategies you have in place to actively involve youth and amplify their voices. Highlight how these efforts will contribute to driving policy changes or improving programs to better serve their needs.

- G. Describe your agency's work readiness curriculum, emphasizing the basic workplace digital and technical skills essential for any career. Highlight how the curriculum is customized to address the needs of the target population, ensuring that participants are well-prepared for entry into the workforce or for advancing in their careers.
- H. Describe occupational training opportunities for which you plan to provide access or how you plan to co-enroll participants, so they achieve training outcomes. Identify industry and sector and labor market information. Describe your organization's ability to incorporate at least three (3) **Industry Sector and Occupational Framework (ISOF)** career pathway strategies and outline your plan for integrating these pathways into your service delivery model.
- I. Describe the organization's connection to other basic skills education/High School Diploma or GED programs and/or are you are planning to provide services in-house, through partnerships or co-enrollments.
- J. Describe the kind of supportive services that you will provide to the participants (and their families) in addition to the direct WIOA funded supportive services. Additionally, outline any partnerships with community organizations, social services, or non-profit agencies that can provide wraparound services to address broader challenges such as behavioral health, healthcare, legal aid, or family support. Emphasize how these services will help participants overcome barriers to education and employment, ensuring their long-term success.
- K. Please address how these services prepare the individual for completion of high school diploma or GED and/or to enter post-secondary opportunities; prepare the individual for work in appropriate cases, link academic and occupational learning and provide connections to employers/industry or to intermediary organizations, which are linked to the job market and employers.

Table 1. WIOA Youth Fourteen Elements

1.	Tutoring, study skills training and instruction and evidenced-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar documents for individuals with disabilities) or for a recognized post-secondary credential;
2.	Alternative secondary school services, or dropout services as appropriate; should include connected services and wraparound support to address the comprehensive needs of students.
3.	Work Experience (meaningful paid and unpaid work experiences that have academic and occupational education as a component of the work experience which may include (a) summer employment and other employment opportunities throughout the school year (No stand-alone summer programs); (b) pre-apprenticeship programs; (c) internships and job shadowing; and (d) on-the-job training (OJT) opportunities;
4.	Occupational skills training which includes training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations (ISOF);
5.	Education offered concurrently with and in the same context as workforce preparation activities that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupational clusters;
6.	Leadership development opportunities including community service, Parenting or Life Skills Training, and peer-centered activities encouraging responsibility and other positive social behaviors;
7.	Supportive Services - to reduce the barriers to success in school and/or work, which include assistance with limited transportation, linkages to community services, referrals to medical services; appropriate work attire and work-related clothing or tool costs; assistance with books and school supplies. Supportive Services are a separate program element and cannot be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience

8.	Adult Mentoring for a duration of at least 12 months that may occur both during and after program participation; <u>with a strong focus on providing guidance that is relevant to the student's overall career goals and long-term professional development.</u>
9.	Follow up Services for no less than 12 months after the completion of participation. : Follow-up services for youth may include supportive services, adult mentoring, financial literacy education, services that provide labor market and employment information about in-demand industry sectors, and activities that help youth prepare for and transition to postsecondary education and training. The agency that has the primary case management responsibility for the youth during program enrollment must submit quarterly reports into ACWDB approved management information data system;
10.	Comprehensive Guidance and Counseling This program element provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs including substance use counseling as well as referrals to counseling, as appropriate to the needs of the individual youth;
11.	Financial literacy education: Financial literacy education includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft;
12.	Entrepreneurial skills training: helps youth develop the skills associated with starting and operating a small business. Such skills may include the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas
13.	Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services;
14.	Activities that help youth prepare for and transition to post-secondary education and training. Activities include exploring postsecondary education options such as registered apprenticeships, technical training schools, community colleges and four-year colleges and universities. In addition to Preparing youth for the SAT/ACT, assisting with college admission applications, Searching and applying for scholarships and grants, filling out financial aid applications, and connecting youth to postsecondary programs.

Section V: OUTCOMES AND DELIVERABLES/PARTNERSHIPS (15 Points) – Five pages allowed

- A. Describe the linkages that you have or will establish to provide a broad-based system of comprehensive services to the target population? Describe any relationships with employers, educational and training institutions, and/or social service organizations that will benefit youth. If any, detail these relationships and what role each will service. Include a memorandum of understanding between your organization and the partner(s). MOUs can be submitted in addition to the four allowed pages.
- B. How will collaborating with local businesses and agencies contribute to setting goals and determining the appropriate mix of services for your participants? Please describe how these partnerships will work to assess individual needs, tailor services, and ensure a holistic approach to support. Highlight any established communication processes or shared resources that will enhance goal setting and service selection.
- C. How will your partner agencies maintain interaction and involvement with each other through the duration of your program to assure that the service delivery system will continue to grow and improve? List any past or present success stories related to this initiative.

- D. Highlight any industry-recognized certifications or credentials participants can obtain, as well as partnerships with local employers, training providers, or post-secondary institutions that contribute to the delivery of these training opportunities. Supply at least two letters of commitment from employers that agree to provide Work Experience and Job Placement.
- E. Provide a detailed explanation of how your agency will collaborate with financial institutions, such as SharePoint, to develop and implement comprehensive financial literacy practices. Specifically, outline how your agency plans to work with these institutions to deliver practical knowledge on budgeting, saving, credit management, and long-term financial planning. Additionally, highlight how these partnerships will enhance the overall impact of your services by empowering individuals with the financial skills needed to make informed decisions, achieve financial stability, and pursue economic independence.
- F. Outline your agency's mentoring strategy that supports youth in identifying career pathways, fostering continuous learning, and achieving their personal, educational, and professional goals. Emphasize how the strategy aligns with their chosen careers, with a focus on high-quality career paths.

Section VII. BUDGET PROPOSAL/FISCAL MANAGEMENT (10 Points) – Four pages are allowed

- A. Complete the Bid Form – Youth Innovation Program. Bidders should submit a project budget at the level needed to cover all Contractor wages, benefits and business costs for the provision of Youth Innovation Program. **Three pages are allowed.**
- B. Use the Budget Justification form to provide a brief and concise line-item narrative for each budgeted line-item listed on the Bid Form. **Four pages are allowed.**

No alterations or changes of any kind are permitted in this form. Bid responses that do not comply will be subject to rejection in total.

Up to **\$292,479** in funding is available during the 12-month contract period of **PY 2025-2026** for the Youth Innovation Program. The sub-region allocations are:

Sub-Region	% of Funding Allocation	Funding Amount
Eden, Tri-Valley, or Tri-Cities area	25%	\$ 292,479

Section VII. References/Previous Contract Experience (5 Points) Three references are required

- A. References for similar workforce development projects have been provided and the County was able to speak with a minimum of three (3) references in order to verify.

Section VIII. Employer Letters of Commitment (5 Points) Two letters are required

- A. Bidder must submit two letters of commitment from employers who demonstrate alignment with at least two criteria outlined in the High-Quality Jobs Checklist.

Section IX. Oral Interview (5 Points)

A. The oral interview will be counted towards the overall scoring process. The interviews will be conducted virtually, with no more than four staff members, including one representative from each department, participating.

Section X. PROJECTED STAFF (No Points) - Three pages are allowed

Complete the boxes below for up to six (6) employee classifications to be involved in the Youth Innovation Program. Please identify which classification(s) will perform the functional duties of Career Navigator, business engagement/job development, and data management.

Job Title:	Number of Employees in this classification
Minimum Qualifications and Licenses:	
Duties and responsibilities within Youth Innovation Program:	

Job Title:	Number of Employees in this classification
Minimum Qualifications and Licenses:	
Duties and responsibilities Youth Innovation Program:	

Job Title:	Number of Employees in this classification
Minimum Qualifications and Licenses:	
Duties and responsibilities within Youth Innovation Program:	

Job Title:	Number of Employees in this classification
Minimum Qualifications and Licenses:	

Duties and responsibilities within Youth Innovation Program:

Job Title:	Number of Employees in this classification

Minimum Qualifications and Licenses:

Duties and responsibilities within Youth Innovation Program:

Job Title:	Number of Employees in this classification

Minimum Qualifications and Licenses:

Duties and responsibilities within Youth Innovation Program:

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Enclosed Documents for Attachment 1A

Exhibit A: BID ACKNOWLEDGEMENT

The County of Alameda is soliciting bids from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP. 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 of 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, will 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 will 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 any 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 vendor in the performance of the contract or purchase order should fail to conform to the specifications therefore or to the sample submitted by vendor with its bid, the County may reject the same, and it shall thereupon become the duty of vendor 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 vendor fail, neglect or refuse so to do the County shall thereupon have the right to 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 thereafter come due to vendor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event that vendor 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, will be borne by the vendor. (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 will be considered as net. (b) In connection with any discount offered, time will 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 will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the 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 vendor indicated below, in accordance with the specifications, terms and conditions of this RFP and Bid Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this RFP?

By: _____ Date: _____ Phone: _____

Printed Name Signed Above: _____ Title: _____

Exhibit B: BID FORM - Youth Innovation Program

PROPOSAL BUDGET & WORKSHEET - (July 1, 2025 – June 30, 2026)

LINE ITEM	WIOA COSTS\$	LEVERAGED RESOURCE \$\$	SOURCE OF FUNDS (e.g.- ADA, HUD, Perkins)
PERSONNEL COSTS			
Program Staff Salaries/Wages			
Program Staff Fringe Benefits			
Staff Travel			
Staff Training/Conferences			
NON-PERSONNEL			
Facilities Operations (rent-utilities, phone, mailing, etc.)			
Office/operations (Supplies, Printing, Duplicating, Communications)			
Equipment (Single Items over \$5,000 must receive prior WDB Approval in contract phase)			
Insurance & Bonding Costs			
Sub-Recipient Agreements / Consultant Contracts			
Other (define)			
Other (define)			
PARTICIPANT COSTS			
Participant Assessment Tools			
Participant Tuition, Fees			
Participant Books & Teaching Aids			
Participant Compensation			
Participant Support Services			
Other (define)			
Other (define)			
INDIRECT COST RATE*****			
TOTALS			

*See Staff Salaries Worksheet

** See Sub-Recipient Agreements/Consultant Contracts Worksheet

*** See Direct Participant Costs/Supportive Services Worksheet

**** If Indirect Cost Rate is charged to WIOA – Submit a Cost Rate Letter from a Cognizant Federal Agency

Staff Salaries/Wages Worksheet:

POSITION (1 Staff per Line)	ANNUAL SALARY AMOUNT	LEVERAGED RESOURCE\$	WIOA \$\$ SHARE	CURRENT FUNDING SOURCE(S)
Example: <i>Executive Director</i>	\$75,000	\$75,000		ADA
TOTALS				

Participant Compensation Worksheet:

TYPE OF COMPENSATION	WIOA COST	\$\$ AMOUNT & SOURCE OF CASH/IN-KIND
Work Experience (Wages & Fringe)		
Supportive Services (Transportation, Work related clothing, tools, finger printing, etc.)		
Data Processing Costs (if any)		
TOTALS		

Sub recipient Agreements/Professional Consultant Services Worksheet:

LIST SPECIFIC SERVICE Professional/ Consultant Services:	WIOA COST	\$\$ AMOUNT & SOURCE OF CASH/IN-KIND
TOTALS		

Budget Justification:

(Provide a brief and concise budget narrative that explains each requested line item)

Personnel Costs

- Program Staff Salaries/Wages -
- Program Staff Fringe Benefits -
- Staff Travel -
- Staff Training/Conferences -

NON-PERSONNEL

- Facilities Operations -
- Office Operations -
- Equipment -
- Insurance & Bonding Costs -
- Sub-Recipient Agreements/Consultant Contracts -
- Other - define
- Other (define) -

PARTICIPANT COSTS

- Participant Assessment Tools
- Tuition & Fees -
- Teaching Aids -
- Participant Compensation -
- Participant Support Services -
- Other (define) -
- Other (define) –

Indirect Cost Rate (define) –

*If Indirect Cost Rate is charged to WIOA, a Cost Rate Letter from a Cognizant Federal Agency **must** be submitted*

Exhibit C: DEBARMENT AND SUSPENSION CERTIFICATION

(For Procurements over \$25,000)

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 will not necessarily result in denial of award, but will 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: _____

Exhibit D: CURRENT REFERENCES

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
E Mail:	
Service Provided:	
Dates/Type of Service:	

ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT

EXHIBIT E:

ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form.

Signature on this form provides for compliance with certification requirements under 29 CFR Part 93, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Labor determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 20 CFR §93.110, for persons entering into a grant, cooperative agreement, or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 29 CFR §93.110 (b)(2), the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title

31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification regarding lobbying.

COUNTY OF ALAMEDA

Exhibit F: VENDOR INFORMATION

ALCOLINK Vendor Number (if known): 00000

SLEB Vendor Number:

Full Legal Name:

DBA:

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: _____

Federal Tax ID Number (required): _____

P.O. Box/Street Address: _____

Vendor Contact's Name: _____

Vendor Contact's Telephone: _____ Fax: _____

Vendor Contact's E-mail address: _____

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 contact: _____

This information to be completed by County:

Contract # _____
Contract Amount: _____
Contract Term: _____

**ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION**

Vendor agrees to provide Alameda County (through EASTBAY 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 will 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 EASTBAY Works and Social Services Agency) agrees to only refer pre-screened qualified applicants, based on vendor specifications, to vendor 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 will interfere with Vendor’s pre-existing labor agreements, recruiting practices, or will otherwise obstruct Vendor’s ability to carry out the terms of the contract, Vendor will provide to the County a written justification of non-compliance in the space provided below.

(Company Name)

(Vendor Signature) (Date)

Justification for Non-Compliance:

EXHIBIT G: THE IRAN CONTRACTING ACT (ICA) OF 2010

For Procurements of \$1,000,000 or more

The California Legislature adopted the Iran Contracting Act (ICA) to respond to policies of Iran in a uniform fashion (PCC § 2201(q)). The ICA prohibits persons engaged in investment activities in Iran from bidding on, submitting proposals for, or entering into or renewing contracts with public entities for goods and services of one million dollars (\$1,000,000) or more (PCC § 2203(a)). A person who “engages in investment activities in Iran” is defined in either of two ways:

1. The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
2. The person is a financial institution (as that term is defined in 50 U.S.C. § 1701) that extends twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created by the California Department of General Services (DGS) pursuant to PCC § 2201(b) as a person engaging in the investment activities described in paragraph 1 above.

By signing below, I hereby certify that as of the time of bidding or proposing for a new contract or renewal of an existing contract, neither I nor the company I own or work for are identified on the DGS list of ineligible persons and neither I nor the company I own or work for are engaged in investment activities in Iran in violation of the Iran Contracting Act of 2010.

If either I or the company I own or work for are ineligible to bid or submit a proposal or to renew a contract, but I believe I or it qualifies for an exception listed in PCC § 2202(c), I have described in detail the nature of the exception:

NAME: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____