

# REQUEST FOR PROPOSALS

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

**REGARDING:**

TEMPORARY AND TRANSITIONAL HOUSING  
SERVICES FOR PRETRIAL PROGRAM  
RFP SC 6666.2025.1.CF

**PROPOSALS DUE:**

February 27, 2025 NO LATER THAN 2:00 PM PACIFIC TIME

## KEY INFORMATION SUMMARY SHEET

<b>Request for Proposal</b>	Temporary and Transitional Housing Services for Pretrial Program
<b>RFP Number:</b>	SC 6666.2025.1.CF
<b>RFP Issue Date:</b>	January 7, 2025
<b>RFP Issuing Office:</b>	Alameda Superior Court Pretrial Program
<b>Procurement Contact:</b>	Superior Court of California, County of Alameda Finance and Facilities Division Attention: Procurement – Eddie Sanchez RFP SC 6666.2025.1.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>Pre-Proposal Conference:</b>	January 29, 2025 @ 10:00 AM Pacific Time  <a href="https://alameda-courts-ca.gov.zoomgov.com/j/1616987535?pwd=32POXCnplzGrRb69pbw75cwYM9FY5q.1">https://alameda-courts-ca-gov.zoomgov.com/j/1616987535?pwd=32POXCnplzGrRb69pbw75cwYM9FY5q.1</a>
<b>Deadline for Questions:</b>	February 4, 2025
<b>Questions and Answers Posted (estimate only):</b>	February 11, 2025
<b>Proposal Due (Closing) Date and Time:</b>	February 27, 2025 @ 2:00 PM Pacific Time
<b>Interview and Demonstration Dates (estimate only):</b>	March 10 – 14, 2025
<b>Evaluation of Proposals (estimate only):</b>	February 28 – March 28, 2025
<b>Notice of Intent to Award (estimate only):</b>	April 1, 2025
<b>Negotiations and Execution of Contract (estimate only):</b>	April 2 – May 31, 2025
<b>Contract Duration:</b>	June 1, 2025 to May 31, 2026
<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>	<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>

<b>Attachment 8: Question and Answer Form</b>	Prospective Bidder must use the attached form to submit any questions.
<b>Attachment 9: Technical Proposal</b>	Prospective Bidder must complete the Technical Proposal. .
<b>Attachment 10: Supplemental Questionnaire</b>	Prospective Bidder must submit their proposal using the Supplemental Questionnaire. A separate Supplemental Questionnaire is required for every separate facility/program that the bidder is including in their proposal.
<b>Attachment 11: Check List</b>	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. Many of these individuals having needs for various levels of housing support. 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 temporary and/or transitional housing services to individuals who have been released awaiting trial. In awarding these contracts, the Pretrial Program aims to reduce pretrial detention and recidivism by supporting pretrial defendants in obtaining stable housing and establishing supportive service connections in the community.
- 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 temporary and/or transitional housing 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 housing services that together will address the range of housing needs for pretrial clients. Providers who have multiple programs and/or facilities that can serve multiple populations such as men, women, families, and domestic violence survivors are encouraged to apply. 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.
- 1.5 The Court seeks the services of highly qualified service providers to deliver temporary and transitional housing to meet the needs of court-involved individuals experiencing homelessness which may include provision of meals, access to laundry services, support obtaining permanent housing, transportation assistance, and connections to supportive services such as mental health and/or substance abuse treatment. Any individual referred by the court is required to follow all facility/program rules.
- 1.6 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.

- 1.7 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 sole discretion.
- 1.8 The expected work period for this agreement is from June 1, 2025 through May 31, 2026.

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

- 2.1 The Court seeks the services of organizations who can provide temporary and/or transitional housing services to individuals who are released into the community awaiting trial. This can include shelter types such as hotel sites, housing, dormitories, and other brick and mortar sites. This can also include programs that provide housing while also providing additional supportive services such as housing navigation, case management and/or care coordination, public benefit assistance, mental health and substance abuse treatment services, transportation assistance, education assistance, and job training or other employment assistance.

### **2.2 Bidder Minimum Qualifications**

- A. Bidders must have at least one year of experience providing housing services.
- B. Bidders must have demonstrated experience providing low-barrier, harm reduction based interventions for homeless individuals and/or families.
- C. Bidders must provide site and property management 24 hours per day 7 days per week and ensure that all building infrastructure is adequately maintained and in working order.
- D. Bidders must have a site manager and/or program staff on site 24 hours a day 7 days a week.
- E. Bidders must have ability to review and accept referrals from the court 24 hours per day 7 days per week to ensure court-referred individuals can access housing services immediately upon release from custody.
- F. 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.
- G. Bidders must provide notification to the Court within 24 hours when a referred individual is being discharged from the facility.
- H. Bidders must provide notification to the Court within 24 hours when an individual does not appear for enrollment after being referred.
- I. Bidder must be in compliance with the American with Disabilities Act and Access Requirements.
- J. Bidders must provide clean and functioning bathroom and shower facilities.
- K. Bidders must have an adequate process in place to respond to resident

inquiries and complaints regarding housing and other provided services.

- L. 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. Housing navigation services which focus on permanent housing placements and connections to public benefit programs;
- B. Provision of case management to promote housing stability and connections to services and resources as needed;
- C. Provision of supportive services or referrals to supportive services such as medication support, employment and education assistance, mental health treatment, and substance abuse treatment;
- D. Client-facing staff who have lived experience including experience being homeless and/or being involvement in the criminal justice system;
- E. Procurement of goods and services related to shelter and housing operations such as hygiene products and laundry services;
- F. Provision of meals and/or assistance accessing meals;
- G. Provision of storage for individuals' belongings;
- H. Ability to submit progress reports to the Court when applicable;
- I. Collaboration and/or established partnerships with community-based organizations that provide housing navigation and/or additional supportive services; and
- J. Ability to serve multiple and varying populations such as women, domestic violence survivors, families with children, and individuals with mental health and/or substance abuse treatment needs

## 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 PRE-PROPOSAL CONFERENCE**

The Court will hold an optional pre-proposal conference on the date identified in the Key Information Summary Sheet above. The pre-proposal conference will be held over Zoom.

Attendance at the pre-proposal conference is optional. Prospective Bidders are strongly encouraged to attend.

#### **5.0 SUBMISSION OF PROPOSALS**

- 5.1 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.

- 5.2 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.
- 5.3 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.
- 5.4 Late proposals will not be accepted.

## 6.0 QUESTIONS

- 6.1 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](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.
- 6.2 The Court will not accept telephone calls related to the RFP. All communications must be made with the Question and Answer Form.

## 7.0 PROPOSAL CONTENTS

- 7.1 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**). **A separate Supplemental Questionnaire MUST be submitted for each facility/program included in the proposal.**

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. 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.

7.2 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.

## **8.0 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.

## **9.0 EVALUATION OF PROPOSALS**

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

9.1 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.

9.2 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.

- 9.3 **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 Supplemental Questionnaire (Attachment 10)	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.

## 10.0 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.**

## 11.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

The Court has waived the DVBE incentive in this solicitation.

## 12.0 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 6666.2025.1.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 6666.2025.1.CF  
1225 Fallon Street, Room 210  
Oakland, CA 94612