



## **ATTACHMENT 1**

### **RFP Response Package**

**RFP No. CVPER 2026**

**Contracting/Vendor Pay Agent & Employer of Record Services**

**Responses due: January 30, 2026 by 5:00 P.M.**

## RFP Pre-screening Response Checklist

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

**Response Format:**

**Check Boxes**

Item		✓
1.	Two (2) original proposals in ACWDB office no later than 5:00 pm., January 30, 2026.	
2.	The “original” bid responses must be signed in <b>blue ink</b> by an authorized signature.	
3.	The “original” bid responses are to be loose-leaf, not bound.	
4.	Proposals must be printed on white 8 ½” by 11” paper, single-sided. 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.	

**Response Package:**

Item		✓
1.	Proposal Checklist – signed.	
2.	Signed Cover Letter: Includes Federal Tax ID#, Organization Structure & Location. – <b>signed.</b>	
3.	Bidders Acceptance - <b>signed</b>	
4.	Bidder Minimum Qualifications – <b>documentation, as needed</b>	
5.	SLEB Information Sheet – <b>signed with necessary documentation, as needed.</b>	
6.	Exceptions and Clarifications – <b>documentation, as needed</b>	
7.	Agency Summary Sheet – <b>one page is allowed.</b>	
8.	Agency Description – <b>one page is allowed.</b>	
9.	Administrative/Organizational Capacity – <b>ten pages are allowed.</b>	
10.	Demonstrated Performance/Ability – <b>ten pages are allowed.</b>	
11.	Service Flow Chart– <b>two pages are allowed.</b>	
12.	Budget Proposal/Fiscal Management – <b>five pages are allowed.</b>	
13.	Projected Staff – <b>two pages &amp; up to six employee classifications are allowed.</b>	
14.	Exhibit A: Bid Acknowledgement – <b>signed.</b>	
15.	Exhibit B Bid Form (Program Budget) – <b>six pages are allowed</b>	
16.	Exhibit D: Debarment and Suspension Certification- <b>signed</b>	
17.	Exhibit D-1: References – <b>one page is allowed.</b>	
18.	Exhibit G-1: Certification Regarding Lobbying- <b>signed</b>	
19.	Exhibit H: Alameda County Vendor First Source Agreement Vendor Info.– <b>signed.</b>	
20.	Exhibit J: The Iran Contracting Act (ICA) of 2010- <b>signed</b>	

**Our agency certifies that all above requested information has been completed for the RFP.**

Agency Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

***For entities exempt from the County of Alameda Small Local Emerging Business requirements, please indicate "Exempt" on the [SLEB Information Sheet](#) and the [Exceptions and Clarifications sheet](#), and ensure the SLEB Information Sheet is fully signed and that necessary documentation is included.***

**COVER LETTER**

Subject: **Contracting/Vendor Pay Agent & Employer of Record Services**

This proposal is submitted for consideration of the full award under the RFP for **the period July 1, 2026 through June 30, 2030. Initial Contracts will be executed for twelve (12) months beginning with the Program Year 2026-2027.**

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

Name of Bidder—Contracting/Vendor Pay Agent & Employer of Record Services Provider:	Annual Funds Requested: \$
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<b>FISCAL AGENT/CONTRACTOR: Signature of official authorized to sign for submitting agency</b>			
Agency Name:		Federal Tax Id#:	
Organizational Structure (e.g. Nonprofit 501c-3, Corporation, etc.):			
Name of Official:		Title:	
<b>Signature of Official:</b>		Date:	
Agency Address			
Phone:		Fax:	
E Mail Address:			

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

<b>Signatures of alternate official authorized to sign for submitting agency</b>			
Agency Name:			
Name of Official:		Title:	
<b>Signature of Official:</b>		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/)**  
[<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/)**  
[<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/)**  
[<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/)**  
[<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)**  
[<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/)**  
[<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)**  
[<http://acgov.org/auditor/sleb/sourceprogram.htm>]
  - h. **[Online Contract Compliance System](http://acgov.org/auditor/sleb/elation.htm)**  
[<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><b>BIDDER (COMPANY):</b> _____</p> <p>NAME/TITLE OF AUTHORIZED SIGNER: _____</p> <p><b>SIGNATURE:</b>  _____ <b>DATE:</b> _____</p>
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## **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 must provide proof of any other permits, licenses, and/or professional credentials necessary to supply products and perform services as specified in this RFP if requested by the County.

**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.

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](mailto: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](mailto: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.	
			<i>Bidder takes exception to...</i>

\*Use additional pages as necessary

**AGENCY SUMMARY SHEET**

Agency Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Program Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

<b>TYPE OF ORGANIZATION: (CHECK APPROPRIATE BOX)</b>			
<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:

**Please number and re-state each highlighted heading.  
Your response should be specific, complete, and concise. Use quantifiable information where necessary.**

**AGENCY DESCRIPTION (No Points) One (1) page allowed**

1. Briefly describe your agency's mission and experience in providing employment services as required in this RFP. Include the amount of your total agency budget and description of the breadth of your funding sources. Identify and briefly describe those community providers and their locations with whom you will partner on this project.

**Section I: ADMINISTRATIVE/ORGANIZATIONAL CAPACITY (25 points) – Ten (10) pages are allowed**

1. Describe how you plan to administer Contracting/Vendor Pay Agent and Employer of Record Services outlined in this RFP. List project staff assigned to this project (include experience and qualifications), project oversight and supervision. Include locations where the services will be administered. Attach an organizational chart (not included in the page limit allowance).
2. Describe your experience managing federal funds, including a plan for managing and maintaining fiscal records. Include a description of your agency's cost allocation methodology for federally funded projects.
3. Describe your capacity and methods used to track required deliverables and the type of reports that will be generated.

**Section II: DEMONSTRATED PERFORMANCE/ABILITY (40 points) - Ten (10) pages are allowed**

1. Describe your prior experience and expertise in providing Contracting/Vendor Pay Agent and Employer of Record services.
2. 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. Include information on staff training plan that will ensure staff is regularly informed and updated on compliance requirements.
3. Describe your plan to implement the Contracting/Vendor Pay Agent and Employer of Record services. Include a description of how your organization will issue and manage Individual Training Accounts and On-the-Job Trainings eligible clients and maintain the Eligible Training Providers List for the local area. Describe your plan for developing goods and services contracts. How will your organization manage the employer of record process?
4. Describe your organization's ability to transition existing contracts and/or employees.

**Section III: SERVICE FLOW CHART- (No points) Two (2) pages are allowed**

1. Present a flow chart detailing how Contracting/Vendor Pay Agent and Employer of Record Services will occur from initial request to invoicing and reporting.

**Section IV: BUDGET PROPOSAL/FISCAL MANAGEMENT- (35 points) Five (5) pages are allowed**

1. Describe your organization's fiscal management experience and the fiscal controls that will be used.

**STAFFING: Complete** the boxes below for up to six (6) employee classifications to be staffed by the Sub-regional Career Service Providers.

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

Job Title:		Number of employees:	
Minimum Qualifications & Licenses:			
Functions in this Program:			

## **ENCLOSURE DOCUMENTS**

**EXHIBIT A – BID ACKNOWLEDGEMENT**  
**RFP No. CVPER 2026**  
Contracting/Vendor Pay Agent & Employer of Record Services

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 - COUNTY OF ALAMEDA**  
**RFP No. CVPER 2026**  
**Contracting/Vendor Pay Agent & Employer of Record Services**

**BID FORM**

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

Approximately \$1,100,000 in vendor, contract and employee payments will be issued on-behalf-of ACWDB by the selected bidder during the contract period of July 1, 2026 through June 30, 2030. In addition, the bidder will be reimbursed for the actual costs incurred by the bidder organization to provide the payment, contracting and employer of record services described in this Request for Proposals.

Bidders should submit a project budget at the level needed to cover all Contractor wages, benefits and business costs for the provision of Contracting/Vendor Pay Agent and Employer of Record services. *Do not include the \$1,100,000 allocation for vendor, contract and employee payments. **Two pages are allowed.*** Additionally, attach a line-item detail narrative explanation for each budgeted line item listed in the budget. **Four (4) pages are allowed.**

BUDGET DETAIL	TOTAL
<b>Staff Salaries: (list staff and FTE%)</b>	
Subtotal:	
<b>Staff Benefits:</b>	
Subtotal:	
<b>Non-Personnel Costs:</b>	
Travel	
Staff Training	
Recruitment/Advertising	
Office supplies	
Telephone/Communications	
Rent	
Utilities	
Insurance	
Equipment	
Audit	
Printing	
Subtotal:	
<b>Professional Services:</b>	
Subtotal:	
<b>Indirect Costs:</b>	
<b>TOTAL BUDGET</b>	

**EXHIBIT D**

**COUNTY OF ALAMEDA  
DEBARMENT AND SUSPENSION CERTIFICATION**

(Applicable to all agreements funded in part or whole with federal funds and contracts over \$25,000).

The contractor, under penalty of perjury, certifies that, except as noted below, contractor, its principals, 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. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Exceptions will not necessarily result in denial of award, but will be considered in determining Contractor responsibility.

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

CONTRACTOR (COMPANY): _____	
NAME/TITLE OF AUTHORIZED SIGNER: _____	
SIGNATURE: _____	DATE: _____

**EXHIBIT D-1**  
**COUNTY OF ALAMEDA**

**RFP No. CVPER 2026**  
**Contracting/Vendor Pay Agent & Employer of Record Services**

**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:	

## EXHIBIT E-1

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

#### CERTIFICATION REGARDING LOBBYING

(APPENDIX A, 44 C.F.R. PART 18)

The undersigned certifies, 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of 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, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT H**  
**COUNTY OF ALAMEDA**

**RFP No. CVPER 2026**  
**Contracting/Vendor Pay Agent & Employer of Record Services**

**ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT**  
**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: \_\_\_\_\_

**EXHIBIT I**

**COUNTY OF ALAMEDA**

**RFP No. CVPER 2026**

**Contracting/Vendor Pay Agent & Employer of Record Services**

**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.

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(Company Name)

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(Vendor Signature)

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(Date)

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Justification for Non-Compliance:

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**EXHIBIT J**  
**COUNTY OF ALAMEDA**  
**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:

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NAME: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ TITLE: \_\_\_\_\_

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