

CITY OF SAN ANTONIO

HUMAN SERVICES DEPARTMENT



**REQUEST FOR PROPOSAL
("RFP")**

for

FY2013- FY2014 Consolidated Human and Workforce Development Services Funding
RFP-012-029-DO

Release Date: MARCH 2, 2012
Proposals Due: APRIL 3, 2012

This solicitation has been identified as High-Profile.

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the 10th business day after a contract solicitation has been released until 30 calendar days after the contract has been awarded ("black out" period):

- 1 legal signatory of a high-profile contract;
- 2 any individual seeking a high-profile contract;
- 3 any owner or officer of an entity seeking a high-profile contract;
- 4 the spouse of any of these individuals;
- 5 any attorney, lobbyist or consultant retained to assist in seeking contract.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these individuals during the "black out" period.

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003– BACKGROUND

The City of San Antonio, Human Services Department (“City”) seeks proposals from qualified Respondents interested in providing services as described in this RFP. The City seeks proposal in providing various Human and Workforce Development services that are in alignment with the SA2020 initiative and City Council investment priorities: Community Safety, Economic Competitiveness, Education and Family Well-Being.

This RFP represents a competitive process to whereby contracts will be awarded to qualified Respondents for eligible programs and services. It is anticipated that City funds will be available in Fiscal Year 2013. Amount of funding will be determined by City Council during the annual budget adoption.

Funds to support the proposed programs may be provided through a variety of federal and local resources and may include the following: Community Development Block Grant (CDBG)- Funds for Public Service, Emergency Shelter Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA) funds will be provided by the U.S. Department of Housing and Urban Development (HUD), Child Care Development Fund Block Grant (CCDF) funds will be provided by the U.S. Department of Health and Human Services and/or the U.S. Department of Labor through the Texas Workforce Commission by way of the Alamo Work Source (AWS), to the City of San Antonio; Shelter Plus Care from the U.S. Department of Housing and Urban Development to the City of San Antonio, and General funds will be provided from the City. The City reserves the right to include additional funds during this solicitation and the subsequent contract periods as funding becomes available.

All Respondents awarded contracts as a result of the RFP must fully comply with all applicable federal, state and local laws, rules, regulations and policies that are applicable to the particular funding sources supporting each individual contract.

Funding from the Consolidated Human and Workforce Development Services Funding Pool RFP of City Council (“City Funds”) shall be limited by matching fund requirements established by City Council, which are subject to change. Contractor (i.e., a Respondent who is awarded a contract) shall comply with any matching fund. If a Contractor receives \$1,000,000 or more of “City Funds”, the award amount is limited to representing 65% of the agency’s total revenue and expenses. The match requirement would be 35% of the total agency budget. If a Contractor receives less than \$1,000,000 of “City Funds”, the award amount is limited to representing 50% of the agency’s total revenue and expenses.

Example 1- Award of \$1,000,000 or more:

Contractor is awarded \$1,000,000. $\$1,000,000/0.65= \$1,538,462$ (minimum revenues and expenses Agency must demonstrate to receive award)

Example 2- Award is less than \$1,000,000:

Contractor is awarded \$500,000. $\$500,000/0.50=\$1,000,000$ (minimum revenues and expenses Agency must demonstrate to receive award)

If Contractor does not provide the Managing City Department with acceptable evidence of the required amount of “Non-City Funding” on the date of the contract award of the respective contract year, then the Contractor understands and agrees that the Director of the Managing City Department may reduce the amount of “City Funds” provided to Contractor in order to comply with this limit without obtaining the approval of the City Council.

Funds reduced as a result of the failure to meet the above requirements may be reallocated to another agency.

Eligible organizations include public entities, community-based organizations, faith-based organizations, non-profit organizations, and other qualified providers.

Non-profit Organizations must provide the most recent Internal Revenue Service letter of tax-exempt status under sections 501(c) (3) and 509 (a) to verify non-profit status.

Faith-Based Organizations in accordance with the Governor’s Executive Order GWB 96-10, and §2308.303(a) (9) of the Government Code, charitable or faith-based (religious) organizations providing human development services may also apply. Funds provided through this RFP are expected to meet a public purpose and no funding consideration shall have as its objective the support of sectarian worship, instruction or proselytization. Faith based organizations that provide services to members only are ineligible for assistance.

Through various funding sources, the City of San Antonio seeks to support human and workforce development strategies by focusing on SA2020 initiatives that directly impact community safety, economic competitiveness, education, and family

well-being programs. Organizations possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of this RFP and attached contract may respond to this RFP.

004 - SCOPE OF SERVICE

This section outlines and details City Council priorities for human development and workforce services. Human Development Services may be managed by either the Office of Human Services or the Office of Grants Monitoring and Administration. Workforce Services will be managed by the Economic Development Department. Respondents are encouraged to thoroughly review each of these fundable areas to determine those which coincide with their organization or agency's mission.

The City proposes to deepen its commitment for human and workforce development services by investing in delegate agencies who propose results aligned with SA2020, City Council priorities, and consistent with this RFP. The City considers coordination with City departments, as well as local community-based organizations essential to the successful provision of human and workforce development services.

Respondents to the RFP may be responsible for appropriate user license fees for various applications and databases used to maintain necessary data that will be required to be reported to the City. The City will accept proposals for projects and programs that support the following SA2020 goals.

Education

The City is propelled forward by an approach where students can learn, teachers thrive, parents engage, and citizens contribute to meet challenges and opportunities. The City is seeking programs within this SA2020 goal that will raise the education and skill level to increase San Antonio's workforce within the following sub-categories:

Very Early Childhood Center - offer early education and services to children ages 0-5 and their parents in two community based locations with a focus on high quality education, learning through play, and connecting families to comprehensive parenting and supportive services; such as family enrichment activities, physical, math and science activities. Programs that offer enhance coordination between early child education, school districts, and comprehensive services for families.

Early Childhood Professional Development - provide training and higher education for early education providers to raise the skill level of teachers, improve teacher wages and facilitate NAEYC accreditation activities.

Kinder Readiness, School Readiness - programs that present activities including family literacy, outreach, parent and caregiver educational workshops, and focused events that promote communication, problem-solving, and life skills critical for school success.

After School and Summer Care - provide onsite after school and summer care programs that promote age appropriate activities, academic instruction (i.e. stem clubs, computer programs), increased school attendance, grade progression, tutoring, math and science enrichment activities, recreation activities that focus on self-esteem and team building.

Youth/ Adult Education and Skills Development - programs should promote improving life, education and work skills by providing life skills training, workplace competency training, education and job search assistance.

College Opportunity and Access - programs that facilitate attainment of higher education through school engagement incentives such as ACT and SAT preparation, college fairs, assistance with scholarships and financial aid applications. Programs focused on promoting the retention of participants in training and completion of higher education goals and aspirations, in coordination with Café College.

Family Well Being

This SA2020 goal will enhance the care of our resident's quality of life and prepare families for the challenges in the 21st century. The City is looking for qualified Respondents to provide programs that focus on financial security, address the issues of hunger and homelessness and promote the overall health and wellness of our most vulnerable residents in the following sub-categories:

Basic Needs, Homeless Prevention- programs that provide direct assistance and case management to eligible disabled individuals awaiting Social Security Disability or Supplemental Income Benefits. Programs that provide respite care for families and caregivers of disabled individuals, food stamp program enrollment and outreach assistance. Programs providing direct assistance with food, clothing, uniforms, school supplies, personal hygiene items, eye glasses, prescriptions, and medical equipment for vulnerable populations.

VITA/ Financial Security - hosts or provide resources to VITA sites to provide free tax preparation to low income working families. Assist families using a nationally recognized curriculum to provide financial literacy education and connect individuals to mainstream financial services.

Reduce Domestic Violence – programs should address and assist individuals and families with access to legal and social services that are affected by family violence/ domestic abuse.

Senior Services - The City strongly encourages proposals that support the operations and activities at the City of San Antonio One Stop and Comprehensive Nutrition Centers for its Senior Service programs. Programs should focus on enhanced social work for the elderly, to include case management and physical activity instruction designed for seniors 60 years or older that will improve their physical and mental health. Programs that provide nutrition education and the acquisition and distribution of emergency food or commodities as a supplement to the diet for the elderly and programs that provide computer skill courses for seniors including appropriate materials.

Homeless Transformation - programs focused on providing residential services for homeless individuals and families. Provide food services to the Haven for Hope campus residents including three nutritional meals daily (365 days) and culinary arts job training for campus residents. Programs that provide individual and family counseling services for Haven for Hope residents. Programs that address Rapid Re-Housing as a priority; by providing short and medium term rental assistance, housing relocation and stabilization services of homeless individuals and families into permanent housing.

Respondents should demonstrate a capacity to identify and place individuals and families in suitable living arrangement to include rent, utilities and case management for families exiting emergency shelter. Provide assistance with emergency and transitional shelter for vulnerable youth age 18 and younger including pregnant teens, runaways, homeless, and youth involved with City law enforcement. Services should address skill deficits that impede reunification and success in the home.

Programs that address Housing Opportunities for Persons with HIV/AIDS to include facility-based housing, funding for tenant based rental assistance, housing information services, transitional housing, and supportive services such as mental health assessment, transportation, nutritional services and community engagement.

Community Safety

Safe communities are productive communities, and productive communities thrive. This SA2020 goal is seeking programs providing a community safety net that expands and supports community awareness for the following sub-categories:

At-Risk Behavior Prevention - programs that focus on improvement of self-control, decision making, resiliency skills, peaceful conflict resolution, leadership, honesty, integrity, responsibility and communication skills within the context of recreation which is beneficial and fun for youth. Programs focused on preventing at-risk behavior including teen pregnancy, substance abuse, truancy and crime.

Parent Enrichment - programs that provide counseling and literacy services that will empower parents to participate in their child's education; including parent education on brain development, child growth and development, positive discipline, parent/child interaction, interactive play, reading to their children, family literacy, school readiness and involvement.

Child Abuse Prevention - programs focused on prevention of abuse for children and youth and provide family support mechanisms that include parent education classes, home visiting services, mutual support groups for parents, and respite care for families with disabled children.

Economic Competitiveness

San Antonio has a highly qualified and educated workforce and provides economic opportunity for all residents.

Economic competitiveness is the engine of prosperity for San Antonio, and as such impacts many other vision areas.

This SA2020 goal is seeking programs to ensure families have the skills and support needed to provide a quality standard of living in the following sub-categories:

Long Term Job Training - programs primary focus result in participants obtaining a training certificate or associated degree toward a job in a targeted occupation identified by Workforce Solutions Alamo (WSA) as a high priority occupation that pays an entry rate equal to the current "living wage". The current WSA list of targeted occupations can be found at the following website: http://www.alamoworksource.org/lmi/targeted_occupations.asp.

Short Term Services – programs that focus on long and short term job training to include basic life and work skills, workplace competency training, interviewing skills, resume writing, successful work habits, and job search assistance. The primary focus should be on helping participants transition from welfare or unemployment into full-time employment and pursue training that will increase their marketability.

005 - ADDITIONAL REQUIREMENTS

Intellectual Property.

If selected, Respondent agrees to abide by the following regarding intellectual property rights:

Respondent shall pay all royalties and licensing fees. Respondent shall hold the City harmless and indemnify the City from the payment of any royalties, damages, losses or expenses including attorney's fees for suits, claims or otherwise, growing out of infringement or alleged infringement of copyrights, patents, materials and methods used in the project. It shall defend all suits for infringement of any Intellectual Property rights. Further, if Respondent has reason to believe that the design, service, process or product specified is an infringement of an Intellectual Property right, it shall promptly give such information to the City.

Upon receipt of notification that a third party claims that the program(s), hardware or both the program(s) and the hardware infringe upon any United States patent or copyright, Respondent will immediately:

Either:

obtain, at Respondent's sole expense, the necessary license(s) or rights that would allow the City to continue using the programs, hardware, or both the programs and hardware, as the case may be, or,

alter the programs, hardware, or both the programs and hardware so that the alleged infringement is eliminated, and

reimburse the City for any expenses incurred by the City to implement emergency backup measures if the City is prevented from using the programs, hardware, or both the programs and hardware while the dispute is pending.

Respondent further agrees to:

assume the defense of any claim, suit, or proceeding brought against the City for infringement of any United States patent or copyright arising from the use and/or sale of the equipment or software under this Agreement,

assume the expense of such defense, including costs of investigations, reasonable attorneys' fees, expert witness fees, damages, and any other litigation-related expenses, and

indemnify the City against any monetary damages and/or costs awarded in such suit;

Provided that:

Respondent is given sole and exclusive control of all negotiations relative to the settlement thereof, but that Respondent agrees to consult with the City Attorney of the City during such defense or negotiations and make good faith effort to avoid any position adverse to the interest of the City,

the Software or the equipment is used by the City in the form, state, or condition as delivered by Respondent or as modified without the permission of Respondent, so long as such modification is not the source of the infringement claim,

the liability claimed shall not have arisen out of the City's negligent act or omission, and the City promptly provide Respondent with written notice within 15 days following the formal assertion of any claim with respect to which the City asserts that Respondent assumes responsibility under this section.

Ownership and Licenses.

In accordance with Texas law, Respondent acknowledges and agrees that all local government records created or received in the transaction of official business or the creation or maintenance of which were paid for with public funds are declared to be public property and subject to the provisions of Chapter 201 of the Texas Local Government Code and Subchapter J, Chapter 441 of the Texas Government Code. Thus, no such local government records produced by

or on the behalf of Respondent pursuant to this Contract shall be the subject of any copyright or proprietary claim by Respondent.

The term "local government record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by local government or any of its officials or employees pursuant to law including an ordinance, or in the transaction of official business.

Respondent acknowledges and agrees that all local government records, as described in herein, produced in the course of the work required by any contract awarded pursuant to this RFP, will belong to and be the property of City. Respondent, if awarded this contract, will be required to turn over to City, all such records as required by said contract. Respondent, if awarded this contract, shall not, under any circumstances, release any records created during the course of performance of the contract to any entity without City's written permission, unless required to do so by a Court of competent jurisdiction.

In accordance herewith, Respondent, if selected, agrees to comply with all applicable federal, state and local laws, rules and regulations governing documents and ownership, access and retention thereof.

006 - TERM OF CONTRACT

Contracts will be awarded for a one-year period, with most contracts beginning October 1, 2012 through September 30, 2013. However, some Contracts could begin earlier with approval by City Council. The City shall have the option to renew the contracts for an additional one-year period contingent upon funding availability, satisfactory performance, compliance with all contractual obligations, and City Council approval.

In addition, the City reserves the right to expand services through amended Contracts or fund proposals submitted through this RFP if additional local, state, and federal funds become available throughout Fiscal Years 2013 through 2014 (October 1, 2012 through September 30, 2014). The City shall have the option to make additional awards based on the above stated so long as the services were procured through this RFP. Additional funding consideration is subject to availability and approval by the City Council.

Funds requested should be based on the cost to provide services for a one-year period (12 months). The City reserves the right to award funding in an amount determined by the City. Applicants awarded funding in an amount less than requested will have the opportunity to revise their performance projections and budget during the Contract negotiation process.

007 - PRE-SUBMITTAL CONFERENCE

Two Pre-Submittal Conferences will be held at the Little Carver Cultural Center (behind the Carver Community Cultural Center), 226 N. Hackberry St. San Antonio, Texas 78202 at **9:00 a.m. - 11:00 a.m.** and **1:00 p.m. - 3:00 p.m.** Central Time, on **Monday, March 12, 2012**. Respondents are encouraged to prepare and submit their questions in writing 5 calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

This meeting place is accessible to disabled persons. The Carver Center at 226 Hackberry, San Antonio, Texas is wheelchair accessible. The accessible entrance is located at 226 N. Hackberry. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City. Respondents are encouraged to resubmit their questions in writing, to the City Staff person identified in the Restrictions on Communication section, after the conclusion of the Pre-Submittal Conference.

008 - PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Respondent's must submit hard copies of the proposal, submit **five (5)** originals, signed in ink and **five (5)** copies of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal. Each of the items listed below must be labeled with the heading indicated below as a separate file on the CD.

Label your tabs with the headings indicated below:

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SCOPE OF WORK: The scope of work shall include the statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

GENERAL INFORMATION FORM. Use the Form found in this RFP as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFP as Attachment A, Part Two.

PROPOSED PLAN. Use the Form found in this RFP as Attachment A, Part Three.

FUNDING BUDGET. Respondent shall submit a Funding Budget using the Funding Budget that is found in this RFP as Attachment B.

DISCRETIONARY CONTRACTS DISCLOSURE FORM. Use the Form in RFP Attachment C which is posted separately or Respondent may download a copy at:

<https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM. Complete and submit the Litigation Disclosure Form, found in this RFP as Attachment D. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

PROOF OF INSURABILITY. Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverages and at the levels specified in this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

SIGNATURE PAGE. Respondent must complete, sign and submit the Signature Page found in this RFP as Attachment E. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFP as Attachment F.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

009 - AMMENDMENTS TO RFP

Amendments to the RFP, including written responses to questions received in compliance with Section 011, Restrictions on Communication, may be posted as addendums on the City's website at <http://epay.sanantonio.gov/RFPListings/>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. A Respondent who does not have access to the Internet, must notify City in accordance with Section 011, Restrictions on Communication, that Respondent wishes to receive copies of addendums by email.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP, and changes to the RFP – if any – shall be made in writing only.

010 - SUBMISSION OF PROPOSAL

Submission of Hard Copy Proposals.

Respondent shall submit **five (5)** originals, signed in ink, and **five (5)** copies of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, "**FY 2013- FY 2014 Consolidated Human and Workforce Development Services Funding**" on the front of the package.

Note: The five (5) CD's must be submitted in ADOBE PDF format and must be an exact copy of the original proposal and in exact sequence and tabbed as required in Section 008 Proposal Requirements. Copies of Respondent's Original proposal must be in electronic file, not multiple files. Each CD must be contained in a CD case or CD slips and labeled with the Respondent's Name and Address, with the Respondent's Original proposal in a sealed package. Respondents are responsible for ensuring that CD copies are properly formatted, complete and accessible. Failure to provide CD copies that are properly formatted, complete and accessible may result in the Respondents proposal being deemed Non-Responsive and therefore disqualified from consideration.

Proposals must be received in the City Clerk's Office no later than **2:00 p.m.**, Central Time, on **Tuesday, April 3, 2012** at the address below. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the City Clerk's Office by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

City Clerk's Office
Attn: Department of Human Services
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office
Attn: Department of Human Services
100 Military Plaza
2nd Floor, City Hall San Antonio, Texas 78205

Proposals sent by facsimile or email will not be accepted.

Proposal Format.

Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white papers. When submitting the hard copies, place proposals inside a 3 ring binder or other securely bound fashion. The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered and printed two sided. Margins shall be no less than 1" around the perimeter of each page. Websites or URLs shall not be submitted in lieu of the printed proposal. Each proposal must include the sections and attachments in the sequence listed in the RFP Section 008, Proposal Requirements, and each section and attachment must be indexed and divided by tabs and indexed in a Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Correct Legal Name.

Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment A.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of Human Services shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Firm Offer. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for ninety (90) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Confidential or Proprietary Information. All proposals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Cost of Proposal. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-Submittal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

011 - RESTRICTIONS ON COMMUNICATION

Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

Respondents may ask verbal questions concerning this RFP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 4:30 p.m., Local Time, on **Thursday, March 22, 2012**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Debra Ordaz, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
Debra.ordaz@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation on the City website.

Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a

written request no later than seven (7) calendar days from the date letter was sent. The letter will indicate the name and address for submission of requests for review.

City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

012 - EVALUATION OF CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

Evaluation criteria:

Experience, Background, Qualifications **(20 points)**

Proposed Plan **(50 points)**

Funding Budget **(30 points)**

013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award one, more than one or no contract(s) in response to this RFP.

The Contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.

City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to City Council approval.

City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

City will require the selected Respondent(s) to execute a contract with the City, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

This RFP does not commit City to enter into a Contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

The successful Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by the City.

Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial

interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City’s Ethics Code. (Discretionary Contracts Disclosure – form may be found online at <https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.)

Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that City shall in no way be responsible for Respondent’s actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor for answers to questions regarding the statute or form.

014 - SCHEDULE OF EVENTS

Following is a list of **projected dates/times** with respect to this RFP:

RFP Release Date	Friday, March 2, 2012
Pre-Submittal Conference	Monday, March 12, 2012 at 9:00 a.m.- 11:00 a.m. / 1:00 p.m. – 3:00 p.m.
Final Questions Accepted	Thursday, March 22, 2012 at 4:30 p.m.
Proposal Due	Tuesday, April 3, 2012 at 2:00 p.m.

015 - RFP EXHIBITS

RFP EXHIBIT I

INSURANCE REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below:

INSURANCE

A) Prior to the commencement of any work under this Agreement, Respondent shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City’s Human Services Department, which shall be clearly labeled “**FY2013-2014 Consolidated Human and Workforce Development Services Funding**” in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must have the agent’s signature and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City’s Human Services Department. No officer or employee, other than the City’s Risk Manager, shall have authority to waive this requirement.

B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

C) A Respondent’s financial integrity is of interest to the City; therefore, subject to Respondent’s right to maintain reasonable deductibles in such amounts as are approved by the City, Respondent shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Respondent’s sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

TYPE	AMOUNTS
1. Workers' Compensation 2. Employers' Liability	Statutory \$500,000/\$500,000/\$500,000
3. Broad form Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations *b. Independent Contractors c. Products/Completed Operations d. Personal Injury e. Contractual Liability f. Sexual Abuse/ Molestation g. Damage to property rented by you	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage g. \$100,000
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence
5. Professional Liability (Claims-made basis) To be maintained and in effect for no less than two years subsequent to the completion of the professional service.	\$1,000,000 per claim, to pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages by reason of any act, malpractice, error, or omission in professional services.

D) Respondent agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same insurance coverages required of Respondent herein, and provide a certificate of insurance and endorsement that names the Respondent and the CITY as additional insureds. Respondent shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all endorsements thereto and may require the deletion, revision, or modification of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Respondent shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Respondent shall pay any costs incurred resulting from said changes.

City of San Antonio
Attn: Human Services Department
P.O. Box 839966
San Antonio, Texas 78283-3966

F) Respondent agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.
- Provide advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Respondent shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Respondent's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

H) .In addition to any other remedies the City may have upon Respondent's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Respondent to stop work hereunder, and/or withhold any payment(s) which become due to Respondent hereunder until Respondent demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Respondent may be held responsible for payments of damages to persons or property resulting from Respondent's or its subcontractors' performance of the work covered under this Agreement.

J) It is agreed that Respondent's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided.

L) Respondent and any Subcontractors are responsible for all damage to their own equipment and/or property.

RFP EXHIBIT II

INDEMNIFICATION REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below:

INDEMNIFICATION

RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.

Defense Counsel - CITY shall have the right to select or to approve defense counsel to be retained by RESPONDENT in fulfilling its obligation hereunder to defend and indemnify CITY, unless such right is expressly waived by CITY in writing. RESPONDENT shall retain CITY approved defense counsel within seven (7) business days of CITY'S written notice that CITY is invoking its right to indemnification under this Contract. If RESPONDENT fails to retain Counsel within such time period, CITY shall have the right to retain defense counsel on its own behalf, and RESPONDENT shall be liable for all costs incurred by CITY. CITY shall also have the right, at its option, to be represented by advisory counsel of its own selection and at its own expense, without waiving the foregoing.

Employee Litigation - In any and all claims against any party indemnified hereunder by any employee of RESPONDENT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for RESPONDENT or any subcontractor under worker's compensation or other employee benefit acts.

016 - RFP ATTACHMENTS

RFP ATTACHMENT A, PART ONE

GENERAL INFORMATION

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____

(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____

Partnership

Corporation If checked, check one: For-Profit Nonprofit

Also, check one: Domestic Foreign

Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as "High Profile". Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

- 2. Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

- 3.** Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

- 4.** Is Respondent authorized and/or licensed to do business in Texas?

Yes ___ No ___ If "Yes", list authorizations/licenses.

- 5.** Where is the Respondent's corporate headquarters located? _____

- 6. Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

- b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

- c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

d. State the number of full-time employees at the Bexar County office. _____

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Reference No. 1:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Email address: _____

Date and Type of Service(s) Provided: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Email address: _____

Date and Type of Service(s) Provided: _____

Reference No. 3:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Email address: _____

Date and Type of Service(s) Provided: _____

RFP ATTACHMENT A, PART TWO

EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Respondent should describe their capacity to plan and implement a program to meet the service objectives specified by this RFP. They should also include a description of the provider practice, its mission, and years of experience, and scopes of services.
2. Describe Respondent's experience relevant to the Scope of Services requested by this RFP. List and describe relevant projects of similar size and scope performed over the past four years. Identify associated results or impacts of the project/work performed.
3. Describe Respondent's specific experience with public entities clients, especially large municipalities. If Respondent has provided services for the City in the past, identify the name of the project and the department for which Respondent provided those services.
4. Respondents with established programs should describe the populations that have been the recipients of services, and summarize accomplishments with the client populations. Respondents shall describe their familiarity with San Antonio's culture and population.
5. If Respondent is proposing as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint venturers and/or sub-contractors have worked together in the past.
6. Identify the number and professional qualifications (to include licenses, certifications, associations) of staff to be assigned to the project and relevant experience on projects of similar size and scope.
7. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract.
8. Additional Information. Identify any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.

The summary of this information shall exceed no more than **two (2)** pages.

RFP ATTACHMENT A, PART THREE

PROPOSED PLAN

Prepare and submit the following items.

Operating Plan - Describe the proposed plan to conduct operations, including service categories, specific tasks, staff assigned and schedule of events.

Management and Staffing Plan – Provide an organizational chart that includes all personnel to be assigned to this project to include job/task descriptions.

Service Plan - Describe the proposed plan to conduct operations for the Respondents proposed program services. Describe the timeline and schedule of event/task necessary for program service to be operational. Describe Operating Days/Hours for proposed program.

Additional Information - Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

Balanced Scorecard Performance Plan

Balanced Scorecard Performance Plan -

Provide numbers for one 12 month period in the right hand column.

Program Objective

Agency Name:

Project/Program:

Amount:

Contract Period:

Targeted Participants

PERFORMANCE MEASURES

Strategic Objective: <i>Agency Measure:</i>	Example: Provide Comprehensive Community Based Family Strengthening Services *How much will be done # Unduplicated Participants Served	Value
Strategic Objective: <i>Agency Measure:</i>		Value
Strategic Objective: <i>Agency Measure:</i>	*How well will it be done	Value
Strategic Objective: <i>Agency Measure:</i>		Value
Strategic Objective: <i>Agency Measure:</i>	*How will anybody be better off (# and %)	Value
Strategic Objective: <i>Agency Measure:</i>		Value

Explanatory Notes

RFP ATTACHMENT B

FUNDING BUDGET

The Budget Worksheet is available at <http://epay.sanantonio.gov/RFPListings/> posted as RFP Attachment B in Excel Format for download.

City of San Antonio

Budget Forms

INSTRUCTIONS

The budget forms contain 3 worksheets to be completed.

Move from sheet to sheet by clicking on the tabs at the bottom of the screen.

When you get ready to print these forms, be sure to print "entire workbook"

The following sheets must be completed.

- 1 Total Agency Budget
- 2 Program Budget
- 3 Line Item Budget Detail

All expenses on the Line Item Budget Detail Form must be validated by providing detailed information on how you arrived at the total.

Totals and percents of totals will automatically calculate. However, please ensure that totals are accurate because these formulas will sometimes become corrupted following download and data entry. The TOTAL AGENCY BUDGET and PROGRAM BUDGET will become a part of the contract. The LINE ITEM BUDGET DETAIL is an administrative budget as required by the contract and will be kept on file by the Program Monitor and Fiscal Monitor. Delegate Agencies should keep a copy of the approved LINE ITEM DETAIL.

TOTAL AGENCY BUDGET

AGENCY NAME:

REVENUES & EXPENDITURES	Actual Revenue	Actual Expenditure	Estimated Revenue	Estimated Expenditure	Projected Revenue
	FY 2011	FY 2011	FY 2012	FY2012	FY 2013
1. City of San Antonio (COSA)					
2. Local Government (other than COSA)					
3. State Government					
4. Federal Government					
5. United Way					
6. Foundation Grants					
7. Donation					
8. Other (list)					
TOTAL	\$0	\$0	\$0	\$0	\$0

TOTAL AGENCY ADMINISTRATIVE COST ALLOCATION*				
		%		%

***Administrative overhead cost allocations are to be reported on the total agency's budget and may not exceed 20% of the City's allocation to the agency.**

Administrative cost allocations should match the agency's Audit and/or IRS 990

PROGRAM BUDGET

Agency Name:

--

Program Title:

--

Cost Category	Cost Allocation				
	Requested from City		*Other Sources		Total
	\$ Amount	%	\$ Amount	%	
Personnel Services	\$0	0%	\$0	0%	0
Contractual Services		0%		0%	0
Commodities		0%		0%	0
Fixed Charges		0%		0%	0
Capital Outlay		0%		0%	0
Total	\$0	0%	\$0	0%	\$0

*

Identify all other costs of the program, which are NOT requested to be funded by the City of San Antonio on this page only.

This section reserved for DHS use only.		
Approved _____	Program Monitor Signature	_____ Date
Approved _____	Fiscal Monitor Signature	_____ Date
Approved _____	Department Fiscal Administrator	_____ Date

LINE ITEM BUDGET DETAIL

Agency Name:

Program Title:

All expenses on the Program Budget Detail Form must be validated by providing detailed information on how you arrived at the total. Detail should be provided ON THIS FORM. You may add lines where necessary.

Personnel Services Schedule

Position Title	Weekly Salary	% Budgeted to the City	Number of Weeks	Total Cost to City
				\$0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total Salaries 5101010	\$0			\$0

Personnel Services

	Total Cost to City
--	---------------------------

5103005	FICA (7.65% of Total Salaries)		
5105010	Retirement (description & % paid by Employer)		
5104030	Health Insurance		
5103010	Life Insurance		
5402520	Worker's Compensation (required when salaries are budgeted)		
5402550	Unemployment Insurance		
		Fringe Subtotal	0
Total Personal Services (Salaries & Fringe Benefits)			\$0

Contractual Services

		Total Cost to City
5205010	Mail and Parcel Post Service	
5206010	Rental of Facilities	
5205020	Rental of Office Equipment	
5207010	Travel Official (provide location and description of expected out-of-town travel)	
5201025	Education	
5203090	Transportation Fees (anticipated miles X max rate of .485 per mile)*	
5205050	Freight and Storage	
5204010	Linen and Laundry Service	
5204050	Maintenance and Repair - Buildings and Improvements	
5204080	Maintenance and Repair - Machinery and Equipment	
5208530	Alarm and Security Services	
5201040	Fees to Professional Contractors	
5203040	Advertising and Publication	
5203050	Membership Dues and Licenses	
5203060	Binding, Printing and Reproduction	

5203070	Subscriptions to Publications (itemize)	
Total Contractual Services		\$0

Commodities

1

		Total Cost to City
5302010	Office Supplies	
5303010	Janitorial Supplies	
5304005	Clothing and Linen Supplies	
5304010	Food for participants	
5304025	Motor Fuel and Lubricants	
5304040	Chemicals, Medical and Drugs	
5304045	Photographic Supplies	
5304050	Tools, Apparatus and Accessories (under \$100 each)	
5304070	Recreation Supplies	
5301010	Maintenance and Repair Materials (Buildings and Improvements)	
5301030	Maintenance and Repair Materials (Machinery and Equipment)	
5304075	Computer Software	
5304080	Other Commodities	
Total Commodities		\$0

Fixed Charges

		Total Cost to City

5403010	Communications (includes ADP charges)	
5404530	Gas and Electricity	
5404540	Water	

RFP ATTACHMENT C

DISCRETIONARY CONTRACTS DISCLOSURE FORM

Discretionary Contracts Disclosure Form may be downloaded at
<https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

RFP ATTACHMENT D

LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes ___ No ___

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

RFP ATTACHMENT E

SIGNATURE PAGE

Respondent, and co-respondent, if any, must complete City's Certified Vendor Registration (CVR) Form prior to the due date for submission of proposals. The CVR Form may be accessed at: <http://www.sanantonio.gov/purchasing/>.

By submitting a proposal, whether electronically or by paper, Respondent represents that:

If awarded a contract in response to this RFP, Respondent will be able and willing to execute a contract in the form shown in the RFP, as attached and set out in RFP Exhibit III, with the understanding that the scope and compensation provisions will be negotiated and included in the final document.

If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibits I & II.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during Proposal process.

Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.

Respondent agrees to fully and truthfully submit the Respondent Questionnaire form and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

(S)he is authorized to submit this proposal on behalf of the entity.

Acknowledgement of Prohibition regarding Campaign and Officeholder Contributions

I acknowledge that this contract has been designated a "high-profile" contract. I have read and understand the provisions regarding high profile contracts that appear on the cover page of this RFP.

If submitting your proposal by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

Co-Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

RFP ATTACHMENT F

PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
Scope of Work	
General Information and References RFP Attachment A, Part One	
Experience, Background & Qualifications RFP Attachment A, Part Two	
Proposed Plan RFP Attachment A, Part Three	
Funding Budget RFP Attachment B	
Discretionary Contracts Disclosure form RFP Attachment C	
Litigation Disclosure RFP Attachment D	
Proof of Insurability (See RFP Exhibit I) Insurance Provider's Letter Copy of Current Certificate of Insurance	
*Signature Page RFP Attachment E	
Proposal Checklist RFP Attachment F	
Five (5) Originals signed in ink, five (5) CD's of entire proposal in PDF format.	

*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.