



# CITY OF SAN ANTONIO

P.O. BOX 839966  
SAN ANTONIO, TEXAS 78283-3966

March 13, 2012

## **RE: Request for Proposal (RFP) for FY2013- FY2014 Consolidated Human and Workforce Development Services Funding**

### **ADDENDUM I:**

The following questions were received in accordance with Section 011, Restrictions on Communication. The questions are restated below, followed by the response:

**Question 1:** RFP Exhibit I indicates that “if selected to provide the services, Respondent shall be required to comply with the insurance requirements set forth below.” In the proposal checklist it indicates that we are to provide proof of insurance with the proposal submission. At which time do we submit insurance information?

**Response:** The RFP states to submit a letter from your current insurance provider stating your insurance provider’s commitment to insure your organization for the types of coverages and at the levels specified in this RFP if your organization is awarded a contract in response to this RFP. It also states that your organization shall also submit a copy of their current insurance certificate. If you are awarded the contract, at that time the City will ask for an insurance certificate that includes all of our requirements listed in the RFP.

**Question 2:** Please define and provide examples of Workforce Competency Training under 004- Scope of Service: Youth/Adult Education.

**Response:** Workplace Competency Training can be defined as hard and soft skills. An example of soft skills can be time management, problem solving, and oral communication skills classes. Examples of hard skills are technical and administrative skills classes such as computer training.

**Question 3:** Could you please elaborate and provide examples of Performance Measure “How will anybody be better off (# and %)”?

**Response:** Describe in your proposed plan how the persons being served within your programs will improve in the services that are being offered. For example: The number of participants attending workforce training? Better off measure: How many participants attended workforce training and obtained employment?

- Question 4:** Under the 004- Scope of Service, where do we select the category?  
**Response:** The Program Service Category Sheet that will also be RFP Attachment A, Part One will be available through this Addendum. Please include with Respondent's proposal submittal.
- Question 5:** Can you tell me if the funds from this RFP can be used for capital projects if the proposed building will house human service programs that fall within the scope of the RFP – or do the funds have to be used specifically for program expenses?  
**Response:** Programs within the Scope of Services for the Consolidated Human and Workforce Development Services Funding RFP will be used for program services/expenses.
- Question 6:** I was actually looking for this year's Community Development Block Grant RFP when I found this one, and I think that CDBG fits my organizations needs better. However, I can't seem to find a CDBG RFP this year. I know that CDBG is normally administered by Grants Monitoring and Admin, but I can't get in touch with anyone at that department. If you happen to know anything about this year's CDBG funding and if there will be an RFA, please let us know.  
**Response:** Respondents shall refer to the COSA website for all RFP postings. CDBG funding is one of the funding sources in the Consolidated Funding RFP. Programs that provide a public service and meet HUD requirements are eligible to receive CDBG funding through this RFP.
- Question 7:** Under the Scope of Service, Community Safety: Can we choose just one of the subcategories or must we do all subcategories? Under each subcategory, are we required to provide all listed services  
**Response:** Respondents may choose one or all of the subcategories that their agency is proposing to provide. Please explain the chosen scope of service(s), the subcategory(s), and proposed services in Attachment A Part Three- Proposed Plan and select the Program Service Category, Attachment A, Part One Program Service Category form that is available through this Addendum I.
- Question 8:** On the Balance Score Sheet: Will we be provided the COSA strategic objectives for the categories? What is the number of participants to be served?  
**Response:** Respondents shall provide their own program objectives on the Balance Scorecard based on the chosen scope of service(s) and subcategory(s). The number of participants served, is based on the requested dollar amount and shall be outline in Attachment B- Funding Budget. Once contracts are awarded the scope of service, balance scorecard and budget may be adjusted during the contract negotiations.
- Question 9:** What is the extent of reporting for this grant? (monthly, quarterly, etc.)  
**Response:** Once contracts are awarded, agencies will be required to provide a Contract Monitoring Report (CMR) on a monthly basis. Program reviews are conducted annually, but can be conducted quarterly based on the status of the contract.

- Question 10:** What are the numbers required? (ex: number of clients, groups, etc.)  
**Response:** Respondents shall provide on the Balance Scorecard the number of individuals, families groups, etc. they propose to serve based on the scope of service(s) and subcategory(s) selected that is described in Attachment A, Part Three- Proposed Plan.
- Question 11:** Can we use any curriculum we choose?  
**Response:** Respondents can submit selected curriculums and describe them in proposed plan, Attachment A, Part Three. Once contracts are awarded curriculums may be adjusted during contract negotiations.
- Question 12:** Do we make our own performance measures?  
**Response:** Yes, Respondents are required to provide their own performance measures. Once contracts are awarded, performance measures may be adjusted or changed during contract negotiations.
- Question 13:** Does this RFP include funding for the Battered Women’s Shelter and the Haven for Hope grants?  
**Response:** Yes, both are included in this RFP in the Family Well- Being SA2020 goal.
- Question 14:** What type of documentations are required to justify cost pertaining to the rental fee schedule for the lease of the School District facilities, electrical cost for in-kind contributions on the Districts part. We want to be sure that we will be able to provide the proper documentation that you are looking for.  
**Response:** Once contracts are awarded; documentation to justify cost and fees will be discussed during contract negotiations.
- Question 15:** On the Balance Scorecard Performance Plan, will there be a predetermined performance measure that has been set for the 2011-2012 school year?  
**Response:** Respondents shall provide their own program objectives on the Balance Scorecard based on the chosen scope of service(s) and subcategory(s). Once contracts are awarded, performance measures may be adjusted and/or developed during contract negotiations.
- Question 16:** The RFP request three references, we are applying as a School District. Who do we use a references? Since we are applying as a School District do we need references?  
**Response:** Respondents are required to submit information in Attachment A, Part One. Examples of references could be a sub contractor and/or provider. All Respondents to this RFP must submit all information required in Attachment A, Part One.
- Question 17:** Will the City accept a **Certificate of Insurance** in lieu of the “Insurability” listed on page 8 in Section 008 “proof of Insurability”? Especially if the agency’s coverage exceeds the requirements of the RFP?  
**Response:** Yes, The City will also request a letter from your current insurance carrier stating that they will continue to ensure you if you are awarded a project.
- Question 18:** Given that the proposal must align with SA2020 goals listed in the RFP (school readiness, parent enrichment, etc.) and that the budget does include the

commodity code 5101010 line item for maintenance and repair materials (building and improvements), will this RFP consider proposals for “bricks-and- mortar” funding or is it geared only towards direct program services?

**Response:** The Consolidated Funding Process for Human and Workforce Development Services are funds to primarily provide program services.

**Question 19:** It appears administrative costs are allowed (p.26 of the RFP, total agency budget form), however I do not see a line item/commodity code for administrative costs in the line item budget detail form (pgs. 28-31 of the RFP). How do we account for administrative costs on the line tem budget detail form?

**Response:** Respondents are to report administrative cost allocations on the total agency budget and may not exceed 20% of the City’s allocations to the agency. Administrative cost allocations should match the agency’s audit and/or IRS990 form.

**Question 20:** In the RFP the application is asking for 3 references. We are a School District that has been providing the COSA Early On School Readiness Program to parents, family, friends, and neighbors as well as several childcare providers. They would not know the day to day management of our contract but would be able to tell COSA how well we provide like parent workshops and distribution of community educational packets. Would parent and daycare provider references be the ones we include under the above reference section?

**Response:** Yes, please refer to the response to Question #16

**Question 21:** Would you please send me the Excel Budget Form for the FY2013-FY2014 Consolidated Human and Workforce Development Services Funding RFP-012-029-DO RFP?

**Response:** Respondents can locate the budget forms in the excel format on the following address: <http://www.sanantonio.gov>, click **All City Departments**, select **Human Services**, click on **view website**, scroll on the left to **Partnerships**, then select **Delegate Agency Information Services**, and click on **budget forms** (excel).

**Question 22:** In the past the RFP has had a cover page. Is this no longer a part of the RFP? Do we create our own?

**Response:** Yes, Respondents should include a cover page that will apart of the Attachment A, Part One. A sample will be issued at the pre-submittal conference and will be attached to this addendum as Attachment A, Part One, Program Service Category.

**Question 23:** When will the questions and answers be posted to the City’s website?

**Response:** The first addendum will be posted no later than Tuesday, March13, 2012. All other questions and responses will be posted a few days later.

**Question 24:** Is there any way that the forms can be created in excel for us to use?

**Response:** Yes the forms are in Excel format on the Department of Human Services website. Please refer to question #21.

**Question 25:** In order to complete the Total Agency Budget. What is the anticipated COSA

revenue amount that will be awarded to our District for 2013?

**Response:** FY2013- FY2014 funding amounts for Consolidated Funding Investment Priorities have not been determined by City Council to date. The budget sessions to determine funding amounts will begin in June 2012.