



# CITY OF SAN ANTONIO

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

March 16, 2012

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

### **ADDENDUM II:**

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

#### **Morning Session: 9:00 a.m. – 11:00 a.m.**

**Question 1:** As far as the evaluation process is concerned, if multiple services will be provided with funding, will proposals be evaluated jointly, or will each funding request be evaluated separately (i.e. RFP request funds for education and seniors)?

**Response:** Proposals will be evaluated according to the Program Service category(s). Funding will be allocated according to program services within the City Council Investment Priorities.

**Question 2:** Does the City want 5 original inked copies in blue or black ink? What about the CD's PDF formats (color or black/white)

**Response:** Hard copies of the proposal can be submitted in blue or black ink. Respondents may submit the PDF format of the CD's in color or black in white, it is the Respondent's choice.

**Question 3:** On capital outlay and building improvements example, we want to tear up a wall, will you support the funding of tearing up a wall and turning it into an exercise room?

**Response:** Funding through the FY013- FY2014 Consolidated Funding Process primarily supports program services/expenses.

**Question 4:** For the evaluation process, if each program is going to be evaluating separately, do I need 1 budget or separate budgets?

**Response:** Respondents should submit a separate budget for each program service(s) they are requesting funds to be awarded.

**Question 5:** For travel cost, is mileage .55 or .50 miles?

**Response:** Mileage for travel is .555

**Question 6:** On top of page 5- Senior Services, can services be provided out of one facility or do we have to use various one stops?

- Response:** Respondents have the option to submit proposal that provide support services for one or more one-stop senior centers.
- Question 7:** What is enhanced social work for the elderly?  
**Response:** Improving or restoring the capacity for social functioning and creating societal conditions favorable to meet the needs for the seniors in our community.
- Question 8:** What is your definition of case management? Must case management services be provided at one-stop centers or are home visits allowed?  
**Response:** Respondents must define case management in the proposal and how it will correlate with the services they are proposing to provide to seniors. Respondents should also define in their proposals the type of case management they want to provide.
- Question 9:** Will you be looking for services that provide case management and/or physical activity?  
**Response:** Yes, COSA is seeking case management and physical activity services for seniors. Respondents should define in their proposals; services they want to provide to seniors.
- Question 10:** May we choose to work out of only one of the one-stop centers or do we have to work out of all them?  
**Response:** Respondents should state in their proposals the target areas or one-stop center(s) they propose to provide services.
- Question 11:** Are we free to use any type of awareness (i.e. marketing) to get clients?  
**Response:** Respondents should submit marketing plans as part of the proposed plan. Restrictions may apply to marketing for clientele and will be discussed and/or revised during contract negotiations.
- Question 12:** In parts of the RFP it has limitations on how long narratives can be. Do you have a page limit for the Scope of Work? The Operating Plan?  
**Response:** There is no page limit on the Scope of Work or the Operating Plan.
- Question 13:** Does each of the 5 original hard copies need their own binder?  
**Response:** Respondents are not required to submit the hard copies in binders; however all proposals should be submit in such a way that the evaluation committees can identify that there a 5 hard copies and all sections within the proposals should be tabbed and labeled.
- Question 14:** Regarding Match, can that be In-kind? (i.e. salaries)  
**Response:** Yes, match can be In-Kind for the purpose of this RFP.
- Question 15:** Can any match be used? (i.e. student volunteers)  
**Response:** Yes, if the student volunteer are participating in the programs that are awarded COSA funds.
- Question 16:** You're asking for dollar for dollar cash match... not In-Kind?  
**Response:** Once awarded, contract language will require agencies to demonstrate that their agency has a dollar for dollar cash match. This demonstrates that the

agency is sustainable without COSA funding. Agencies are required to submit their supporting documentation by December 31<sup>st</sup> of the fiscal year funds are awarded.

- Question 17:** Where do you put “in-kind” contributions on budget?  
**Response:** Respondents should indicate “in-kind” contributions in Other Sources on the Total Agency Budget.
- Question 18:** Where do you list “other sources” into budget?  
**Response:** Respondents should list “other sources” on the Program Budget form
- Question 19:** We provide music and dance for seniors and children, is that one proposal or two?  
**Response:** Respondents would submit one proposal and two scopes of work, balance scorecard performance plans and two budgets if the agency is proposing to provide services to children and seniors.
- Question 20:** I could not locate the Table of Contents page on RFP, where is it located?  
**Response:** Respondents must create their own Table of Contents and include it in their proposals based on the Proposal Checklist.
- Question 21:** On Discretionary Contract Disclosure Form (DCD), I can’t type into the originating department field, is it just my computer?  
**Response:** Respondents should download the DCD Form at [https://www.sanantonio.gov/eforms/atty/Disclosure\\_Contracts\\_Disclosure.pdf](https://www.sanantonio.gov/eforms/atty/Disclosure_Contracts_Disclosure.pdf) 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.
- Question 22:** If a School District and Non Profit Organization are jointly applying... who initiates the RFP?  
**Response:** The entity that will be the fiscal agent will initiate the RFP.
- Question 23:** Because a school district budget would go on for pages and pages, can we fill out budget as a program, or ISD?  
**Response:** Respondents must submit their agency/districts total budget(s)
- Question 24:** On the background section is two pages the limit?  
**Response:** Yes, Respondents are limited to two pages in RFP Attachment A, Part Two Experience, Background and Qualifications.
- Question 25:** On Operations and Service Plan can you please clarify since some are similar, do we just have to explain under each one?  
**Response:** Respondents should describe services required in the Operating and Service Plans.
- Question 26:** I have a bill from October 17<sup>th</sup>, and it overlaps from September and October, I was disallowed for some cost (due to overlapping), will this happen this year?  
**Response:** Expenses incurred between contracts periods should be pro rated.

**Question 27:** For cash match, do we demonstrate by use of our own funds?  
**Response:** Back up documentation must be maintained and submitted to the City as requested that support the source, amount period of availability of the agencies matching funds.

**Question 28:** Please clarify CDBG funds, this year there will be no CDBG funding for renovations, bricks or mortar?

**Response:** Funds awarded through the FY2013- FY2014 Consolidated Funding Process are funds to provide program services. CDBG funds in this process are for public services.

**Question 29:** So for instance my exercise room that will be in another COSA RFP?

**Response:** Yes, this RFP does will not award funds for building an exercise room.

**Question 30:** We are a public school district, we legally cannot go into a contract agreement for indemnification, is there a waiver for this?

**Response:** Yes, if the contract is awarded to a school district, a waiver will be applied and language will be written in to the contract.

**Question 31:** Do we also do that for the number of school holidays (waiver)

**Response:** Respondents should submit all agency/district holidays. Adjustments if needed will be conducted during contract negotiations.

### **Afternoon Session 1:00 p.m. – 3:00 p.m.**

**Question 1:** You handed out an attachment. Is it supposed to be Tab 1 of our proposal? So each attachment is a separate tab?

**Response:** The attachment handed out is apart of RFP Attachment A, Part One- Program Service Category Form. Respondents should tab each section of the proposal.

**Question 2:** So if we are applying for two programs for one agency, do we apply separately? Does it come in together or separately? But include them all married together in budget?

**Response:** Respondents applying for more than one program service category must provide separate Scopes of Work, Performance Measures, and Budgets. The entire proposal will be one with different program services that should be tabbed accordingly. Each program service applied for must have separate budgets.

**Question 3:** When we burn PDF's for multiple programs proposal do we put them on a separate CD's or does one RFP go on one CD?

**Response:** Respondents should submit the CD PDF format in the same order as the hard copies. Multiple programs on the CD's should be formatted and submitted the same as the hard copies and tabbed accordingly. Respondents must submit 5 hard copies and 5 CD's in PDF format.

**Question 4:** Can you include City staff as references?

**Response:** Respondents have the option to use City staff as references; however City staff has the option to respond or decline when contacted.

**Question 5:** Is there a place to put "in-kind" in any of the budget forms?

**Response:** Respondents should indicate "in-kind" contributions in Other Sources on the

Total Agency Budget.

**Question 6 :** Is the program budget related to the match requirement?

**Response:** No, the column titled, “Other Sources”, on the Program Budget page identifies costs for the programs that are funded through sources other than the City.

**Question 7:** With respect to other sources, so if we are a school district since we absorb utilities, facilities do we put that in program budget as other sources?

**Response:** Yes, as this is considered an “in-kind” contribution.

**Question 8:** Can we email you anytime until March 22<sup>nd</sup>?

**Response:** Respondents can email questions to Debra Ordaz at [debra.ordaz@sanantonio.gov](mailto:debra.ordaz@sanantonio.gov) until 4:30 p.m. on March 22, 2014. Any questions emailed after this date will not be answered.

**Question 9:** Do we have to designate which ones we are asking for, regarding funds?

**Response:** Respondents must indicate the program service category(s) they are requesting funding on RFP Attachment A, Part One Program Service Category Form that was posted in Addendum I.

**Question 10:** Can you verify the dates for FY2011, what the period is for on the total agency budget?

**Response:** Total Agency Budget:  
Actual Revenue and Expenditures FY 2011- Beginning October 1, 2010 and ending September 30, 2011  
Estimated Revenue and Expenditures 2012- Beginning October 1, 2011 and ending September 30, 2012  
Proposed Revenues 2013- Beginning October 1, 2012 and ending September 30, 2013

**Question 11:** The audit years and FY2011 will have different dates, how will that disparity be addressed? Will you use two FY audits (partial from each one) or will you use the previous FY audit?

**Response:** Respondents should use their agencies most recent audit and indicate the time frame it covers. For previous years, continue using you agencies fiscal year.

**Question 12:** If our foundation applies for a grant, in regards to insurance, if we subcontract, will we have to provide subcontractors insurance documents supporting being covered under insurance?

**Response:** Yes, Respondents should submit sub-contractors insurance documentation if they will be providing the services being awarded.

**Question 13:** Can we subcontract with someone to provide actual services?

**Response:** Yes, subcontractors can be used; however the entity submitting the proposal will be the fiscal agent.

**Question 14:** If we are proposing whether an education component or workforce, and our clients are teen moms, where we have to provide childcare, is childcare part of the program cost, because it doesn't meet very early childhood requirements?

**Response:** Respondents should indicate all program cost to operate program services in their budgets.

- Question 15:** In past we have had afterschool services; can we still refer to them as afterschool or math program and group them together under one proposal?
- Response:** Respondents should submit all afterschool services as one proposal and describe the types of services being offered in the Scope of Work, Program Performance Measures, and in the Proposed Plan.
- Question 16:** Regarding facilities and administrative costs, are facilities and administrative cost separate?
- Response:** Respondents may include the actual cost of some of their administration expenses; however the allocation must be detailed and cannot be reported as an overall administrative percentage.
- Question 17:** Is the Background section different for each proposal or the same thing for everything?
- Response:** Respondents are required to submit the Background section only once even if they are proposing to apply for more than one program service category.
- Question 18:** There is a section on Background, to detail employees, would that be different of employees they are different programs? And for that type of breakdown, do you put the employees in same order in each program?
- Response:** Respondents should provide employee descriptions for each program services they are applying for in the same order for each program service that funds are being requested.
- Question 19:** What are examples for the maintenance and repair materials line item? What if maintenance and repair is directly related to the program service?
- Response:** An example of a maintenance and repair can be repairs to the plumbing for the building in which the program services are conducted. If maintenance and repairs are directly related to the program services, Respondents can indicate those costs in the line item budget in the program budget detail.
- Question 20:** When will the Addendums be posted and will they posted at the same location where the RFP is located on the sanantonio.gov website?
- Response:** Yes, all addendums will be posted on the sanantonio.gov website. Addendum I was posted on 3/13/12. Addendum II will be posted by Friday, 3/16/12.
- Question 21:** We are a delegate agency that delivers meals to homebound seniors. Are the seniors' services programs included in this RFP? Would we submit an RFP for those services in the RFP process?
- Response:** Respondents that are submitting proposals to provide services to the seniors should submit programs that concentrate on supportive services that do not include the serving of meals through the Comprehensive Nutrition Program.
- Question 22:** On the experience, background, & qualifications section, it states that "the summary of this information shall exceed no more than two (2) pages". There is a lot of information requested for two pages, in the past there has not been a page limit for this section, our past proposal was seven pages for this section. Is it possible to have this expanded to more pages?
- Response:** Respondents are asked to limit this section to two (2) pages.

**Question 23:** I am requesting clarity on the submission for proposals according to category. We have 6 proposals to submit under the education category. Would these fall into one proposal? I understand that you only want one copy of General Information, and References, Background, Discretionary Contract Disclosure Form, Litigation Disclosure, Proof of Insurance, signature Page and Checklist. Then since we have 6 proposals under Education, you want 6 plans and 6 budgets. My concern is on the Background Section, as sections 6&7 of Background deal with staff of a project and describing the staff of 6 proposals and their tasks would be different to fit into a 2 page limit.

**Response:** Yes, your agency would submit 1 (one) proposal. If you have 6 programs that you are submitting under the Education goal, then yes there will be 6 Scopes of Work, 6 Balance Scorecard Performance Plans and 6 Budgets tabbed (separated) according to the program names. Your agency should indicate the staff tasks descriptions for each program in the Operating Plan there is no page limit for this section.

**Question 24:** How does the CMR report required monthly get reported? Is there an email of the report template you can send me?

**Response:** Once contracts are awarded, each agency will be assigned a Contract Monitor, who will send you their contact information and the forms (templates) that are to be submitted monthly. The CMR report will be sent to your assigned Contract Monitor each month.

**Question 25:** What is the frequency of reporting the document titled “balance scorecard performance plan”?

**Response:** The Balance Scorecard Performance Plan (BSPP) will be submitted with the proposal and may be changed or adjusted once contracts are awarded. The measures from the BSPP are transferred to the Contract Monitoring Report (CMR) which is reported monthly.

**Question 26:** I have a question regarding RFP012-029-DO. On page 24 of 35, the RFP reads, “The Budget Worksheet is available at <http://epay.sanantonio.gov/RFP> Listings/posted as RFP Attachment B in Excel format for download”. However, when I follow the link, I don’t see an excel version of Attachment B. Could you please provide this for me?

**Response:** Respondents can locate the budget forms in the excel format on the following address: <http://www.sanantonio.gov>, Scroll to **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); select Budget Forms General Fund & CCDS.

**Question 27:** I saw the instructions to find the budget excel spreadsheet in the Response to question #21, but I was only able to navigate to the Human Services website. From there, I couldn’t find **Partnerships**. I searched on the website for Partnerships; Delegate Agency Information Services; & finally budget forms. With that last search I found attached General Fund & CCDS budget forms. Could you tell me if that is the correct one to use for this RFP?

**Response:** Yes, the General Fund & CCDS forms are the correct excel forms. If Respondents are requesting ESG and/or HOPWA funds, please use those

Budget forms that are also located on the DHS website.

**Question 28:** Will the readers of our proposals be experts on the scopes of services under which we are applying for funding?

**Response:** Yes there will experts on each evaluation panel; however the entire panel may or may not consist of program experts.

**Question 29:** Can you please provide further clarification and/or examples of who can be used as a reference?

**Response:** Respondents should provide references that are familiar with their agencies and the operations of the agencies. References have to also be willing to respond to any questions regarding Respondents agencies if asked. An example of reference can be a subcontractor of the program you are requesting funds to support.

**Question 30:** How is “living wage” defined in the context of Long Term Job Training on page 5 of the RFP?

**Response:** “Living Wage is defined as, minimum wage. The list of targeted occupations can be found on the WSA website at: [http://www.alamoworksource.org/lmi/targeted\\_occupations.asp](http://www.alamoworksource.org/lmi/targeted_occupations.asp)

**Question 31:** With the addition of the Program Cover Sheet, will the numbering of tabs change, i.e., Tab 3 will be Scope of Work, Tab 4 will be General Information, etc.

**Response:** No, the numbering of the Tabs will not change. Respondents should include the Program Cover Sheet as the first form in RFP Attachment A, Part One, the second form will be the General Information, RFP Attachment A, Part One

**Question 32:** I cannot find the budget worksheets in Excel. I have looked on the website and have tried following the link provided in the RFP with no luck. Can you please tell me where I can find them?

**Response:** Respondents can locate the budget forms in the excel format on the following address: <http://www.sanantonio.gov>, Scroll to **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)**; select Budget Forms General Fund & CCDS.

**Question 33:** For RFP 012-029-DO, can we use the BSPP from the City’s website to fill out the Balance Scorecard? The Balance Scorecard form on the bidding site does not seem to work very well. It is difficult to input information on the form.

**Response:** Yes, Respondents may use the forms located on the Department of Human Services website for the Balance Scorecard Performance Plan.

**Question 34:** May we use a binder clip to secure the 5 Original copies of the proposal instead of a 3 ring binder?

**Response:** Yes, Respondents may use binder clips to secure the 5 hard copies of the proposal.

**Question 35:** Scope of Work, page 7 Attachment F of the Proposal Checklist. Is this what was previously called the Executive Summary? Is there a limit on how many

pages it can be?

**Response:** Yes, the Scope of Work was previously called the Executive Summary. There is no page limit, however once contracts are awarded, agencies may be asked to modify the Scope of Work during contract negotiations.

**Question 36:** Are we not required to submit the SBEDA information this year? I don't see it in the application and I just want to make sure I'm not missing it.

**Response:** Respondents are not required to submit the SBEDA information with their proposals. The SBEDA portion was waived from the Consolidated Funding Process.