CITY OF SAN ANTONIO

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

March 27, 2012

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

ADDENDUM IV:

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

Question 1: Under Attachment A, Part Two, Experience, Background, Qualifications, can questions numbers 6&7 be given in a single answer titled 6&7? We are applying for 4 different programs, each of which has some 5-8 different staff members for each project and their experience in #6 and then to relist each funded staff member in #7 and state their primary work assignment and percentage of time funded on the project.

Response: Yes, Respondents may submit the proposal combining #'s 6 & 7 in Attachment A, Part Two- Experience, Background & Qualifications.

Question 2: The Balanced Scorecard Performance Plan table is not working properly and we will need to tweak it. Is that ok?

Response: Respondents may tweak the Balance Scorecard to ensure that all measures are incorporated on the form.

Question 3: We are applying for three different areas…those areas are seniors adults, children, and VITA/Financial security. According to the other addendum answers, we are to have only one Attachment A, Part Two for Experience, Background, and Qualifications. Is that part supposed to be just very general for the agency, instead of our background, experience and qualifications for each of the areas we are applying

Response: Yes, Attachment A, Part Two Experience, Background & Qualifications general information about the agency. The program services should be described in Attachment A, Part Three – Proposed Plan.

Question 4: Because Attachment A, Part Two is so limited in space, do we have to include the question in the body or can we just number the answer?

Response: Respondents may number the information the Attachment A, Part Two.

Question 5: In regards to the CD and PDF files. The original application says the PDF file should be the complete application, not multiple files. On Addendum #, question 52 answers say we must submit each item listed on the Table of Contents with the correct heading as a separate file on the CD… so does this mean each CD should have 12 separate files now for each item listed on the Table of Contents instead of one complete application in one file?

Response: The CD's PDF should be in the same format as the hard copies of the RFP.

Question 6: On question 34 on Addendum 3, the question was regarding the font size of the word document we received from the city website. Attachment A, Part One with the General Information with the Format from the City. If I change that portion to size 12 from its current size, the format is completely off that form. What do you want us to do about that?

Response: If the size 12 font is creating a problem for Respondents, please use the size font that will fit on the General Information form. Respondents will not be penalized for font size.

Question 7: In Attachment A, Part Two: Experience, Background ,Qualifications, does question #6 & #7 only refer to the staff we are asking the City to pay for if awarded, or is it asking us to list ALL staff that will work on this project, whether or not they are paid by this contract?

Response: Respondent should list ALL staff assigned to the project in #6. In question #7, Respondent should identify key personnel that will be devoted to the project.

Question 8: Instead of five CD's of our proposal, can we submit five USB flash drives?

Response: Respondents must submit 5 CD's and 5 hard copies of the RFP. No USB flash drives are allowed.

Question 9: Please confirm if North East ISD is registered as a Non- Procurement vendor.

Response: Yes.

Question 10: Approximately when will the evaluation process be completed? Approximately when will the item be included on a city Council agenda?

Response: The evaluation process will approximately be completed in late May. The approximate date that City Council will adopt the Annual Budget is September 13th.

Question 11: Please clarify the location of the "Attachment A, part Once Program Service Category document within the submitted application packet. "The document states "To be submitted with Respondents Proposal Tab 1." The RFP page 8 provides a list of Tabs, with Scope of Work listed first; however, the proposal checklist Attachment F lists "RFP Attachment A, Part One" under the second tab, " General Information Form." Finally, does the Program Service Category document precede the other RFP Attachment A, Part One pages?

Response: Respondent should tab the proposal in the following order:
Table of Contents
Program Service Category Form – Tab 1
Scopes of Work (separate for each proposed program)- Tab 2
General Information and References- Tab3
Experience, Background & Qualifications- Tab 4
Proposed Plan (separate for each proposed program)- Tab 5
Balance Scorecard Performance Plan- Tab 6
Budget-Tab 7

Discretionary Disclosure Form- Tab 8
Litigation Disclosure- Tab 9
Proof of Insurability (listing coverage for each program service)- Tab 10
Signature Page- Tab 11
Proposal checklist- Tab12

Question 12: To access the Excel Budget Forms, RFP Attachment B, I followed the instructions in Question 21 of Addendum I since the RFP page at http://www.sanantonio.gov/RFPListings/Content.aspx?id=1491 does not include RFP Attachment B as an excel file. Four bullets related to the Budget Forms or worksheets appear on the Human Services page at: http://www.sanantonio.gov/comminit/comminitDelegateAgencies InformationServices.aspx. Two of these include the same three sheets described in the RFP Attachment B- Total Agency Budget, Program Budget and Line item Budget Detail Form- but the Program Budget sheet does not match the RFP Attachment B. Please specify which excel file should be used to complete RFP Attachment B?

Response: Respondent should use the General Fund/CCDS Excel forms found on the Department of Human Services website that was list in Question 21 of Addendum I.

Question 13: Part of the RFP recommends looking at Exhibit I as a reference for proposal submittal format. We did not find it there. Could you tell us where the best place to find this information is?

Response: Respondent should refer to sections 008 & 010 of the RFP and submit the proposal format in the following order:
Table of Contents
Program Service Category Form – Tab 1
Scopes of Work (separate for each proposed program)- Tab 2
General Information and References- Tab3
Experience, Background & Qualifications- Tab 4
Proposed Plan (separate for each proposed program)- Tab 5
Balance Scorecard Performance Plan- Tab 6
Budget-Tab 7
Discretionary Disclosure Form- Tab 8
Litigation Disclosure- Tab 9
Proof of Insurability (listing coverage for each program service)- Tab 10
Signature Page- Tab 11
Proposal checklist- Tab12

Question14: Is there a specific formatting for body of the proposal if we are applying for 2 categories?

Response: Respondent should submit the proposal in the following order:
Table of Contents
1-Program Service Category Form – Tab 1
2-Scopes of Work (separate for each proposed program)- Tab 2
1-General Information and References- Tab3
1-Experience, Background & Qualifications- Tab 4

2-Proposed Plans (separate for each proposed program)- Tab 5
2-Balance Scorecard Performance Plans- Tab 6
2-Budgets-Tab 7
1- Discretionary Disclosure Form- Tab 8
1-Litigation Disclosure- Tab 9
1-Proof of Insurability (listing coverage for each program service)- Tab 10
1-Signature Page- Tab 11
1-Proposal checklist- Tab12

Question 15: Are we required to charge the sliding scale fee for the After School Program? It does not state anything in the RFP about a fee to be charged?

Response Respondent should incorporate any fees that their program charges to reflect the programs services in its entirety.

Question 16: We are a school district operation on a fiscal year of September 1 through August 31. We have completed audits for years ending August 31, 2010 and August 31, 2011, and we have an adopted budget for year ending August 31, 2012. We are in the process of preparing budgets for 2013 now, but we are in the very early preliminary stages.

Per the response for question 11 on Add II, it's my understanding that when completing the Total Agency Budget I may use 2010 and 2011 audited information based on our fiscal year. However, this conflicts with question 10 and question 6 regarding the Total Agency Budget which the response has been to use the City's fiscal year.

In the past we have always reported the proposed COSA budget according to the COSA fiscal ear, and or previous and projections based on our fiscal year.

Basically: Can I use the proposal's budget based on the City's fiscal year and all other Agency budgets based on our fiscal year?

Response: Yes, Respondents must ensure that they note with an (*) indicating the City's fiscal year and the Respondents agency fiscal year.

Question 17: When looking at the total agency budget, I do not see a formula for the Administrative Cost % Allocation. Please provide a description of what the formula should calculate?

Response: There is no formula for the Administrative Cost % Allocation.

Question 18: Should the reported 3 years be Actual 2010, Actual 2011 and Projected 2012?

Response: The **Total Agency Budget** should reflect:

Actual Revenue and Expenditures FY2011- Beginning October 1, 2010 and ending September 30,2011

Estimated Revenue and Expenditures – Beginning October 1, 2011 and ending September 30,2012

Proposed Revenue FY2013 – Beginning October 1, 2012 and ending September 30, 2013

Question 19: Is there a limitation about which funding streams can be used for the in-kind match?

Response: Yes, Respondents cannot use in-kind match for funds that they are currently receiving from COSA.

Question 20: Are the budget forms available as an excel spreadsheet?

Response: Respondent can find the Budget Worksheets in excel on the following website: http://www.sanantonio.gov/comminit/comminitDelegateAgencies InformationServces.aspx . Respondent should use the General Fund/CCDS forms on the website.

Question 21: On the City's "Discretionary Contracts Disclosure" form, we are asked in Item #3 to name the individual or entity seeking a contract with the City and then in item #7.b to list their political contributions to any member of the City Council or related Council actions. My question is this, all non profit organizations have a board of directors; these are the closest thing we have to "owners." There are also Officers of that board (President, Vice President, etc.). Do we report political contributions of all board members, Officers only, or none of these?

Response: Contributions made by all officers and board members should be reported on the Discretionary Disclosure Form.

Question 22: In Addendum IIII (question 34) you said that we should alter the Word forms to reflect 12 point type. Should we also alter the Excel forms to reflect the 12 point type? That may change the look of the forms considerably?

Response: If the size 12 font is creating a problem for Respondents, please use the size the font size that will fit appropriately. Respondents will not be penalized for font.

Question 23: Re question 52 on Addendum III, should there be 12 separate files on the CD, one for each tab? Or, if we have 9 scopes under tab 2 should we have 9 separate files, one for each program? This approach would be applied to each tab with programs under it, thus we would have many separate files, maybe 44

Response: Respondents should format the CD's just like the hard copies. For example, place the 9 scopes under tab 2 as one file like it would be submitted as the hard copies.

Question 24: We just encountered one additional question. In the past, the After School Challenge Program required all program sites to charge participants sliding-scale tuition. Is this still a requirement for projects that are submitted under the After School category?

Response: Yes.

Question 25: I have a question regarding the eligibility of organizations. The RFP states: "Eligible organizations include public entities, community based organizations, faith-based organizations, non-profit organizations, and other qualified organizations." MED TEAM, INC. is a for profit organization. We have extensive experience in providing services to Seniors. Services include wellness education, nutritional counseling, Brian Boosting programs, and FII prevention. Are for profits, "other qualified organizations?"

Response: For profit organizations are NOT an eligible entity for the services procured for this RFP.

Question 26: With the respect to the Discretionary Contracts Disclosure, what does question the term “ party” refer to in question one? We will not have a partner, but we will have a subcontractor. Would the subcontractor mean party?

Response: No, the term “party” is the entity that is directly that will be directly contracting with the City. Subcontractors can be listed under Question #5 of the Discretionary Contracts Disclosure form.

Question 27: RFP Attachment A, Part One- General Information, question 6. We are an independent school district, and we do not have a corporate officer per se. Our Central Administration building is located in Bexar county with a SA physical address. We have 5 schools located within the city limits. With respect to answering questions regarding the number of employees. Would this be for a) central office admin located in Bexar County, b) campuses located in San Antonio, or c) central admin in Bexar County and campuses located in SA?

Response: C.

Question 28: RFP Attachment C: Discretionary Contracts Disclosure Form. It looks like this is a “high profile contract.” When I click on that choice more information drops down on the form, in particular I want to know about /conflict of Interest Questionnaire (CIQ). Do we submit this form with the proposal? Can we check to see if this form is already on file from previous City contracts (#2 on the form asks if we are filing an update to a previously filed questionnaire)? And who would we list as the local government officer? Or do we wait to fill out this form after we have been selected for the grant?

Response: All Respondents should submit their CIQ form with their proposal. The CIQ form is used to report certain business and employment relationships and gifts given to local government officers or a family member of the officer. For this purpose, a local government officer is (a) the mayor pr any city council member; (b) the City manager; (c) a municipal court judge or magistrate; or (d) the member of any City board or commission which is more than advisory in nature. See Section 176.006 of the Texas Local Government Code for further information regarding the contents of the disclosure and Section 176.001 for definitions. The CIQ form must be submitted even if the vendor has no business relationship or affiliation to disclose, in which case, the vendor must state “Not applicable” or N/A on the form. If a form that has been previously submitted is no longer accurate, is incomplete or requires updating, the Respondent should submit an updated form.