



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM I

SUBJECT: Request for Proposals for cafécollege, (RFP 6100002452), Scheduled to Open: March 8, 2013;
Date of Issue: February 12, 2013.

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: February 26, 2013

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. **ADD:** Exhibit 4, cafécollege Floor Plan. Exhibit is posted as a separate document
2. **ADD:** Exhibit 5, City of San Antonio SBEDA Program Presentation– SBE Subcontracting Goal and M/WBE Subcontracting Goal. Exhibit is posted as a separate document.
3. **CORRECTION:** Proposal due date in section 010, Submission of Proposals, has been revised to read as follows:

“Proposals must be received in the City Clerk's Office no later than 2:00 pm, Central Time, on March 8, 2013.”

4. **REMOVE:** The following information has been removed from Section 004, Scope of Services (For details regarding layout and number of rooms, please refer to Exhibit 4, cafécollege Floor Plan):

“There are three large classrooms and three small conference rooms for use. The site includes two computer labs and furnished computers.”

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On February 21, 2013 the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for cafécollege. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

- Question 1: What could be the role if we don't want to run or operate the center and are not an eligible entity, but would like to partner or help with the services?

- Response: Only the prime contractor must be an eligible firm, as stated in Section 004, Scope of Services, firms can partner with eligible entities to provide services as a subcontractor.
- Question 2: Is it required to submit a copy of the State of Texas small business certificate to validate small business certification with our response?
- Response: A copy of the actual certificate is not required, however it can be helpful. The only requirement is to include the certification number in Attachment E, SBEDA form titled "Utilization Plan."
- Question 3: Is it expected that the incumbent will keep administrative offices in the building after the existing contract for cafécollege expires?
- Response: The office space that the incumbent occupies is a completely separate agreement. The current lease agreement with the incumbent will not be affected as a result of this solicitation.
- Question 4: Is there a fixed cost per square foot for leasing space at cafécollege?
- Response: Respondent awarded this contract will not be responsible for any lease payments. Part of the agreement for operating cafécollege would include the occupancy of the facility at no cost; however, the Respondent would be responsible to maintain it.
- Question 5: What is the size of the facility and how much of this facility space is dedicated to cafécollege?
- Response: Facility size or square footage for cafécollege is 8,896 square feet. See Exhibit 4 –cafécollege floor plan for details.
- Question 6: Is the existing operating budget public information?
- Response: Yes, the existing operating budget is public information. That information can be obtained by submitting an open record request which takes 10 days to process or by going to the City of San Antonio's City Council electronic agenda.
- Question 7: Are there other delegating agencies included in the total funding for this project?
- Response: The funding for this project does not include other delegating agencies, nor are other delegating agencies part of this project. The funding allocated for this project is for one eligible agency, and its proposed subcontractors, to fully manage, maintain and operate cafécollege.
- Question 8: Please clarify question located in Attachment A, Part Three, Proposed Plan question #4, b.1.
- Response: Correspondence used with this system such as letters, emails, reports, and other forms of communication or reporting from this system.
- Question 9: Will the furniture and the computers remain as part of the equipment left for use by the awarded Respondent?
- Response: Yes, the furniture and the computers will be included for use by the awarded Respondent.

Question 10: Who is responsible for providing the data management system or software needed to track required indicators?

Response: The Respondent is required to include data management system in their proposal. The City requires certain indicators that will need to be tracked and reported as requested.

Question 11: Is it expected that current staff will remain in place if incumbent is not awarded the new contract?

Response: No, the existing staff is not expected to remain and the awarded Respondent will be responsible to hire necessary staff to operate cafécollege.

Question 12: Is it acceptable to include reference letters in our response?

Response: At a minimum, the Respondent should provide references in their response, as requested. Such letters can be included if the page limitations specified in Section 010, Submission of Proposals, paragraph titled Proposal Format, are within the specified guidelines.

Question 13: Can the funding plan be made available in Word format?

Response: Yes, Attachment B has been uploaded in Word format.

Question 14: cafécollege is currently serving 20,000 people per year. Is the City seeking to meet this goal or increase that number?

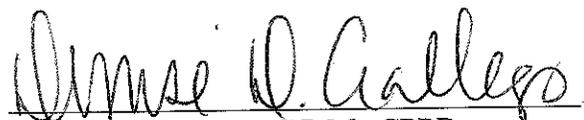
Response: The City of San Antonio has determined that the primary goal of the program is the quality of services provided and not just the number of people served. However, the City would expect to keep serving the same number of people or as there is demand.

Question 15: Should advertising be included in the funding plan?

Response: Yes, the proposed budget or funding plan should also include advertising.

Question 16: Are matching funds required?

Response: No.



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature