



City of San Antonio

ADDENDUM III

SUBJECT: Request for Proposals - Consolidated Human and Workforce Development Services, (RFP 14-008, 6100003962), Scheduled to Close: April 23, 2014; Date of Issue: March 10, 2014

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

DATE: March 27, 2014

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

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

1. **Revise:** Section 004, Scope of Work, Long Term Job Training web link revised as:

http://www.workforcesolutionsalamo.org/lmi/targeted_occupations.asp
2. **Add:** RFP Attachments in Word Version, these attachments are posted as a separate document to this addendum. In addition to the release of RFP Attachments in Word Version, RFP Attachment A, Part One, Program Service Category, has been REVISED.
3. **Delete:** RFP Veteran-Owned Small Business Preference Program Requirement to include:
 - a. Attachment E – Veteran-Owned Small Business Preference Program *Identification* Form
 - b. Section 008 – Proposal Requirements, Veteran-Owned Small Business (VOSB) Preference Program Identification Form
 - c. Section 012, Evaluation Criteria: Veteran-Owned Small Business Preference Program (5 points)
4. **Revise:** RFP Veteran-Owned Small Business Preference Program Requirement to include:
 - a. RFP Exhibit I - Veteran-Owned Small Business Preference Program (VOSBPP) Ordinance to read as the following:
“For more information on the program, refer to the Veteran-Owned Small Business Program *Tracking* Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Preference Program *Tracking* Form.”
 - b. Attachment E – Veteran-Owned Small Business Preference Program *Tracking* Form
 - c. Section 008 – Proposal Requirements, Veteran-Owned Small Business (VOSB) Preference Program *Tracking* Form
 - d. RFP Attachment G, Proposal Checklist, VOSB Program Form item to read as the following:
“*Veteran-Owned Small Business Program *Tracking* Form – RFP Attachment E”
5. **Revise:** RFP Section 012, Evaluation Criteria: Funding Budget (**30 points**) to read as the following:

<i>Budget</i>	30	<i>Funding Justification-</i> Reason why the issue should be addressed with City funding is clearly stated; level of funding requested is clearly justified; if an increase in funding is requested, clear justification for the increase is provided. Program budget narrative is included that provides detail explanation of line item budgets.	1-15
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	<i>Program Budget-</i> budget is accurate, complete, and reasonable; expenses and revenues are in line and consistent across years. Budget is connected to results and pricing is reasonable and in line with services and other programs. **Extra points may be assigned for demonstrated program cash match.	1-15
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6. **Revise:** RFP Section 002 and 011 Restrictions on Communication, 1st paragraph to read as the following:
 “Implementation of a no-contact period policy has been approved by City Council. Definitions of the “no-contact period,” “Respondent,” and “contact” for purposes of the policy may be found in the *Exhibit IV* of the RFP. This section is consistent with the policy.”

RFP Section 002 and 011 Restrictions on Communication, 2nd paragraph, 1) to read as the following:
“Respondents are prohibited from communicating with: 1) City officials and their staff”;

7. **Revise:** RFP Section 003, Background, to revise and include the following paragraph:
 “Eligible organizations include public entities, community based organizations, faith based organizations, and non-profit organizations. **“For-Profit” organizations, firms, businesses, etc. are not eligible for award under this RFP.**”
8. **Add:** Sign-In Sheets from the Pre-Submittal Conferences dated March 18, 2014.
9. **Revise:** RFP Attachment B, Delegate Agency Budget Forms, Excel Version. This file has been updated is attached to this addendum as a separate document.

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

On March 18, 2014, the City of San Antonio hosted two (2) Pre-Submittal Conferences to provide information and clarification for the Consolidated Human and Workforce Development Services Request for Proposals. 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: Can you please provide us with the answers to the 21 question you read during the presentation?
 Response: Yes, these questions are addressed in this addendum under section QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION.
- Question 2: I understand that the term of the contract will be for one year and may be extended for an additional year with Council approval is this change from past years or is it still the same?
 Response: This is still the same, the contract will be awarded for a one-year period and 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.
- Question 3: For Haven for Hope training for parents will this contract be counted as Haven for Hope Campus Support Services?
 Response: The Haven for Hope Campus Support Services Category includes programs that provide food, counseling services, and culinary arts training for residents at the Haven for Hope Campus.
- Question 4: Are you accepting proposals for any and all categories in SA2020?
 Response: No, just the SA2020 categories listed in the RFP for Education, Community Safety, Economic Competitiveness, and Family-Well Being.
- Question 5: If my agency is submitting multiple proposals for different program will we need a separate 990, audits for each proposal and will each proposal have a separate Scope of Work?
 Response: Agency will need to submit a separate Proposed Plan, Scope of Work, Scorecard, and Budget for each program submitted indicating which category and subcategory applying under. Only one copy is required for the IRS 990, audit and performance reports and audited financial statements for the proposal.
- Question 6: How many new agencies are you looking to fund with the New Agency Innovation Fund?
 Response: The City does not have an established number and will be based on the number of proposals and quality of the proposals that are received.

- Question 7: What are the service areas for Education Section category?
Response: The City is seeking proposals for all San Antonio area school districts.
- Question 8: Who will be eligible to participate; students, parents, schools?
Response: Client eligibility will be determined by the organization submitting the proposal.
- Question 9: How will the contract reimburse funds (receive payment) from the City and are for startup costs/funds available for any agency?
Response: Awarded agencies will be required to submit monthly invoices and will be reimbursed by the City on a monthly basis. Existing agencies will not be awarded start up costs. There will be consideration in the New Agency Innovation Fund.
- Question 10: What is the ideal number to be served for each Council District?
Response: There is no ideal number for each Council District. The City seeks proposals to all Council Districts for services. Proposals should be based on what your organization is capable of serving.
- Question 11: Under the New Agency Innovation Fund, the City indicates that waiver's may be considered for proposals that are submitted. Can you clarify the different type of waivers that will be offered?
Response: Agencies should demonstrate that they can fulfill the requirements of the RFP. The City may consider a waiver of certain RFP requirements for new agencies with appropriate justification should you make the request.
- Question 12: In the RFP it states that you need 5 copies of the proposal on compact disk (CD) containing an Adobe PDF version, do you mean 5 CDs each one having an entire proposal?
Response: Yes, to clarify we will need the five (5) hard copy originals AND five (5) separate CDs including the Respondent's entire PDF proposal copy as well as the each separate file of the proposal requirement "items" listed in Section 008 in each CD copy.
- Question 13: For Attachment E Veteran-Owned Small Business Preference Program if we are not veteran owned do we put N/A or leave it blank?
Response: Please refer to above changes noted to the Veteran-Owned Small Business (VOSB) Preference Program in this addendum document. The document should be filled out with business information and if you are currently certified as a VOSB for tracking purposes. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.
- Question 14: As per page 10 IRS 990 Submit most recent audited financial statements, IRS 990, and past two (2) years of performance and audit reports, will you accept 3 years?
Response: Yes, 3 years is acceptable.
- Question 15: Is there a disadvantage or a benefit for providing services to one Council District, certain Council Districts or all Council districts?
Response: The City seeks proposals to all Council Districts for services. Proposals should be based on what your organization is capable of serving.
- Question 16: Will the RFP forms be available in Word?
Response: Please see amended change above (#2) in this addendum. Yes, RFP attachments are attached to this addendum as a separate document in the Word Version.
- Question 17: For page 8 does the City have a term limit for future funding?
Response: The City does not at this time.
- Question 18: For this RFP are you working with all Independent School Districts (ISD) or just certain ISDs?
Response: The City is seeking proposals for all San Antonio area school districts.
- Question 19: Do we have to provide a Score Card for each services category and for each sub category?
Response: Organizations will need to submit a Scorecard for each program they are submitting a proposal for.

- Question 20: Is there an identified area of need that the City has identified where services are needed? If yes will that be made available?
 Response: The four categories and services are listed in the RFP as Family Well-Being, Education, Community Safety, and Economic Competitiveness.
- Question 21: Can a “for-profit” organization apply or is this RFP only for non-profits?
 Response: “For-Profit” organizations, firms, businesses, etc. are not eligible for award under this RFP.” Please refer to addendum change #7 noted above.
- Question 22: Most Veteran-Owned Small Business are privately owned how can we apply?
 Response: Please refer to above changes (#2 and #3) noted to the Veteran-Owned Small Business (VOSB) Preference Program in this addendum document. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.
- Question 23: Will being a Veteran-Owned Small Business impact reimbursement of funds?
 Response: Please refer to above changes noted to the Veteran-Owned Small Business (VOSB) Preference Program in this addendum document. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Reimbursement or payment for contracted services to a Veteran-Owned Small Business will be handled in accordance with established procedures and in the same manner as reimbursement or payment to non-Veteran-Owned Small Businesses.
- Question 24: Looking at the score for the budget is the total point correct, because it has 1-15 and 1-15?
 Response: Please refer to above changes (#2 and #3) noted to the Veteran-Owned Small Business (VOSB) Preference Program in this addendum document. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). As an effect to this change, the funding budget total points have been revised and the breakdown of Funding Justification and Program Budget of 15 possible points each in this category is correct.
- Question 25: Looking at the total score if I am not a Veteran-Owned Small Business the most I can score is 95, is this correct?
 Response: Please refer to above changes (#2 and #3) noted to the Veteran-Owned Small Business (VOSB) Preference Program in this addendum document. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). As an effect to this change, the funding budget total points have been revised as well, please see change #5 noted in this addendum.
- Question 26: SA2020 has established goals does the City have established goals?
 Response: The City seeks proposals that are in alignment with the SA2020 initiatives and City Council Investment priorities: Community Safety, Economic Competitiveness, Education, and Family Well-Being.
- Question 27: Is the audit that the City does the audit reports that you are looking for?
 Response: No, please provide the Audit of your agency as prepared by a third party such as an independent auditor.
- Question 28: Are you looking for audits report the services that are being proposed or are you wanting audits of other programs that are funded with different dollars?
 Response: Please provide program audits and performance reports for the programs your organization is submitting a proposal for.
- Question 29: When will the addendum be release?
 Response: The City plans to release addendums, changes, updates, etc. as soon as possible after staff review and approval. Please anticipate an upcoming 4th addendum the week of March 31st with final Q&A’s.
- Question 30: Is it necessary to provide everything listed in the sub category or can we just focus on some?
 Response: No, please submit proposals of the services your organization would like to provide.
- Question 31: Is a budget narrative needed, is there a form or can we provide our own?
 Response: Yes, the budget narrative is needed, and no, the City does not have a form available.
- Question 32: New Agency Innovation funds are these applicable to non profits?
 Response: Yes.

- Question 33: For senior services programming does this only apply to services at one of the City's Senior Service Centers or is it open to other areas?
 Response: This is open to the City supported sites at one or more of the 65 community-wide senior nutrition program sites, including the 8 full-time Comprehensive Senior Centers, 10 City-operated sites and 47 sites operated in partnership with community and faith-based organizations.
- Question 34: If we receive Federal funds from the City are these considered City funds or Federal funds?
 Response: All funds flowing through or from the City, whether Federal or General Funds, will be considered City Funds.
- Question 35: Evaluation Committee Voting Members will the addition, 11 evaluation committees with members to include City staff and Community and Business Representatives be made available and will the no contact period all apply to them? After all other members are finalized, will their information become available?
 Response: The list of committee members that have been confirmed with the Department of Human Services is available on the City's website and portal, under the document attachment titled "Solicitation and Committee Information." The Restrictions on Communication and the Anti-Lobbying (Black-Out Period) sections of the RFP apply to these members and future members of the evaluation committees. It is known that additional members will be added to the committees, but the decisions are not yet final on who these members might be. Unfortunately, the City may not have the opportunity to release these names before the RFP closes.
- Question 36: Are fill-able PDFs available?
 Response: Please see amended change above (#2) in this addendum. Documents are released as Word version attachments, not fill-able PDFs.
- Question 37: What are the most common errors you see on proposals submitted?
 Response: Typically, the City has encountered Respondents failing to sign the signature page, missing components/requirements/forms of the RFP for evaluation, unorganized tabs/sections, not performing a spell check, and late submittals of their responses.
- Question 38: I wasn't clear on using the SAePS portal for submittal. Do we submit through SAePS?
 Response: Although this RFP was released through the SAePS portal, electronic submittals in response will not be accepted. Hard copy submittals are required as the only option for submission to the Office of the City Clerk, 2nd Floor at City Hall for this RFP.
- Question 39: Past Performance References – please define what that means? Do we need letters of reference or support?
 Response: On the General Information Form, Attachment A, Part Two, please list references from your organization should the City want to contact for the level and quality of services your organization has provided.
- Question 40: Can a past performance reference be a past City contract monitor?
 Response: No.
- Question 41: P. 51 Scorecard - please define Data Source and Reporting. What is that?
 Response: Data Source and Reporting is for inclusion of certain reports or systems that your organization will use in compiling and reporting data to the City on the Scorecard. The City is sponsoring an optional Performance Measurement and Grant Writing Workshops provided by an Independent Consultant from April 1 - 4, 2014. More information can be found at this link (<http://www.sanantonio.gov/humanservices/about/Partners/Contractors.aspx>).
- Question 42: Does 5 copies also mean 5 CD's are required? Does 5 copies mean 5 signed originals?
 Response: Please refer to response for Question #12 in this addendum.
- Question 43: Is there a place to show previous awards received for similar RFPs?
 Response: Yes, the City's Annual Adopted Budget includes this information, please see link, <http://www.sanantonio.gov/Budget/BudgetFY2014-Adopted.aspx>.
- Question 44: Can you be more specific about the question whether you have anyone or anything that adds value to your program?
 Response: Examples would be an organizations license, staffing certifications and qualifications, research based curriculum and baseline data that could be provided in your proposal.

- Question 45: P. 51 – Clarification – what are you looking for in the Outputs Section?
Response: Outputs would include what your agency will report and tabulate the results of an activity or process that can be expressed effectively; a quantifiable number. The City is sponsoring an optional Performance Measurement and Grant Writing Workshops provided by an Independent Consultant from April 1-4, 2014. More detailed information can be found at this link (<http://www.sanantonio.gov/humanservices/about/Partners/Contractors.aspx>).
- Question 46: P. 49 - Summary says no more than 3 pages. Does this mean 3 pages max for the Narrative; does the 3-page limit include forms and charts?
Response: The 3 page limitation is for the narrative.
- Question 47: Family Well-Being - p. 6 Basic Needs Section – do all of your clients need to have a disability?
Response: No, the RFP states programs that reduce poverty and prevent homelessness by providing direct assistance and case management to eligible disabled individuals awaiting social security disability or supplemental income benefits. Programs providing direct assistance with food, clothing, uniforms, school supplies, personal hygiene items, eye glasses, prescriptions, and medical equipment for vulnerable populations.
- Question 48: Rapid Re-housing- does this mean we have to meet the HUD ESG requirement? Our current contract is from General Funds since not all of our clients have disabilities.
Response: Organizations must be able to provide Rapid Re-housing services as defined by HUD and be able to report HUD required performance data. However, the funding source, whether grant or general fund, will be determined during the budget process. If your agency wants to be considered for ESG (Emergency Solutions Grant) funds, you must meet ESG requirements. Organizations should be clear in its proposed plan the client eligibility and services provided.
- Question 49: If some of our clients qualify for a child care subsidy and we contract with CCS, is it a conflict if we apply?
Response: There should not be a conflict as long as your organization does not claim payment for the same services under two separate contracts.
- Question 50: If we have multiple areas/indicators – do we mark more than one box for each area in the proposal subcategories?
Response: If organizations are submitting for multiple categories/subcategories, please indicate on the Program Service Category Form on the RFP, Attachment A, Part One. Please refer to Question 5 on this addendum on submitting proposals for multiple programs.
- Question 51: What do you mean by Senior Services? Does that mean all Senior Services? We provide classes at Senior Centers – do our programs qualify for this category?
Response: Senior Services as defined in this RFP on Page 6 are programs that should focus on wrap-around services at the centers to include but are not limited to fitness classes such as Zumba, Arthritis Foundation Stretch, yoga, dance therapy, social and cultural activities such as arts and crafts, oil painting, ceramics, ballroom dance, and language instruction, computer instruction and counseling and disability services.
- Question 52: Scope/Service p. 5 - doesn't line up with the Scorecard Indicators. Can they be different from each other/submitted differently?
Response: They are somewhat different as the Scorecard provides more additional detail of what is included on the Scope of Service. The Scorecard is designed to drill down further into the services and measurements for reporting purposes.
- Question 53: Do we have to address the agency match requirement in the proposal?
Response: Yes, this is required.
- Question 54: Please explain Agency Match: what is considered Agency Match vs. Program Match? Which (if either) would we apply In-Kind toward?
Response: In the RFP, refer to Section 003 - Background, page 4 for an explanation of Agency Match. Program cash match are revenues and expenses derived from sources other than City funds that directly support a specific CoSA funded program. Indirect expenses are not accepted. At this time, program cash match funds are not required. If your agency chooses to submit program cash match, additional points may be assigned for demonstrated program cash match. In Kind will not be considered.

- Question 55: Could you explain the Agency Match Requirement?
 Response: In the RFP, refer to Section 003 - Background, page 4 for an explanation of Agency Match.
- Question 56: Audits and 990s – are they absolutely required? There are different versions for agencies – what is permissible/required?
 Response: If your agency is not required to file a Form 990 with the IRS, please provide a copy of your agencies most recent tax return filed for your agency.
- Question 57: Agency Match – in the far right column what is different from p. 55?
 Response: Page 55 is a program budget that summarizes the following by cost categories:
 - The amount of funding your agency is requesting from the City for this specific COSA program.
 - The amount of direct funding your agency intends to receive from Other (Non-COSA) Sources, such as State, Federal, and Private Funders to support this specific COSA program.
- Question 58: We aren't required to file a 990 – we're under an IRS Ruling. Do we post only our Ruling?
 Response: Please provide the letter from the IRS stating this ruling.
- Question 59: Budget - do we use Excel or PDF only to submit the budget?
 Response: Please use Excel templates posted as a separate attachment to the RFP to submit your budget; this has been updated as an attachment to this addendum.
- Question 60: Are you going to add p. 55 to the Excel spreadsheet?
 Response: Yes, this is included in the "Attachment B – Funding Budget" tab 2 of the excel document on the RFP webpage; this has been updated as an attachment to this addendum.
- Question 61: Agency Match- where do we put the In-Kind Match?
 Response: In Kind match will not be considered.
- Question 62: Total Agency Budget - this is confusing. Page 54 lists Revenues & Expenditures in the 1st column and the 2nd column lists Actual Revenue. Do I list my Expenditures as Other?
 Response: Revenue and expenditures should be entered on each row under the correlating fiscal year.

Example: Your agency received \$100,000 in revenue from the federal government in FY13 and spent \$95,999 of this award in the same fiscal year. Input this on Row labeled "4. Federal Government" as seen below. The "Other" Category is for revenue and expenditures not listed, such as revenue from the sale of equipment, etc.

TOTAL AGENCY BUDGET						
Agency Name:						
REVENUES & EXPENDITURES	Actual Revenue FY 2013	Actual Expenditures FY 2013	Estimated Revenue FY 2014	Estimated Expenditures FY 2014	Projected Revenue FY 2015	Projected Expenditures FY 2015
1. City of San Antonio (COSA)	50,000.00	49,995.00	75,000.00	75,000.00	80,000.00	80,000.00
2. Local Government (other than COSA)						
3. State Government						
4. Federal Government	100,000.00	95,999.00	100,000.00	100,000.00	125,000.00	125,000.00
5. United Way						
6. Foundation Grants						
7. Donation						
8. Other (list)						
Sale of Equipment	2,000.00	2,000.00	0.00	0.00	0.00	0.00
TOTAL	\$152,000.00	\$147,994.00	\$175,000.00	\$175,000.00	\$205,000.00	\$205,000.00

- Question 63: Budget Match - do you want me to match per category (personnel, etc.) or just as a total on the budget form?
 Response: In the RFP, refer to Section 003 - Background, page 4 for an explanation of Agency Match.

- Question 64: If we submit a program match, where do we show that?
 Response: On the last column of the "Program Line Item Budget" Tab 3 which is located in the RFP "Attachment B – Funding Budget" form; this has been updated as an attachment to this addendum.
- The amount of program match must be entered for each budget category on the Program Line Item Budget, Tab 3:
- o Personnel Services
 - o Contractual Services
 - o Commodities
 - o Fixed Charges
 - o Capital Outlay
- Question 65: If submitting Program Match, do you still have to submit an Agency Match? Is the Agency Match separate?
 Response: Yes and yes, program match should be placed on the last column of the "Program Line Item Budget" tab 3 and agency match must be submitted on the "Non-COSA Match Funding Verification" Form. Both forms are located on the RFP webpage.
- Question 66: Budget and other Forms- Will you put the new forms on the website and will you date or label them as "Final" so we can use the current forms?
 Response: Please use "Attachment B – Funding Budget" on the RFP webpage; this has been updated as an attachment to this addendum.
- Question 67: Budget -
 a. P. 54 - Narrative – no more than 2 pages?
 b. P. 55 – Program Budget – one page is missing on the Excel
 c. Match - can't find where you're requesting this
 d. P. 56- is this only for ESG or for everyone to use?
 Response: a. Yes, no more than 2 pages. This form is included in the excel spreadsheet on the RFP webpage; it has been updated in this addendum.
 b. Match can be found on Section 3, page 22 of the RFP.
 c. This column is for everyone's use. The column has been updated and the title's name changed to Program Only-Agency Match.
- Question 68: If currently funded but we changed our name, do we identify ourselves as a New Agency or as an Existing Agency?
 Response: Please identify your organization as an Existing Agency.
- Question 69: Can you give more information about the Agency Innovation Fund?
 Response: Funding is for new agencies that the City has not provided awards to in the past under the Human and Workforce Development Services Funding process. Award amounts are not yet determined. Funds can be used for program support, agency operations, or capacity building and should support programs that align with SA2020 goals of the community as represented in this RFP.
- Question 70: Program Service Category for New Agencies - we can't write the category in the document. Will you add this category later?
 Response: The Program Service Category, Attachment A, Part One of the RFP has been updated as part of this addendum.
- Question 71: New Agency Innovation – is there any difference in what new vs. existing agencies submit in a proposal?
 Response: No, there is no difference in the RFP proposal requirements for new agencies. The City may consider a waiver of certain RFP requirements for new agencies with appropriate justification should a new agency make the request.
- Question 72: New Agencies - does this mean new to the City or just new all together?
 Response: Funding is for new agencies that the City has not provided awards to in the past under the Human and Workforce Development Services Funding process.
- Question 73: Is funding for New Agencies a percent of their bottom line or is there a bracket under consideration?
 Response: No amounts have been established.

- Question 74: If you are applying for different sub-categories, do you want separate responses in the RFP Part 3 (Background) and Part 4 (Plan) for each category we are applying? Do you want separate Scorecards for each program?
 Response: Agency will need to submit a separate Proposed Plan, Scope of Work, Scorecard, and Budget for each program submitted indicating which category and subcategory applying under. Only one copy is required for the IRS 990, audit and performance reports and audited financial statements for the proposal.
- Question 75: Are you considered a New Agency if you applied before but were not previously funded?
 Response: Funding is for new agencies that the City has not provided *awards* to in the past under the Human and Workforce Development Services Funding process.
- Question 76: New Agency – do we select a box for New Agency and a category? Is there a percentage designated for New Agencies?
 Response: Yes, the Program Service Category, Attachment A, Part One of the RFP has been updated as part of this addendum. No amounts have been established.
- Question 77: Could you apply to a general Header category without submitting as a New Agency? Should we submit 2 proposals – one as a New Agency and one under a general Header category?
 Response: Please apply under the Scope of Service category your program fits that aligns with SA2020 goals. If submitting as a new agency, indicate as well on the Program Service Category, Attachment A, Part One.
- Question 78: Is there a limit of how much money is available to fund new agencies?
 Response: No amounts or limits have been established.
- Question 79: Doesn't the City know if you're a New Agency?
 Response: The City has a list of agencies funded through this process in the past.
- Question 80: New Agency – p. 43 & p. 51 – will you go throughout the document and correct or list this as Category #4?
 Response: Yes, the Program Service Category, Attachment A, Part One of the RFP has been updated in this addendum.
- Question 81: What are the percentages of the budget dedicated to each category?
 Response: Please refer to Section 003, Background, page 4, here we have provided the FY2015 Allocations.
- Question 82: Do you have a range of funding for Youth grants?
 Response: No.
- Question 83: Who decides which grants/programs get funded?
 Response: City staff will make recommendations based on evaluation committee feedback. City Council makes final award decision based on these recommendations.
- Question 84: Is there any way to apply as a partnership? Is there a cap on that?
 Response: Yes, you may apply as a partnership and there is no cap to submissions.
- Question 85: What percentage is funded in each category?
 Response: Please see Section 003, Background, page 4 of the RFP, we have provided the FY2015 Allocations.
- Question 86: How can a small business agency base its proposal if we have no idea of total funding numbers for each category? How can we submit a succinct, precise proposal to align with budget priorities?
 Response: Please submit a proposal and dollar amount based on the services your program is able and willing to offer that addresses the service area and client population. Funds requested should be based on the cost to provide those services for a one year period, or a 12 month budget. 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.
- Question 87: Could you supply a list of agencies funded in the last RFP with the award amount?
 Response: Yes, the City's Annual Adopted Budget includes this information and is available at this link, <http://www.sanantonio.gov/Budget/BudgetFY2014-Adopted.aspx>.

- Question 88: Addendum - will it address all questions asked or will there be multiple Addendums?
Response: There will be an additional addendum anticipated to be released the week of March 31st as a final Q&A.
- Question 89: Are we supposed to look for multiple Addendums? Will you e-mail us a notice when/if the Q&A timeline is extended?
Response: It is the Respondent's responsibility to review the City's website and portal for any changes to the RFP and responses to questions that may be released prior to submission of a proposal.
- Question 90: Please explain the difference between the After School Challenge and the RFP.
Response: After School Challenge services are not part of the RFP. After School Challenge focuses on providing onsite after school programs that support education success, promote age appropriate activities, academic instruction (stem clubs and computer programs), increased school attendance, grade progression, tutoring, math and science enrichment, and recreational activities.
- Question 91: Can anything under College Readiness apply toward an After School program?
Response: Programs should focus on higher education attainment including ACT and SAT preparation, college exploration, assistance with scholarships and financial aid applications, and college retention initiatives. Programs must be provided in coordination with cafécollege and should report SA2020 identified college readiness, enrollment, and/or completion results.
- Question 92: At-Risk - is this category separate from After School programs? Does that mean our program cannot operate after school? What is the difference between After School Challenge and after school At-Risk Youth Behavior Prevention programs?
Response: The At-Risk Youth Behavior Prevention Category is focused on programs addressing risky youth behavior including teen pregnancy, truancy intervention, deterrence from gang participation and crime and substance abuse prevention and shelter services. Programs can be provided during out of school time hours but should focus primarily on preventing at-risk behaviors. After School services are not part of this RFP, and focus on providing onsite after school programs that support education success, promote age appropriate activities, academic instruction (stem clubs and computer programs), increased school attendance, grade progression, tutoring, math and science enrichment, and recreational activities.
- Question 93: If we have more than one program or have several programs to submit, do you want only one proposal with the multiple Head categories/sub categories in it, or do you want separate proposals for each Head category/sub category?
Response: If organizations are submitting for multiple categories/subcategories, please indicate on the Program Service Category Form on the RFP, Attachment A, Part One.
- Question 94: Is there a limit on how many proposals an agency can submit? Are multiple submissions allowed from one agency?
Response: There is no limit to how many proposals an agency can submit. Yes, multiple submissions are allowed from an agency.
- Question 95: If our program fits more than one category, should we apply to different categories?
Response: No, please pick on one category per program.
- Question 96: When researching SA2020 items, there are multiple versions available online. Can the City provide the current version for Family Well-Being that it is working from?
Response: Below are the links to the Original SA2020 Report and the SA2020 Progress Report which includes the Family Well-Being section.
http://www.sa2020.org/wp-content/themes/sa2020/pdf/SA2020_Final_Report.pdf
http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report_FINAL.pdf
- Question 97: Kinder Readiness – which is the current definition for SA2020?
Response: Please see link, <http://www.sa2020.org/causes/education/>.
- Question 98: Can two agencies partner together and submit a proposal together?
Response: Yes.
- Question 99: Can the City release the dollar amount that will be available for the New Agency Innovation Fund?
Response: This dollar amount is unknown at this time.
- Question 100: How does the City know what agencies have been funded in the past?
Response: The City has records of agencies that have been funded in the past. For example, for FY2014, the City's Annual Adopted Budget includes this information at this link, <http://www.sanantonio.gov/Budget/BudgetFY2014-Adopted.aspx>.

Question 101: How will we know that the forms on the website have been updated?
 Response: They will be released as part of this addendum and updated on the website and portal with the release of the addendum.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 102: Is this RFP limited to San Antonio and surrounding counties of San Antonio? Or is this open to any Veteran Owned Company, regardless of location, to respond to the RFP?

Response: The RFP doesn't stipulate anything as far as location of organization proposing to provide services, as long as services are provided to City of San Antonio residents.

Question 103: Are there specific "funds-available" for the proposed projects?

Response: City Council has established priorities for the FY 2015 follows:

Investment Priority	FY 2014 Allocation	FY 2015 Allocation	Variance
Community Safety	8.80%	14.93%	+6.13%
Family Well-Being	51.13%	44.22%	-6.91%
Education	32.04%	29.87%	-2.17%
Economic Competitiveness	8.03%	10.98%	+2.95%

Question 104: The IRS 990 form appears to be for non-profit organizations only. Could you please clarify this requirement?

Response: If your agency is not required to file a Form 990 with the IRS, please provide a copy of your agency's most recent filed tax return.

Question 105: Will the agency accept Independently Reviewed Financial Statements versus Audited Financial Statements?

Response: Yes, independently reviewed financial statements will be accepted with your RFP Packet. In the event of an award from CoSA, additional requirements may require Audited Financial Statements.

Question 106: Is there a past performance template?

Response: No.

Question 107: How many past performance references are required?

Response: Three references are required.

Question 108: References: Is the contact someone who was a former client who received services? I'm confused on how the client would be familiar with this or any contract?

Response: This would be another organization, agency, or contract a Respondent may have where they provided their services.

Question 109: This is our first year to receive funding and we work with CoSA DHS regarding the monitoring of our contract. Is the RFP what we submit to reapply for funds?

Response: If your organization would like to continue receiving City funding in FY 15 and FY 16, your organization must apply as a respondent and submit a proposal for future funding.

Question 110: Is a separate RFP for the CDBG grant or is this proposal also for CDBG as well?

Response: CDBG funds are not part of this RFP process and are handled separately by the City's Planning and Community Development, Grants Management Office. You may apply for funding through: <http://www.sanantonio.gov/gma/>. You may also find contact information on the Grants Management Office website.

Question 111: In regards to the Human Services RFP, would children's mental health funding be a part of this process/funding?

Response: Please refer to the Scope of Services Section of the RFP, Section 004.

Question 112: I am a federal government contractor and my service is accepted as a veteran-owned small business. Would you know if that would also qualify me as a Veteran for the City of San Antonio?

Response: Please refer to above changes noted to the Veteran-Owned Small Business (VOSB) Preference Program in this addendum document. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.

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- Question 113: Will the contract be awarded to more than 1 vendor, if qualified?
Response: There is no set number as to how many organizations will be awarded funds/contracts under this RFP. The City plans to award to multiple agencies.
- Question 114: How will the awarded vendor reach out to the individuals under the education section in each Council district?
Response: Potential Respondents should identify the population they will serve and service area and location. Reaching out to clients for the services being offered should be part of the Respondent's proposed plan which could include outreach services. Through the award and budget process, City and Respondent will have an opportunity to further define and negotiate the service area.
- Question 115: Are you required (the vendor) to have a training facility or site for the participants to attend the adult learning programs in each Council district?
Response: This is not a requirement, but potential Respondents should put in their submitted plan how services will be conducted, delivered and the location(s) and area(s) for services to be held within their proposed plan.
- Question 116: Will a list of the school sites be provided to each proposed vendor prior to the completion of the RFP?
Response: It will be the responsibility of potential Respondents/organizations submitting a proposal to state where their proposed services will be provided, such as location, geographies, etc.
- Question 117: In regards to the CoSA RFP – Consolidated Human and Workforce Development Services, is the CoSA looking for a contractor to provide support to already established programs or are you looking for a contractor to establish proven programs to support SA2020 goals?
Response: Any organization can apply whether new or existing, but have to support SA2020 vision and goals.
- Question 118: Am I accurate in assuming that the after school programs will have a separate RFP out later this year?
Response: There will not be a separate RFP; the City is contracting directly with the School Districts through interlocal agreements.
- Question 119: Listed in the RFP, page 5 under scope of service are the SA2020 goals/areas that will be considered for funding. Under Education-Kinder Readiness, it states that programs should report school readiness results from the SA2020 identified assessment tools. On the SA2020 website under kinder readiness, there are proposed assessment tools (TPRI, EMAT, EDI) but none defined as the actual tool to be used. Has there been a decision by the City on which tool will be used to assess kinder readiness?
Response: The range of funding will vary. The City has not made a decision on a tool. These are examples and are left up to the organization to establish or explain what tools they will use in their proposal.
- Question 120: What is the typical range of funding given to selected organizations?
Response: The City's Annual Adopted Budget may be reviewed for the typical range of funding. See the FY14 Budget at this link, <http://www.sanantonio.gov/Budget/BudgetFY2014-Adopted.aspx>.
- Question 121: Will this procurement be a multiple award task order contract? Meaning – will more than one organization be awarded pieces of the contract?
Response: The City plans to make award to multiple agencies for various programs. However, if agencies would like to collaborate with each other and submit a proposal under one primary agency, that would be fine. The primary agency could subcontract a portion of services to the other collaborating agencies.
- Question 122: On page 7 of the RFP, there is a link to find currently targeted occupations (http://www.alamoworksource.org/lmi/targeted_occupations.asp). Regardless of the link selected on this page, I'm taken to a page of ads. Are you able to distribute the list of targeted occupations?
Response: Please see amended change above (#1) in this addendum to the link that is referenced in the RFP document.
- Question 123: Would it be possible for our organization to apply to the Dept. of Human Services for funding of after-school programs in the visual arts we run at a variety of SAISD, Harlandale, and Edgewood schools?
Response: As long as they are in response to the Scope of Service section of the RFP.
- Question 124: After the contract has been awarded, what information on students, adults, and families will be available? How will the vendor know who is qualified to participate under the education section?

- Response: Depending on the category that a Respondent will reply to will define the participant audience and qualification for services. Organizations will manage their eligibility documentation or process.
- Question 125: On page 50, RFP Attachment A, Part Four Proposed Plan, Item D – Client Capacity and Item F – Age of Participant Population to be served by Program do not allow for gender identification.
- Response: Please refer to page 50, RFP Attachment A, Part 4, Proposed Plan, Service Plan, E., which includes Ethnicity and Gender of Participant Population.
- Question 126: If our Program Outcome/Result Measures captures one particular gender (male or female only) in attendance, how do we report the count in total capacity number of clients in Item F and total for age grouping in Item F to account for one gender only?
- Response: Please state on Item E, of the Attachment A, Part 4, Proposed Plan, Service Plan that indicates gender and total.
- Question 127: In other words, can Items D and Item F be divided as male and female with a total number of clients similar to Item E – Ethnicity & Gender table?
- Response: Item D., provides by Council District, Item E., provides by Gender, and Item F, provides by Age. All should total the number of clients projected to be served.
- Question 128: On page 48 #6 the RFP asks for an organizational chart and job/task descriptions. On page 50 Management and Staffing Plan the RFP also asks for an organization chart and job-task descriptions. Should we submit the organizational chart and job descriptions twice? If not in which section should we include the organizational chart and job/task descriptions?
- Response: Provide organizational chart and job descriptions only once. Page 40, #6 asks for more detail on qualifications and relevant experience of staff.
- Question 129: On page 49 #1 the RFP asks for a timeline, schedule of event/tasks and Operating Days/Hours for the proposed program. On page 50 (b) the RFP asks for a timeline and schedule of events/tasks and (c) asks for the operating Days/Hours for the proposed program. Should we list this information twice? If not in which section should we include the timeline, schedule of tasks and operating hours?
- Response: Only provide the information once. Page 49 and 50 are both part of Attachment A, Part Four but can be provided in either format.
- Question 130: Is there a page limit for the information requested on page 50?
- Response: Please refer to page 49, it states to limit to three (3) pages.
- Question 131: On page 11 the RFP mentions securely binding the proposal. Will binder clips be acceptable to use instead of a 3-ring binder?
- Response: Yes.
- Question 132: Is Very Early Childhood Centers a part of this RFP?
- Response: The funding for Very Early Childhood Center and Early Childhood Professional Development categories was redirected by City Council to other Education priorities in this RFP.
- Question 133: On page 8 the RFP states that a proposal needs to contain "past performance and audit reports for the last two (2) years." Do you want the audit or performance reports from all funders for existing programs?
- Response: Please provide program audits and performance reports for the programs your organization is submitting a proposal for.
- Question 134: Are the Organizational Chart and job descriptions part of the stated page limits in the RFP?
- Response: No.
- Question 135: Senior Services are listed on page 6 as an eligible activity but no SA 2020 indicators are listed under Senior Services. When answering the questions on page 51 of the RFP, what Outcomes/Results Measures can we list that will tie into SA 2020 for a Senior Services program?
- Response: On page 51 of RFP, Delegate Agency SA2020 Scorecard has a selection of #8 Seniors Healthy and Living Independently. The Family-Well Being connects to the other vision areas of SA2020 for example; health and fitness.
- Question 136: Clarification on the Agency Match - Do the matching funds need to be spent directly on the portion of the GO! Arts project being funded by the City, or can other Contractor operations expenses or a separate similar program also run by us be used

to match those funds provided by the City? BHA runs 3 programs, and we'd like to know if it's valid to use expenses from a different program as an agency match to the GO! Arts program in City facilities that we propose.

Response: In the RFP, refer to Section 003 - Background, page 4 for an explanation of Agency Match. Program cash match are revenues and expenses derived from sources other than City funds that directly support a specific COSA funded program. Indirect expenses are not accepted. At this time, program cash match funds are not required. If your agency chooses to submit program cash match, additional points may be assigned for demonstrated program cash match. In Kind will not be considered.

Question 137: Clarification on the Program Match - At the meeting it was stated that in-kind contributions were to be listed as program match. The instructions state: " *At this time, In-Kind or program match of 20% will not be required of the Contractor additional points may be awarded for those proposals that demonstrate a cash program match.*" BHA has significant in-kind contributions to report and cash income from operations other than the GO! Arts program we want to use City funds to support. Are both in-kind and these expenditures valid to count as program match? Is it helpful to submit this program match even if it is not required?

Response: No, in-kind will not be considered. Yes, if your agency chooses to submit program cash match, additional points may be assigned for demonstrated program cash match.

Question 138: Clarification about Salaries covered by City Funding - We want to hire 2 new staff positions to manage the additional workload of the GO! Arts City contract. If we receive other grant funding to cover those salaries, which type of match are salary expenses? Are those salaries limited to only 20% of the contract budget? Or can one position be designated as doing work for only the City contract at 100% funding?

Response: Salary expenses paid by your agency from Non-CoSA awards may count towards your Total Non-COSA match and program cash match.

If the 2 new staff positions are hired and funded by Non-CoSA grants/awards, these expenses may be utilized by your agency as Total Agency Non-CoSA match as long as the Non-CoSA grantor does not have any restrictions against using the grant/award expenditures as matching funds towards other contracts. Please refer to your Non-CoSA grantor to determine restrictions and applicability.

Salaries are not limited to 20% of the program budget. However, you will need to consider the administrative cost percentage when determining your agency's budget.

All salaries charged to a CoSA funded program must be supported with approved and signed timesheets or certifications. Time sheets reflect time actually worked by the employee on a CoSA funded program and any other programs your agency may have. All cost charged to a CoSA funded program must be a direct cost. Indirect costs are not accepted and will not be reimbursed.

Question 139: The link to this RFP's Discretionary Contracts Disclosure is a bad link. Please send the correct link to the document required for this RFP. We found a form called ContractsDisclosureForm.pdf. Is this the correct form? Kellen, our ED filled in Questions, I2a., but doesn't know what this means in the Discretionary Disclosure form: Item #2b: Originating department--there's a drop-down arrow, but nothing opens and nothing can be input in the form. Please explain Originating Dept. Is it the Dept of Human Services, where this RFP originates?

Response: The correct link is listed in the RFP, please see link: <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf> For Item 2: Contact Information b) Originating Department, there is a drop down for Department of Human Services. Department of Human Services is the originating department listed for this RFP.

Question 140: We want to apply as a new agency. Which RFP requirements might be waived for us? Audited financial statements? What would be a successful justification of the need to waive a requirement?

Response: Applying as a new agency will not grant an automatic waiver of RFP requirements. Due to the varying dynamics of each agency, we are not able to provide a general list of RFP requirements to be waived.

Question 141: Please clarify the amount of a "small grant" for new organizations--\$10,000 to \$50,000, for example. Or is it a percentage of our total budget or project budget?

Response: No amounts have been established.

Question 142: Will you post an example of a successful response or tell us where we can review one? We have never filled out this set of forms before, and need more guidance, particularly in that you will not be answering questions after March 20.

Response: The City does not post prior proposals as part of the RFP process in order to avoid the inadvertent release of proprietary information. A Respondent may request a prior proposal submission through an open records request; however, the City offers no guarantees that a proposal would be released with sufficient time to review prior to the RFP proposal submission deadline, or even released at all. The party who submitted a proposal in the past has the right to request that the Texas Attorney General permit the entire proposal, or parts of it, to be withheld based upon the argument that it contains proprietary information, and the Texas Attorney General is permitted 45 days to respond to the request. New respondents that submit a proposal pursuant to this RFP would, in turn, have the right to ask that their proposals be protected from release in the future.

Question 143: The link to this RFP's SA2020 Indicator Report is a bad link. Please send the correct link to the document required for this RFP. We found a form called SA2020-Indicator-Report_FINAL. Is this the correct form at this link:
<http://www.sa2020.org/this-is-progress/>

Response: The link was verified and located at the bottom of the SA2020 Scorecard.
http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report_FINAL.pdf

Question 144: Please provide a link to the CoSA approved source for list of approved 65 senior centers.

Response: <http://www.sanantonio.gov/humanservices/SeniorServices/SeniorCenters.aspx>

Question 145: On the RFP Attachment A part one instructions state: to "check the box that applies to your proposal program service category. However, do not submit the same program proposal twice simply because it appears that the program could fall into more than one category." If our program proposal fits into more than one category are we to select only one category on Attachment A Part One?

Response: Please pick only one category per program submittal.

Question 146: The same question applies to the Delegate agency SA2020 scorecard?

Response: Please submit one Scorecard for each program proposal.

Question 147: If our program proposal has multiple SA2020 & other indicators (on the SA 2020 Scorecard), is a separate scorecard required for each indicator, or can all indicators be included on one program scorecard?

Response: Please use one Scorecard for all indicators.

Question 148: What forms, if any are required in duplicate if our program proposal covers more than one indicator?

Response: Please use Attachment A, Part One, Program Service Category form to indicate which category(ies) your program falls within.

Question 149: Instructions for RFP Attachment B (pg. 52) state "the summary of this information shall exceed no more than 2 pages." What information is to be included in the summary, the budget narrative, funding justification and explanation of administrative costs?

Response: On page 52 of the RFP, please include your statement for items 2 and 3. The summary of this information shall exceed no more than two (2) pages. An explanation of administrative cost is not required at this time.

For the budget section of the RFP:

In the RFP listed on the page titled RFP Attachment B the instructions state to submit the following items:

Budget worksheet

Budget Narrative

Funding justification

Question 150: Does the Budget Worksheet include the two Budget Forms (Total Agency Budget and Program Budget Line Item Detail)? If so, than the Budget Worksheet is actually two worksheets that are titled Total Agency Budget and Program Budget Line Item Detail. I was unable to find a form on the website labeled "Budget Worksheet."

Response: It will include three worksheets: "Total Agency Budget," "Program Budget," and "Program Line Item Budget" Forms. Please use the link on the RFP webpage titled "Attachment B – Funding Budget." This has been updated with this addendum as a separate attachment.

Question 151: Is there a particular format or page limitation for the Budget Narrative?

Response: There is no format for the Budget Narrative. The summary of the budget narrative and funding justification shall exceed no more than two (2) pages.

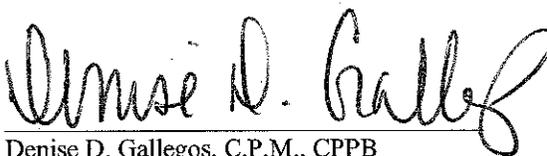
Question 152: Is there a particular format or page limitation for the Funding Justification?
Response: There is no format for the Funding Justification. The summary of the budget narrative and funding justification shall exceed no more than two (2) pages.

Question 153: In the RFP listed on the page titled RFP Attachment B item 4 reads: Funding for administrative costs may not exceed 20% of total budget. Is there a list of costs the City of San Antonio considers administrative costs? Do you want administrative costs identified separately on the Program Line Item Budget form?

Response: Please refer to the Personnel Services Schedule on the Program Line Item Budget Form for a definition of administrative costs. Each position included on this form must have a "position type" selected. Under the "Fringe Benefits" category, within the same form, total associated fringe benefits must be allocated appropriately between "Program" and "Admin" based on the selection of "position types" for the positions listed in the Personnel Services Schedule.

Question 154: It was mentioned there was one additional service category in addition to the 4 aligned with the SA2020 service areas. We are a small nonprofit and have not applied for City funding previously. We believe that the additional category was suitable for first time applicants?

Response: Yes, the New Agency Innovation Fund is considered for agencies that have not previously received funding under this RFP process through the City. Agencies should also indicate on the "Program Services Category" form, Attachment A, Part One, the SA2020 category for the services they are applying under.



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

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature