



City of San Antonio

ADDENDUM IV

SUBJECT: Request for Proposals for 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: April 1, 2014

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

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

1. **Revise:** RFP Section 003, Background, to revise and include the following paragraph:

“At this time, a *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. An *agency* match is still required and shall be of a type consistent across all contracts in the same service category.”

2. **Add:** Sign-In Sheets from the “Fiscal-Related” Pre-Submittal Conference dated March 24, 2014.

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

On March 24, 2014, the City of San Antonio hosted one (1) additional “Fiscal-Related” 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: Total Agency Match, is that shown in the Match Requirement?
Response: In the RFP, refer to Section 003 - Background, page 4 for an explanation of Agency Match and Section 3.3, page 22 of the RFP.

Question 2: When will the RFP awards be announced?
Response: In September 2014, City Council will approve awards and recommendations in the City Ordinance & awarded contracts will begin on October 1, 2014.

Question 3: When will the contract start?
Response: Contracts are anticipated to begin on October 1, 2014 with Council approval in September.

Question 4: When is the total RFP dollar amount going to be released?
Response: That is not yet determined.

Question 5: The column that is labeled ESG Programs Only Match is the match column?
Response: Yes, but the column has been updated to reflect “Programs Only-Agency Match” on this form as part of Addendum III.

Question 6: Where will the total agency match be reported?
Response: Addendum III includes the updated Fiscal forms; please use “Non-COSA Match Funding Verification” form (new) to enter your agency match.

- Question 7: When submitting the budget packet, what does the budget packet consist of?
 Response: Budget Package includes Total Agency Budget, Program Budget, Program Line Item Budget form, Non-COSA Match Funding Verification Form, Funding Justification, and Budget Narrative.
- Question 8: Does the agency create our own justification page or does the City have one?
 Response: Agencies will need to submit their own justification sheet, the City does not have one created for distribution.
- Question 9: Will there be an extension to the RFP deadline?
 Response: No, this RFP is due on April 23, 2014 at 2:00 p.m. to the Office of the City Clerk at City Hall.
- Question 10: How many years of past performance does an agency need to submit?
 Response: The agency's past two years.
- Question 11: Was there a change to the budget forms from past years?
 Response: Forms have been updated, but the process has not changed.
- Question 12: Is there going to be an updated invoice?
 Response: The invoice will be updated at a later date.
- Question 13: We are required to submit the most recent 990, Audit & 2 years of performance reports, is that correct?
 Response: Yes, the most recent two years of the IRS 990 and Audit and two years of program and fiscal monitoring/performance reports.
- Question 14: The justification in the funding budget doesn't have to be in an excel version, can it be in a word version?
 Response: We will accept either.
- Question 15: We don't see transportation services on any the program levels? Only included in two possible categories, do not know if this fits in the SA2020 vision?
 Response: The City does not have a dedicated category to transportation services. Transportation can be a supportive service to one of the Categories in the RFP.
- Question 16: What's the difference between Attachment 2 and 3 for B?
 Response: Addendum III includes the updated Fiscal forms, only one "Attachment B – Funding Budget."
- Question 17: When will we know the final addendum is posted?
 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 18: What we understood was that if an agency submits a budget of 500,000 we are responsible for 50% match. The calculation provided was 500,000/.50 would be 1,000,000 dollars. It was further explained that if you submit a budget of \$500,000 you are responsible for matching the program \$500,000.00. This would be a 100% match. 50% of 500,000.00 is 250,000.00. Please clarify. How are we expected to match?
 Response: To clarify, the City requires that applicants demonstrate that they will raise a certain percentage of the amount they are requesting from the City as a "match." Your agency match must equal either 50% or 35% of the TOTAL of COSA funds and Non-COSA matching funds. Please see example below:

	<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	
	COSA Funds	Agency Match (Non-COSA)	Total Funds	Match % of Total
	Amount of \$ you are requesting from the City	Amount of Non-COSA \$ you may have already been awarded, have on hand or are promising to raise by other means as a match. Availability of funds should be for the COSA contract period.	Total of COSA funds and Non-COSA funds (column 1) and Agency matching funds (column 2)	Percentage match is of the total— Calculate this amount by dividing the match (column 2) by the total (column 3)
<i>Example 1</i>	\$100,000	\$100,000	\$200,000	50%
<i>Example 2</i>	\$1,000,000	\$538,462	\$1,538,462	35%

Question 19: Does COSA allow for indirect costs (administrative costs) as a percentage of the request? Example: 26% of the requested \$40,000 will support indirect costs.

Response: Indirect costs are not accepted. Direct administrative costs are accepted. Please refer to Attachment B, Funding Budget Updated 03-27-14, Tab 3 – Program Line Item Budget, line 7, for a definition of Administrative costs. Only direct administrative costs are accepted.

Question 20: When is the total RFP dollar amount going to be released?

Response: The dollar amount will be released sometime during the City’s budget process. Recommendations to City Council will be announced in August 2014.

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

Question 21: Could you publish or make available the sign in sheets from each of the pre-submittal conferences?

Response: Yes, Addendum III was released on March 27, 2014 with sign-in sheets from the first two conferences on March 18, 2014 and sign in sheets from the third conference held on March 24, 2014 will be provided with this Addendum IV as a separate document.

Question 22: Please clarify what a “performance and audit report” exactly is as referenced on page 8, paragraph 7 and page 10, paragraph 9. Does this refer to an A-133 audit? How does the performance and audit report differ from the audited financial statements?

Response: The City is asking for organizations to provide the last two years of agency program audits and performance monitoring reports. These are different from the organizations Audited Financial Statements which could include A-133. The City is also requesting the most recent IRS 990 and Independent Audited Financials Statements.

Question 23: Does COSA allow for indirect costs (administrative costs) as a percentage of the request? Example: 26% of the requested \$40,000 will support indirect costs.

Response: Indirect Expenses are not accepted. Direct Administration costs are accepted. Please refer to the Personnel Services Schedule on the Program Line Item Budget Form. 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 24: What we understood was that if an agency submits a budget of 500,000 we are responsible for 50% match. The calculation provided was 500,000/.50 would be 1,000,000 dollars. It was further explained that if you submit a budget of \$500,000 you are responsible for matching the program at a minimum of \$500,000.00. This would be a 100% match. 50% of 500,000.00 is 250,000.00.

Please clarify. How are we expected to match?

Response: To clarify, the City requires that applicants demonstrate that they will raise a certain percentage of the amount they are requesting from the City as a “match.” Your agency match must equal either 50% or 35% of the TOTAL of COSA funds and Non-COSA matching funds. Please see example below.

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Question 25: Regarding the **References Form**: Who is that intended for? Is it intended to be given to clients who have used the services within the last 3 years or partner agencies? The wording is somewhat confusing. The form is page 47.

Response: On the General Information Form, Attachment A, Part Two, please list references that your organization can list should the City want to contact for the level of services and quality of services your organization provides.

- Question 26: The Scorecard form on the web-site isn't the same that is in the RFP. When will that be form be posted or is the form located somewhere else?
- Response: There is no Scorecard posted on the RFP website. Please use the one in the RFP webpage.
- Question 27: When will the RFP Document for the Programmatic Part of the proposals be updated under the Consolidated Human & Workforce Development Service (FY 15/16) Bidding & Contracting Opportunities?
- Response: Release of updates, revisions, and Q & A's was released on Addendum III of this RFP.
- Question 28: How would such programs fit in the framework of this RFP? Sometimes "enrichment" doesn't sound very strong.
- Response: Please review the Scope of Service, Section 004 in the RFP and refer to the Education category.
- Question 29: Regarding the agency match, our grant funding for the following cycle will be approved in September. Since this is projected income and out of our control, can we still use it as part of our organizational budget match?
- Response: Yes; however once awards are announced; the agency match will be verified by the City staff.
- Question 30: Our organization is interested in applying for the upcoming RFP; however I have a question regarding one requirement. If we are a relatively "new" nonprofit, as of 2012, and have not received sufficient funds to require an audit (no more than \$50,000/yr), are we still eligible or could that requirement be waived as mentioned in the RFP under the "new innovation fund". We do have independent CPA prepared compiled financial statements.
- Response: Only agencies that received \$500,000 or more in federal funds are required to provide evidence of single audit. Financial statements compiled by an independent auditor are acceptable.
- Question 31: On page 48, RFP Attachment A, Part Three, Question 8 asks to "Describe Respondent's type of financial statement assurance, financial procedures....and financial accountability." If we provide audited financial statements and Form 990 information plus other financial documentation, then our answer is rather straight forward that we follow "generally accepted accounting standards" for nonprofit organizations.
- Response: Is this the type of narrative you are seeking on page 48, RFP Attachment A, Part Three, Question 8?
Please describe board oversight, organization's ability to report realistic budgets, fundraising activities, and program income, if any. Yes, audited financial statements will confirm your organization's ability to follow "generally accepted accounting standards," but would like for your organization to provide more in-depth information on the rest of the question.
- Question 32: There are two ATTACHMENT A, PART FOUR- PROPOSED PLANS. The first Proposed Plan states that we cannot exceed three (3) pages which has Operating/Service Plan Question 1. identical to the second Proposed Plan (with Council District, Ethnicity, and Age of Clients tables) Service Plan a.b. & c. What is the difference? Is the second Proposed Plan (with tables) also three pages?
- Response: Please only provide the information once. Page 49 and 50 are both part of Attachment A, Part Four, but can be provided in either format. The summary of information provided shall exceed no more than three (3) pages.
- Question 33: Please define "performance and audit report." Please give examples of what might be included in a "performance and audit report."
- Response: Respondents can include internal monitoring reports, funding agency or grantor monitoring reviews or audits, or any other monitoring reports or reviews that have been conducted on an organization's programs.
- Question 34: On page 43, 016 RFP Attachments, the New Agency Innovation Fund option referenced on page 5 does not appear among the choices for submission. Please clarify.
- Response: The Program Service Category form, Attachment A, Part One, has been updated on Addendum III.
- Question 35: "Funding for administrative costs may not exceed 20% of total budget." Is there a concrete definition of what is classified as "administrative costs?" Are those strictly applicable to full-time staff? Or do they include contract labor hired specifically for this one project only?
- Response: Please refer to Attachment B, Funding Budget Updated 03-27-14, Tab 3 – Program Line Item Budget, line 7, for definition of Administrative costs. Only direct administrative costs are accepted. This applies to all agency staff working the COSA specific project.
- Question 36: Page five has the scope of service and includes "Adult Learning"; however, page 43 does not include "Adult Learning" as one of the sub categories under EDUCATION that you will be checking off. Is it possible that this is just a mistake that it is left off? Or could it be a mistake that they included it as a sub category of EDUCATION?
- Response: The Program Service Category form, Attachment A, Part One has been updated on Addendum III.

- Question 37: Under Scope of Service on page 5 of the RFP, if we submit a proposal with more than one program service category, can you clarify what attachments have to be submitted separately for each program service category (ex: Education and Community Safety Net)?
- 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 38: Under Audits and IRS 990 Reports on page 8 of the RFP, you request “past performance and audit reports for the last two (2) years.” Is the expectation for us to submit ONLY past *financial* performance reports or all performance reports to include financial and operational?
- Response: Respondents can include internal monitoring reports, funding agency or grantor monitoring reviews or audits, or any other monitoring reports or reviews that have been conducted on an organization’s programs. These reports will encompass any performance and audit reports to include program and financial in nature.
- Question 39: Under Proposal Requirements on page 9 of the RFP, do you want the five (5) copies on one CD or five separate CDs?
- Response: 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 40: Under Submission of Proposal on Page 11 of the RFP, do you want the five (5) originals to be in five separate binders or five originals all in one binder?
- Response: Hard copies of the five (5) originals should be in separate 3-ring binders or other securely bound fashion.
- Question 41: Under Funding Budget on page 52 of the RFP, can you define what constitutes administrative costs not to exceed 20% of total budget?
- Response: Please refer to Attachment B, Funding Budget Updated 03-27-14, Tab 3 – Program Line Item Budget, line 7, for definition of Administrative costs. Only direct administrative costs are accepted.
- Question 42: Will City of San Antonio owned Y buildings be considered fundable under senior services sites?
- Response: The City seeks proposals that support Senior Services City senior sites whether it is the 8 full time Comprehensive Senior Centers, 10 City operated sites, and/or 47 sites operated in partnership with community and faith based organizations.
- Question 43: Will after school challenge sites be funded through this RFP or will there be a separate RFP released as the Scope of Services includes Education - 3rd grade reading which applies to challenge programming.
- Response: After School Challenge services are not part of the RFP. There will not be a separate RFP; the City is contracting directly with the School Districts through interlocal agreements.
- Question 44: For Kindergarten Readiness the target funding explanations states agencies should report school readiness results from SA2020 identified assessment tools. Is there such a tool? The SA2020 Indicator Report from June 2013 states it is under review, currently developing target and/or LEAD assessing indicator quality.
- Response: Please refer to SA2020 Progress Report at the following link: http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report_FINAL.pdf.
- Question 45: Do childcare (preschool, afterschool, summer) programs qualify for funding under the Haven for Hope Homeless Campus Support Services if they held onsite at Haven for Hope? Or do these programs fall under Basic Needs?
- Response: After School Challenge and childcare services is not part of the RFP. Summer care programs are considered. The Haven for Hope Homeless Campus Support Services is for food and counseling services at Haven for Hope. Basic Needs services are programs that provided direct assistance and case management to eligible disabled individuals and for programs that provide direct assistance with food, clothing, uniforms, school supplies, personal hygiene items, eye glasses, prescriptions, and medical equipment.
- Question 46: On page 7, under the Scope of Service (004) category – New Agency Innovation Fund is listed as a separate category, but we were also told that we must select another category as well. Can we get clarification on this?
- Response: 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.

- Question 47: On page 8, under the Audits and IRS 990 Reports (also listed on page 10 – Performance/Audit Reports, Independent Audited Financial Statements & IRS 990), it was communicated at Pre-Submittal Conference that we do not have to provide this if we do not have these (we are small and have only had to send in the IRS 990 postcard). We were told that audits weren't a requirement, and to send in whatever IRS documents we had. We want to confirm that this is true.
- 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. Please provide program audits and performance and monitoring reports for the programs your organization is submitting a proposal for.
- Question 48: On page 43, Program Service Category – there are inconsistencies between Scope of Service (page 7), the Delegate Agency SA2020 Scorecard (page 51), and Program Service Category. Why aren't these consistent?
- Response: The Program Service Category form, Attachment A, Part One, has been updated on Addendum III.
- Question 49: Same page as #3 above, can you clarify whether we need to submit separate proposals for each program service category, or if we can add a separate attachment for each? This was confusing during the Pre-Submittal Conference.
- 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. If organizations are submitting for multiple categories/subcategories, please indicate on the Program Service Category Form on the RFP, Attachment A, Part One.
- Question 50: Page 51 – Delegate Agency SA2020 Scorecard – these are inconsistent with the indicators listed through SA2020. Should these be the same as what the indicators that SA2020 lists and tracks?
- Response: The Scorecard was designed to capture the SA2020 Indicators and correspond to the categories in this RFP. We are aware that not all Scope of Service subcategories in the RFP has a direct SA2020 indicator, but do fall within the SA2020 categories of Education, Community Safety, Family Well-Being, and Economic Competitiveness. Additional or other indicators were added to the Scorecard in order for organizations to select for reporting on SA2020 vision and goals achievement- “Select SA2020 and Other Indicators “as second subheading on the Scorecard.
- Question 51: Same page as #5 above – the indicators are also inconsistent with Scope of Services, Program Categories, and other indicators throughout the RFP. Can we get clarification and consistency?
- 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 52: Same page as #5 above – if we select more than one indicator, do we complete a scorecard for each indicator, or line items indicating that they correspond to the indicator (parenthetically), or some other way? Please clarify.
- Response: Please use one Scorecard for all indicators.
- Question 53: Urban-15 has been teaching Senior dance and music classes at District 5 Senior center and out of our studio at 2500 South Presa for the past 4 years as a DHS Senior program. If we are funded for FY15, can we continue to offer our in-house services at our studio?
- Response: The City seeks proposals that support Senior Services City senior sites whether it is the 8 full time Comprehensive Senior Centers, 10 City operated sites, and/or 47 sites operated in partnership with community and faith based organizations.
- Question 54: Is the Early ON School Readiness Program a focus for the purpose of this RFP?
- Response: The RFP addresses through Kindergarten Readiness under the Education category.
- Question 55: Can agencies target specific populations (i.e. military or refugee children) within the 3rd grade reading focus area?
- Response: Organizations should define their focus and population in their proposal. Should the organization be awarded, City could negotiate the service area and population with the organization.
- Question 56: Are children in after school programs located on military installations eligible for services?
- Response: Afterschool Challenge services are not part of this RFP. Yes, programs located on military installations within the City of San Antonio are eligible.
- Question 57: Can an agency submit two separate proposals for the same category (i.e. School Readiness)?
- Response: Organizations can submit multiple proposals in a category such as Education or Family Well-Being, but should only submit one for each subcategory such as Kindergarten Readiness.
- Question 58: Will the Ages & Stages Questionnaires be accepted instruments to measure/report school readiness for children birth to age 5?
- Response: The City has not made a decision on a tool. SA2020 website has some examples, but it is left up to the organization to establish or explain what tools they will use in their proposal.

- Question 59: What are the maximum additional points an applicant may be awarded if we demonstrate a cash program match?
 Response: The points assigned are unknown at this time.
- Question 60: Can we get some clarification on the indicators and what they would include; specifically, #8 Seniors Health and Living Independently”?
 Response: Organizations should pick at a minimum one SA2020 Indicator on the Scorecard, page 51 of the RFP and report on that indicator. For example, report the number or how many Seniors Healthy and Living Independently as a result of the services being provided.
- Question 61: What SA2020 Indicators (Alignments) would be encompassed in the SA2020 Category “Family Well-Being”?
 Response: Reduction with Homeless/Stability of Residence, Seniors Healthy and Living Independently, Teen Pregnancy Reduction, Youth Crime Recidivism Prevention and Increased Income are some examples.
- Question 62: Does the Non-COSA Match Funding Verification form have to be included with the packet?
 Response: Yes.
- Question 63: The indicators originally listed in the SA2020 guide for “Family Well-Being” have changed per the RFP – “Increased interaction with local agencies” is no longer an option – what would the new indicators for “Family Well-Being” be?
 Response: Reduction with Homeless/Stability of Residence, Seniors Healthy and Living Independently, Teen Pregnancy Reduction, Youth Crime Recidivism Prevention and Increased Income are some examples.



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

Date _____
 Company Name _____
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 Signature