



April 17, 2019

**Addendum to**

**Contra Costa County's 2019 Request for Proposal:**

**RFP #1903-337**

*AB 109 Housing Assistance and Employment Services*

**Response to Questions Received**



## Written Questions: RFP #1903-337

(Questions below in Blue were from the Bidder's Conference)

1. If a bidder is seeking to provide Housing Assistance Services in one or more regions, as well as Employment Services in one or more regions, should the bidder submit one complete and separate proposal package for each of the different services (subject to the 12 page narrative limit), or submit one combined proposal, limited to 12 pages but covering responses for each service area in each proposal section?

*Each responder may only submit one original proposal package to the County (and seven complete copies). If more than one proposal is received, then neither will be considered by the RFP review panel.*

*However, after further consideration, for any agency submitting a response that proposes to provide **both housing and employment related services**, we are hereby extending the proposal narrative limit to **no more than 15 pages** for Sections II.1 – III.1. This change does not impact any agency submitting a proposal for housing only or employment only services.*

2. Is Contra Costa County providing a budget template?

*No, the County will not be providing a budget template.*

3. What was the level of service for last fiscal year?

*In FY 2017-18 there were a total of 131 enrollments into the AB 109 housing program, and a total of 443 enrollments into AB 109 employment programs.*

4. Beyond those referred by ORJ that are either placed on PRCS or under the 1170(h) category, can the contractor recruit other formerly incarcerated populations for the program?

*Yes. However, the AB 109 populations mentioned must be prioritized such that they are never denied enrollment into a program because program capacity is being used by "other formerly incarcerated populations."*

5. Can the time of administrative or program staff dedicated to the program but not charged to the contract count towards the match requirement?

*Yes, see question 12.*



6. Please confirm proposals are only to be stapled and the use of 3-ring binders is not permitted.

*To the extent the word “stapled” is used on page 19 of the RFP, we simply want proposals submitted in a bound format. This may include staples, binders, or other methods that are likely to keep all pages of the proposal package together and in the order submitted while being reviewed.*

7. Our company does not have an Annual Report since we’re not a public company. Would required items 1-7 under Fiscal Attachments suffice or are there other additional materials that can serve as an alternative?

*For any document on page 36 that is not being submitted as part of your proposal package, you should include a statement, no more than 1 page in length, indicating you are not submitting document, and the reason it is not being submitted. This statement should be included in the proposal package in the same location that the missing document would’ve been included.*

8. On Form 4 on page 34, for the items where it says in italics “This information should be included in your proposal narrative for scoring” such as ‘Subject Matter Expertise’ and ‘Data Driven Program Design,’ do we have to write a response on Form 4 and in the proposal narrative as well?

*Information included in the proposal for scoring, should not be replicated on Form 4.*

9. Do memorandums of support and/or memorandums of understanding count towards the limit of three letters of support?

*Please refer to page 28 of the RFP. You are allowed up to seven (7) additional attachments and no more than three (3) of those attachments may be letters of support as described. A letter of support will be understood to be any document from a person or entity other than the responder that has the expresses the clear intent of encouraging the selection of the responder’s proposal. This is categorically different from a document that intends to lay out obligations between agencies in the joint support of a specific program or activity (i.e. a MOU).*

10. Can we submit letters of support from grantors listed on Form 3?

*Yes, except for grants administered by the Office of Reentry and Justice or Contra Costa County Administrator.*



11. Will the county provide space for the programs such as employment services, case management, etc.?

*No.*

12. Can you confirm that the 10% - 20% match can be in kind instead of cash?

*The 10% - 20% match can be either in kind or cash.*

13. Can the 10% - 20% match be made using services of a partner agency?

*Yes. However, any match in the budget will need to be reported as a part of invoicing. The use of outside agencies for match will also require these agencies to provide you with proper supporting documentation for you to include with your demand for payment.*

14. Are clients referred directly through county probation?

*Clients may be referred by Probation.*

15. In evaluating outcomes, does the county rely on tools such as LS/CMI to consider lowering of risk factors after a certain duration following participation in a program?

*Each County agency has its own set of screening and assessment tools and protocols. Probation, for instance, measures and manages risk and needs using the Ohio Risk Assessment System. We are not aware of any County agency using the Level of Service/Case Management Inventory system. There are also no plans to use a specific risk measurement system to evaluate programmatic outcomes at this time.*

16. For soft skills training and classes related to resume writing, etc., does the county have classroom spaces that could be utilized for this purpose?

*Please refer to question 11.*

17. Are providers working in a co-located area providing a variety of services?

*This will depend on the services proposed. Many of our currently funded agencies do bring in outside organizations to provide services.*

18. Do providers need to supply equipment such as computers for resume writing classes?

*Grant funds may be used to purchase the equipment necessary to provide the services described in the RFP. However, any piece of equipment purchased using County funds of \$500 or more will be deemed the personal property of the County and may need to be*



*returned to the County at the end of the contract term.*

19. Can transportation be included as a barrier removal item?

*Yes.*

20. Do contracts of a government bidder - both current and those administered over the last five years - need to be listed in the proposal, or just non-workforce or re-entry related contracts?

*For government agencies all contracts to provide services by the department submitting the proposal should be included.*

21. What are relevant certifications needed for workforce development services contractors? ( as alluded to on pgs. 6 and 34 of the RFP)

*This determination should be made by each proposer based on the program and services being proposed. The RFP language is not in reference to a specific set of certifications.*

22. Are the listed budget amounts for the 3 years total or for each year?

*The amounts listed on page 15 of the RFP are how much will be awarded over three years.*

23. Attachment B (County Contract) is just for review purposes and does not require and follow up on our part, correct?

*It is to inform proposers of the general terms that will be included in any contract the County enters into as a result of this RFP process*

24. What is meant by “sealed cover” and “individually sealed” relative to the application original copy and the other copies to be submitted?

*This meant that the proposal should be submitted in a way that requires a seal to be visibly broken to gain access the contents of the proposal package and each individual copy of the original proposal package.*

25. For government bidders, do the required financial attachments need to be for the entire government entity or just the department within that entity that is applying for the grant?

*For government responders only, the financial attachments may be limited to the particular department responding to the RFP.*

26. Do you accept financial statement prepared by the Accountant but no audit?

*Yes.*



27. Does the audit need to be part of the proposal?

*Yes.*

28. Does the audit need to be included in the 7 copies or just in the original?

*The audit needs to be included in both the original and the 7 copies.*

29. Does the 12 page limit apply to the proposal areas II.1 through III.1 only?

*Yes, but see question 1.*

30. Is budget narrative double-spaced or single-spaced?

*The budget narrative should be double-spaced and limited to 2 pages only.*

31. Can a responder email the Notice of Intent to Submit a Response?

*Yes. Please email the Notice of Intent to Submit a Response to Donte Blue at [donte.blue@cao.cccounty.us](mailto:donte.blue@cao.cccounty.us) no later than 12:00 pm (noon) on Friday, April 19, 2019.*

32. What do you mean by “matching funds are not county funds?” Can matching fund be federal funding or other County program funds?

*Matching funds cannot be other AB 109 funds allocated by Contra Costa County or any other funding distributed or managed by the Office of Reentry and Justice.*

33. Do you establish a cost for participant?

*There is no cost per participant that has been established. However, the initial RFI related to these services that was released by the Office of Reentry and Justice (retrievable at [www.cccounty.us/2366](http://www.cccounty.us/2366)) included the amount to be awarded per service type and geographic region, along with the minimum number of people expected to be served for each service type.*