

THE AGING IN PLACE, AGING IN COMMUNITY 5-YEAR STRATEGIC PLAN: EVALUATION SERVICES

RFP Issue Date: August 3, 2016
Proposal Due Date: August 18, 2016
Project Manager: Elizabeth Savage, Director, Human Services & Rent Stabilization Department

Additional information for the RFP – all questions are posted here and updated regularly up to the Due Date.

Questions submitted on August 4, 2016

- 1. What is the approximate level of effort expected for this evaluation?**
See the PDF document attached to the RFP posting on the City's website. Not every Strategic Plan priority will be a part of the evaluation. All High priority items should be included, or assessed as to why not. Other priorities in the Plan and the RFP Programs and Evaluation Matrix or the Plan itself may be included as deemed critical to the Proposer's evaluation services in determining the *collective impact*.
- 2. The city's five-year strategic plan names an external evaluator (Health Management Associates Community Strategies). Is this entity eligible to bid on the current RFP?**
Yes. This entity worked on the pre-implementation year and related surveys. A sample survey is on the city's website at: <http://www.weho.org/residents/aging-in-place>
This RFP is issued under the city's procurement procedures – and all responding firms are expected to structure evaluation services for the first two years of the Plan, but with a contract period of 24 months for Year 2 reporting and public meetings.

Questions submitted on August 5, 2016

1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

Please refer to the RFP document.

<http://www.weho.org/city-hall/city-clerk/public-notice/rfp-rfq-bid-notice>

2) Soft Copy of the Tender Document through email.

Available to you by download; we will not send individual emails of these documents to proposers.

3) Names of countries that will be eligible to participate in this tender.

Those who transact in U.S. dollars, with no allowance for currency exchange. All proposers must be able to be on site as needed, including presentations at public city council and commission meetings.

4) Information about the Tendering Procedure and Guideline

See Exhibit A of the RFP document for the contractual requirements and payment terms.

5) Estimated Budget for this Purchase

to be part of the Proposer's response to the RFP.

6) Any Extension of Bidding Deadline?

No.

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7) Any Addendum or Pre Bid meeting Minutes?

Yes. Please watch the City's RFP website for answers to question submitted – all potential proposers question will be posted on the website. There are no Pre Bid meeting requirements.

Questions submitted on August 12, 2016

What is the expectation of the City in this evaluation component?

The city is not looking for a generalist for evaluation only, but rather, a consultant with demonstrable experience in working initiatives involving older adults, health care knowledge, and in serving specialized needs of communities as noted so prominently in the Aging in Place Strategic Plan. This includes long term HIV AIDS survivors, LGBT, immigrant communities (Russian in this case) and those older adults facing poverty. The consultant should have a track record in working with diverse communities in general, and the capacity to work with these specific populations.

The Strategic Plan evaluation section shows that HMA has already done some work on this plan. Please discuss this further.

The major community work was done with the strategic planning consultant and the evaluation firm that was contracted for "Year 0". Often, strategic plans get formulated, and then, at the last hour before implementation or during the first year, the evaluation is thought out and caught up. In contrast, the City had a Year 0 evaluation team assisting with baseline questionnaires (see the city website where the Aging in Place report is for a sample questionnaire) and with some (not all) aspects of the Programs and Evaluation Matrix. That data, still in raw form, would be transferred over to a new evaluator. In the questionnaires, some West Hollywood community members signed up for intermittent participation in the evaluation questionnaires longitudinally. The proposing firm should plan for that to occur every 6 months. There are less than 100 such sign-ups.

A budget was not included in the RFP – what is being considered for this evaluation capacity?

The budget can range from approximately \$200,000 to \$250,000 for the two years. Proposals are expected to be competitively quoted.