

## 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.