

**City of West Hollywood  
2019 Social Services RFP**

**Responses to Questions from Prospective Applicants**

**Q&A from the 5/8/19 Bidder's Conference**

Q: How many people is each agency serving?

A: A link to the 2017-18 Social Services Year-End Reports will be sent to all applicants. This report provides the number of community members served by each contracted agency.

Q: What time will the meetings in July be held?

A: 6:00 PM.

Q: In a collaborative proposal, would both agencies receive funds?

A: Yes. For example, a fiscal agent and subcontractor could write a proposal together.

Q: How do we handle a budget when the agency's contract and the City's dates don't match?

A: The agency should detail the funding within the City's timeframe (Oct. 1, 2019 – Sept. 30, 2020).

Q: Do we need to map out other funding sources?

A: Yes.

Q: Does the Operating Income include LA County funds?

A: Yes.

Q: Do we list an outcome for each service category?

A: No, there should be one overall outcome objective.

Q: Should every agency sign up for a site visit?

A: No. Site visits are just for new applicants.

Q: Are there service population priorities?

A: There are service priorities (see page 4 of the RFP) and priority populations (see page 5).

Q: Is there a point system? Are certain areas weighed more than others in importance?

A: There is no point system. We use a standard evaluation form.

Q: Do we staple the copies?

A: Staples are fine. No fancy binding please.

Q: Does our building need to fulfill ADA requirements?

A: Yes.

Q: How much room is there for new applicants? Is there a bias toward currently-funded agencies?

A: The City has allocated an additional 2% to Social Services contracts over the previous year's funding. The City is always looking for new services and programs that will address the needs of its community members. The City entered into contracts with five new organizations as a result of the 2016 Social Services funding process.

Q: Will Years 2 & 3 be evaluated later?

A: Yes.

Q: Can multiple divisions in an agency apply?

A: Yes, the LA LGBT Center, for example, has five programs that the City funds, JFS has three, and APLA and Friends Research Institute each have two.

**Questions posed subsequent to the Bidder's Conference: 5/8/19 - 5/13/19 Q & A**

Q: If an agency/organization did not attend the Bidder's Conference are they still eligible to submit an application?

A: Yes.

Q: The Motion Picture Television Fund (MPTF) is looking into submitting a collaborative proposal with another agency that is focused on serving members of the entertainment industry. The potential collaborative partner asked if our agencies' eligibility requirements would present an issue. In order to qualify for services at MPTF, you

must be/have been an active industry member with various years of experience (the minimum requirements vary based on the type of service one receives). Would this present an issue in the application process?

A: MPTF, serving only community members in the entertainment industry, is eligible for funding. This would be the case if MPTF applied on its own or with another, similarly situated non-profit agency. The City looks to programming that specifically addresses the needs of West Hollywood community members in the target populations identified in the RFP. Agencies can still propose to work with specific populations not listed. If that is the case, City staff encourages the applicant to look at the history of service provided to their West Hollywood clients and quantify, describe, and offer documentation of those needs and the services required to meet those needs.

Q. Will the RFP/application be available online?

A: The RFP is available on the City website, at [weho.org/RFP](http://weho.org/RFP), in a fillable format. However you will need to print out and submit hard copies.