**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, in a fillable format. However you will need to print out and submit hard copies.

**Questions posed subsequent to the Bidder’s Conference: 5/14/19 - 5/22/19 Q & A**

Q: When is the due date?

A: Proposals must be received by close of business, Wednesday, June 5, 2019 at 6 p.m. Late submissions will not be accepted.

Q: How many people are experiencing homelessness in West Hollywood? And the volume with the library outreach program?

A: The official West Hollywood homeless count for 2018 was 100. (See p. 6 of the RFP for a link to the City’s Homeless Plan.)

There is no specific information about volume with regard to the homeless services library outreach program. However, the most recent information available about homeless community members in West Hollywood may be found in the Community Study (referenced in the RFP and on the City’s website) and attached [here](https://www.weho.org/services/social-services/community-study).

Q: Will there be any new funding opportunities for programs for HIV & Older Adults in this new cycle?

A: HIV/STD prevention and treatment is a service priority for this funding cycle and Seniors (Older Adults) are a target population (see pages 4 & 5 of the RFP). Service priorities and target populations are highlighted in the RFP document to encourage applicants to include programming and services that address these needs and communities in their proposals.

Q: What is the eligible service population for rental assistance?

A: City-funded rental assistance should support West Hollywood residents.

Q: Is it correct that an electronic RFP submission is due on Monday, June 3?

A: No.

Q: Our building is not ADA compliant. We rent the office space and do not own the building or the space. Are we eligible to apply for WeHo social services funding under these circumstances?

A: The space dedicated to the provision of services must be ADA compliant.

Q: How can we access blank templates for the Scope of Services and Budget?

A: On the RFP, [PDF pages 20 & 23](https://www.weho.org/home/showdocument?id=40333). you will see “View Attachments” at the top right of each page.

Click on the words “View Attachments” which has an embedded hyperlink to download fillable templates for your program proposal.

Q: How should the budget be presented for Substance Use Disorders (SUD) treatment providers where the nightly rates are ultimately being paid on the basis of the county’s rates?

A: Previously, the City of West Hollywood has approved SUD contracts that have structured their budgets according to bednights provided.

Costs such as personnel, program, facilities, etc. were included in the bednight rate. With the implementation of Drug Medi-Cal, the majority, if not all, of these expenses are covered through this funding source.

The City is the funder of last resort; as such proposals should request funding for services not covered by other sources (i.e. Drug Medi-Cal) and/or for community members ineligible for other funding sources.