**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 - 5/20/19 Q & A**

Q: When is the due date?

 A: The due date is June 5, 2019.

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

A: The official West Hollywood count for 2018 was 100.” (see p. 6 of the RFP through the City’s Homeless Plan link)

There is no specific information about volume with regard to the 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: The possibilities are endless.

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: There are twelve physical copies due by the June 5, 6pm deadline. The RFP can only be submitted physically (mailed, messengered, hand-delivered, etc.). E-mail attachments will not be accepted. Applicants can fill out the RFP electronically but they must be delivered to City Hall by the deadline.

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.

**Questions posed subsequent to the Bidder’s Conference: 5/21/19 - 5/29/19 Q & A**

Q: Looking at the application announcement, in the budget section, it talks about a template for the budget but we are not able to find it. Can you please provide some guidance if we need to find a specific template for us to submit?

 A: The top right-hand corner of Page 23 of the RFP document  provides a link to the budget template.  Click where it says ***View Attachment.*** Here is the link to the RFP document on the City’s website, <https://www.weho.org/city-government/city-clerk/public-notices/rfp-rfq-bid-notices>.  Let us know if you have difficulty opening the link.

Q: If an agency did not attend the Bidders’ Conference, are we still eligible to submit an application?

 A: Yes.

Q: The proposal cover page asks for the “address where services will be provided”. Our services are provided in 5-7 different locations, all listed in the narrative. With limited space on the cover page, how should we answer this prompt?

 A: You can put “Multiple locations: see narrative for addresses” on the cover page.