

City of West Hollywood
Social Services Request for Proposal (RFP)
Q & A

May 11, 2022 - May 17, 2022

Q: How can an agency prove attendance of a representative at the Bidders' Conference?

A: If the email address used during registration is your work email with agency's domain, for example @lacounty.org, we will be able to verify that way. If the email address provided at registration is a general one such as @gmail.com or @yahoo.com, send an email to SocialServicesRFP@weho.org and include the email address and organization you represent.

Q: Are all applications gone over at the July 12th meeting?

A: No. All applications will have been reviewed prior to the July 12th meeting. If the Human Services Commission has questions remaining for certain applications, those will be reviewed at the meeting on the 12th.

Q: Will an agency need to have a representative attend all three meetings or one of the three?

A: Applicants should have a representative attend each of the three meetings.

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

A: The Human Services Commission meetings convene at 6:00 pm.

Q: In the Narrative, in what section should we describe our staffing? Do you want overall staffing or specifics of the individuals, i.e qualifications and responsibilities?

A: Please provide a description of all the positions that contribute to the services included in your proposal.

Q: Is there a place we can download the documents needed to be filled out for the application?

A: These pages have been extracted and made available on the Social Services page at www.weho.org.

Q: For summary of government grants - do you want total grants received by the agency, or only those that fund similar services to the project in the proposal?

A: Total government grants received by the agency.

Q: Can you please provide details of the July meetings?

A: July 12th: The Human Services Commission will finalize its review of the applications.

July 19th: Social Services staff announce their recommendations for contracts.

July 26th: Social Services staff and the Human Services Commission finalize the contract recommendations to be presented to the City Council for approval at the September 19, 2022 City Council meeting.

Q: Is there a maximum of Indirect Costs?

A: The maximum for Indirect Costs is 10%.

Q: Can we request an increase for Urgent Funds budget line item?

A: If there is an expansion in service with a proposed increased amount in funding, we ask that you provide us with justification for this to be considered.

Q: When preparing the Exhibit A, should we indicate the number of West Hollywood Residents and another category/line for the number of Non-Residents?

A: Please be sure to use the template included in the RFP document, Page 22, for reference. These two categories will be reflected in the "Total Project" section. Additionally, our services are provided to community members, not just residents. We offer service to individuals who not only reside in West Hollywood, but also work, go to school, own property, or spend a significant amount of time unhoused in the City.

Q: If an agency has an approved NICRA (Negotiated Indirect Cost Agreement), even though it may be greater than 10%, will that suffice for the justification?

A: If we can see what is included in the approved amount, we will still limit it to the 10%.

Q: On page 6 there is a reference to Non-Resident and the need of expansion of services. Included is an explanation of community members under this category. Should an applicant address this population? On Exhibit A?

A: Yes, the applicant should address this population. Additionally, we are looking to expand access to services for community members of color and the West Hollywood workforce. This should be reflected in the Exhibit A: Scope of Services, which should include goals for serving community members of color.

Q: I see the emphasis in this year's RFP on serving community members of color. I reviewed the demographic report as well as the Aging in Place report and there does not appear to be a table that describes the comparison of how many older adults within the City identify as persons of color. Can you point me to that data if it exists?

A: Demographic data for West Hollywood residents can be found in the 2019 Community Study, Demographic Report, and Aging in Place Report. Additional

information regarding racial demographics for residents and unhoused community members can be found via the U.S. Census and LAHSA homeless count; however, both the Census and LAHSA tend to report out on age and race, but not the intersection of the two. At this time, the City does not have demographic data for community members who do not live in the City's limits but do work, own property, or go to school in West Hollywood.

Additional demographic information can be found in both the Mid-Year and Year-End Reports on Social Services to the City Council at www.weho.org.

Q: Regarding diversifying the Workforce, can a community member include an individual that is newly employed in West Hollywood?

A: Yes.

Q: Would the City ever allow an increase in Indirect Costs to 15% of the grant amount? This is a more realistic figure for everyone and would place less of a burden on agencies.

A: At this point, the maximum allowable charge for Indirect Costs is 10% of the grant amount.