

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Posted on April 1, 2019

General Questions:

Question: Do you intend to select more than one qualified firm in each service category?

Answer: It will depend on the service category, but the City anticipates selecting more than one qualified firm in each service category over the course of the three-year period covered by this RFQ.

Question: Can we submit the proposals via email?

Answer: Yes, email is the preferred method of submission. Page 23 of the RFQ provides instructions on proposal submission by email:

- 1) One (1) complete SOQ may be submitted via email to oaklandhsd@oaklandca.gov. The entire SOQ should ideally be submitted as one file attachment. If items (portfolio pictures, etc.) are too large to combine into a single file, additional compressed files containing supplemental materials may be submitted. Files must be either MSWord or PDF. If requested, picture files may be png or jpeg.

Eligibility

Question: May companies from Outside USA can apply for this? (like, from India or Canada)?

Answer: All companies regardless of location are invited to participate in the City of Oakland Competitive Processes. The City of Oakland has a 50% Local and Small Local Participation requirement that may be met in a number of ways. Contact the Contract Compliance Officer (CCO) listed on page 4 in the RFQ for details. Companies that cannot meet the 50% requirement are still encouraged to apply.

Question: Will selected contractors be required to meet in-person at the offices in Oakland?
Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: The ability to meet with City of Oakland staff and key stakeholders may be a key element in certain Service Categories of the work solicited through the RFQ. Please

**City of Oakland Human Services Department
RFQ for Professional Services
2019-2022**

Question and Answers

review the description of the Service Category to determine whether or not work can be performed without being in proximity to Oakland.

Question: Are you saying firms not located in Oakland will not be considered for this RFQ?

Answer: No. Firms that are located outside of Oakland will be considered for this RFQ.

Question: Does the Human Services Department have a history of working with evaluation firms based outside of Oakland and California (provided they have met the 50% local requirement)?

Answer: No. Note that part of the minimum qualifications of this RFQ is to understand and reflect Oakland's diversity. The ability to interface directly with programs, Boards, Oakland City Council, etc. is desired.

Question: If our organization currently receives funding from one or more of the Human Services Department's divisions, would that affect our eligibility for this RFQ?

Answer: No.

Question: We are a younger/newer firm with less than three years of experience serving social services agencies; however, our senior staff and Board leadership have decades of experience in that area. Would we be eligible for this RFQ?

Answer: We are looking for applicants with a range of expertise. If your Board and/or staff have additional relevant experience, you may highlight this experience in the Scope of Qualifications.

Scope of Qualifications

Question: Can you clarify whether the proposed rates section of the proposal needs to include a detailed budget? The direction on page 21 seems to contradict direction on pages 1 and 25.

Answer: All applicants should provide rates for primary staff. If you are applying for a specific project where an overall budget amount is listed, please provide a sample budget for that project. If no overall project budget amount is given, provide as much

**City of Oakland Human Services Department
RFQ for Professional Services
2019-2022**

Question and Answers

detail regarding rates and anticipated budget needs as possible. If you have completed similar projects in the past, you may highlight those projects and their budgets as examples.

Question: Is there any guidance for determining estimated hours when some categories provide very limited scope details?

Answer: Use your professional expertise in the service category to scope out the appropriate scope of work and estimated hours/budget required to execute the proposed scope of work.

Question: Is there a page limit for the response to the RFQ? Are there any formatting guidelines for proposals, e.g., margins, fonts, length, etc?

Answer: No. Formatting is open and at the applicants' discretion. However, keep in mind that readers will be evaluating each proposal, so how you present will be reflected in the scoring. There is no minimum or maximum page length, but strong proposals will be clear and directly address the specifics of the service category.

Question: Regarding proposal format; should all minimum qualifications be addressed in the relevant experience section, or in a separate section?

Answer: The Relevant Experience section is the natural fit for most strategy areas, but certain service categories may lend themselves to including information in other areas.

Question: Will scoring be based on your ability to provide *all* of the projects/activities described in each service area?

Answer: The scoring will depend upon the service category. HSD recognizes that certain service categories are more general. As such HSD would accept and encourage applicants that are proposing to provide only a portion and not all of the projects in certain service categories. Please provides specifics about what services you are intending to provide in the Cover Letter and the Project Approach section.

For the Oakland Unite TA and Capacity Building project, a single contractor who can plan and implement a comprehensive training program (including sub-contracts with trainers

**City of Oakland Human Services Department
RFQ for Professional Services
2019-2022**

Question and Answers

as needed) is desired, though other applicants able to deliver part of the project may be considered.

Question: The submittal instructions (page 22) indicate that agencies can either submit one SOQ for all service categories we apply to, or we can develop a separate SOQ for each. If we choose the former, can you clarify which SOQ elements need to be presented separately for each service category? For example, can the same references be used for all areas?

Answer: The City prefers separate SOQs for each service category. If you are applying for part of one category or multiple categories, use your judgement.

City Forms & Contracting

Question: If you are in the pool of qualified proposals in a specific service area and a new project comes up, will there be an application process at that point?

Answer: It depends on the service area and the project specifics. If the opportunity is for a specialized skillset and one agency has that, they may be picked directly. If the opportunity is more broad, there may be interviews or additional information requested from qualified agencies.

Question: Could we be listed as a potential partner for other organizations submitting collaborative proposals? We are a certified Very Small Local Business Enterprise.

Answer: Staff will post the sign in sheets from the Pre-Proposal Meeting so others may see what agencies attended. You are encouraged to apply on your own merits as well.

Question: If an applicant is "not qualified" for L/SLBE, are they ranked lower than other approved "qualified" providers?

Answer: No, you would not be ranked lower. The rankings will be based on qualifications as described in the SOQ, and L/SLBE may be a factor in contract awards/negotiations.

Please Note:

- If you have questions about iSupplier, please email them to isupplier@oaklandca.gov

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

- If you have questions about the Local/Small Local Business Enterprise Program or Preference Points, please email Sophany Hang at shang@oaklandca.gov

For ease of reference, the handout provided at the March 26, 2019 Pre-Proposal Meeting on preference points is at the end of this document.

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Service Category I: Strategic Planning

Question: Since Strategic Planning does not have a project per se or a budget, how should we estimate hours or costs? How much detail is needed in terms of budget given that the desired services have not been ironed out yet?

Answer: Provide a budget or provide estimated hours or costs to the best of your ability based on the proposed scope of work. State that you are not able to provide a proposed budget if you are unable to do so. It is recommended that you provide as much information as you can about proposed rates. If you have completed similar projects in the past, you may highlight those projects and their budgets as examples.

Question: What is the anticipated dollar amount Strategic Planning work?

Answer: If budget information is not provided, use your professional expertise in the service category to scope out the appropriate scope of work and estimate hours/budget required to execute the proposed scope of work.

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Service Category II: Design, Marketing & Communication Services

Question: Regarding page 21, #8, "Proposed Rates": since this is essentially on-call and the scope of work is not determined, how can we provide a proposed budget, estimated hours, etc.?

Answer: Provide a budget or provide estimated hours or costs to the best of your ability based on the proposed scope of work. State that you are not able to provide a proposed budget if you are unable to do so. It is recommended that you provide as much information as you can about proposed rates. If you have completed similar projects in the past, you may highlight those projects and their budgets as examples.

Question: Is the \$250,000 funding for SSB available per year, or over the course of three years?

Answer: The proposed scope of work and timeline will dictate how the funding is allocated; funding may be for one year or potentially a three-year opportunity. The budget and scope of work should be aligned for duration of the work

Question: Does the \$250,000 amount available for SSB include direct costs like media buys?

Answer: Yes, applicants should include production in their budgets. However, the City may be able to leverage resources to offset some direct costs (e.g., billboard space for Public Service Announcements (PSAs)).

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Service Category III: Independent Evaluation of Program Services

Question: Is the amount stated in the RFQ for \$250,000 for a single contract year, or does it cover multiple contract years?

Answer: For Service Category #3: Independent Evaluation of Program Services, OFCY anticipates approximately \$250,000 is available for annual evaluation services. The contract is currently 16 months for the annual evaluation, as the final reporting and presentation of findings will take place after the 12-month grant period, for program grants operating in fiscal year (FY) 2019-2020. OFCY may extend the annual contract to 18 months based on the length of time required to present findings City Council.

Question: Is there an existing data system that is used to collect, store, and/or generate reports on outcomes for children and youth served by grantees of OFCY? Are there data collection systems in use in the OFCY and SSB programs?

Answer: OFCY uses the Cityspan data management system to track client enrollment, participation in activities, demographics, service location, program budgets, and grant invoicing. SSB does not currently have a data collection system in place.

Question: Does the \$250,000 available for OFCY evaluations include a portion for Cityspan?

Answer: No, funding for the Cityspan data management system is separate from the \$250,000 anticipated to conduct the independent evaluation of OFCY programs in FY2019-2020.

Question: Will additional RFQs/RFPs be released for any future evaluation projects at HSD, or will all evaluation needs for the next three years be met through the list of qualified applicants selected through this RFQ?

Answer: It is anticipated that other HSD divisions may have additional projects and funding available under this category in the future, and this RFQ is intended to develop a list of qualified evaluation firms that may be engaged to contract for these future unspecified evaluation services for HSD divisions. Additional RFQs/RFPs may be released for large projects if their needs differ significantly than those listed in the RFQ, but this list of qualified applicants will likely be considered first for future HSD evaluation needs for the next three years.

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Question: If we are not interested in bidding on a specific project that is outlined within the Evaluation service category, could we still apply to that pool? How could we address that in the proposal?

Answer: You may still apply, and should simply indicate interest in future evaluation work under "Project Approach" and indicate the type of evaluation projects you are qualified and interested in. You may also note this information in your Cover Letter, where applicants are requested to 'clearly state which Service Category(s) under which you are submitting a Statement of Qualifications'.

Question: Can any supplemental questions related to experience be incorporated into the Relevant Experience section, or must they be addressed in the Approach section with the supplementals? E.g. p. 6 the second supplemental questions covers qualifications that will already be covered in the Relevant Experience section, do we need to repeat it in the Approach section?

Answer: It is fine to incorporate questions in other sections as applicable; please indicate where the supplemental question has been answered in your "Project Approach" section.

Question: Can you confirm that Minimum and Desired Qualifications should just be covered in the Project Team, Personnel, and Project Experience sections, and does not need to be in its own separate section?

Answer: Yes, please explicitly address the Minimum and Preferred Qualifications in the Project Team, Personnel, and Project Experience sections.

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Service Category IV: Research Study on the Impact of Public Health Programs

No specific questions at this time.

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Service Category V: Data Reporting & Management Services

No Specific Questions at this time.

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Service Category VI: Training, TA, and Capacity Building

Question: Do you anticipate a contractor covering all the types of TA included in this RFQ over the course of the three-year funding cycle, or all in one year?

Answer: Oakland Unite is looking for contractors who can work with them over the course of their two-year funding cycle. Oakland Unite seeks a single contractor who can plan and implement a comprehensive training program (including sub-contracts with trainers as needed); other applicants able to deliver part of the project may be considered.

OFCY does not anticipate a contractor providing all of the types of technical assistance listed in the RFQ in one year. The training and technical assistance to be provided to OFCY grant programs in FY2019-2022 is to be determined and will be shaped in part by the proposals received through this RFQ. OFCY is encouraging submissions from applicants that can propose to plan and coordinate comprehensive training and technical assistance efforts for OFCY providers, including oversight of the process and contracting with training providers, as well as submissions from consultants with expertise in only a portion of the areas identified in the RFQ. If you can only provide one or two of the types of TA requested, you are encouraged to still apply.

City of Oakland Human Services Department
RFQ for Professional Services
2019-2022

Question and Answers

Service Category VII: Workforce-focused Capacity Building and Employer Engagement

Question: Would providing certifications and trainings specific for workforce providers, such as the Career Service Provider program, fall under Service Category #6 or is it that really more focused on Oakland Unite Life Coaching grantees?

Answer: Please provide the details of all possible, proposed services and costs for the trainings and certifications to address Workforce-focused Capacity Building and Employer Engagement in your proposal for Service Category #7. Oakland Unite may decide to incorporate trainings and certifications under either Service Category 6 or 7.