

COUNTY OF ALAMEDA

ADDENDUM No. 1

to
RFP No. 2018-SSA-CFS-KSS
for
Kinship Support Services

- I. Clarification of Specifications
- II. Modification of Budget Form
- III. Responses to Questions from Bidders Conferences
- IV. List of Bidders Conference Attendees

Issued April 23, 2018

For complete information regarding this project, see RFP posted at
http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/futurecontractopportunities.jsp

or

https://alamedasocialservices.org/public/departments/agency_administration/finance/funding_opportunities/index.cfm

or contact the County representative listed below.

Thank you for your interest!

Contact Person: Sally Ianiro, Program Financial Specialist

Phone Number: (510) 267-8633

RFP No. 2018-SSA-CFS-KSS

ADDENDUM No. 1

The following Sections have been modified to read as shown below. Changes made to the original RFP document are in bold print and highlighted, and deletions made have a strike through.

I. CLARIFICATION OF SPECIFICATIONS

A. Use of terms *annual* and *annually*

Note that throughout the RFP specifications, the terms *annual* and *annually* refer to *each contract year*, not to a calendar year. The contract year typically starts July 1 and ends June 30. As an example of the intended use of *annual* and *annually* in the specifications, the Program Design and Service Strategies chart would read as follows.

| PROGRAM DESIGN AND SERVICE STRATEGIES | SPECIFICATIONS AND PERFORMANCE MEASURES (PM) |
|--|--|
| A. SUPPORT GROUPS FOR RELATIVE CAREGIVERS The goal of a support group is to create a warm, non-judgmental atmosphere where members can share information and discuss concerns. Structured, regularly scheduled support groups for ... | a) Provide 750 support group participant hours annually each contract year (PM-4) |

B. Page 7, Item D, Part a

| | |
|---|---|
| D. CASE MANAGEMENT FOR KINSHIP FAMILIES Specific case management services are provided to relative caregivers according to the individual case plan timelines of the mutually developed case plan. | a) Provide case management services for 225 unduplicated non-juvenile-court-dependent families annually each contract year (PM-3) |
|---|---|

II. MODIFICATION OF BUDGET FORM

The Budget Form has been modified to include two columns for Bidders to list in-kind contributions in their proposed budgets. The added columns are highlighted in yellow below.

An asterisk (*) and note have been added to the Revised Budget Form to inform Bidders to list the number and type of full-time equivalent (FTE) positions, as well as the hourly rates, for each position that would be funded by this project.

REVISED BUDGET FORM

COSTS SHALL BE SUBMITTED ON ATTACHMENT NO. 1 AS-IS. NO CHANGES OR ALTERATIONS OF ANY KIND ARE PERMITTED. Bid responses that do not conform will be subject to rejection in total. The costs quoted below shall include all taxes and all other charges. The costs quoted below will be the costs the County will pay for the **two-year contract term, with option to renew for two additional fiscal years**, of any contract that is a result of this bid.

Budget Narrative: Bidder shall include an explanation of costs and describe how each cost is necessary and supports implementation of the proposal. (3-page maximum for Budget and Narrative combined)

| CATEGORY | SUB-CATEGORY | LINE ITEM DESCRIPTION | FY 18-19 CONTRACT AMOUNT | FY 18-19 IN-KIND AMOUNT | FY 19-20 CONTRACT AMOUNT | FY 19-20 IN-KIND AMOUNT |
|--|-------------------------|-----------------------|--------------------------|-------------------------|--------------------------|-------------------------|
| | Salaries and Wages* | List Positions | \$ | \$ | \$ | \$ |
| | Taxes and Benefits | Describe | | | | |
| | Consultant Fees | Hourly Rate | | | | |
| Total Personnel Expenses | | | \$ | \$ | \$ | \$ |
| Operating Expenses | Communication | | \$ | \$ | \$ | \$ |
| | Travel and Mileage | | | | | |
| | Phone/Internet | | | | | |
| | Office supplies | | | | | |
| | Software | | | | | |
| | Printing and Postage | | | | | |
| | Rent and Lease of | | | | | |
| | Rent and Lease of | | | | | |
| | Training Fees/Materials | | | | | |
| Total Operating Expenses | | | \$ | \$ | \$ | \$ |
| Total Direct Expenses (Personnel and Operating Expenses Combined) | | | \$ | \$ | \$ | \$ |
| Total Indirect Cost (Administrative Overhead, 10% Maximum) | | | \$ | \$ | \$ | \$ |
| Total Contract Amount | | | \$ | \$ | \$ | \$ |

*Provide position names and hourly rates for each FTE project position.

III. RESPONSES TO WRITTEN QUESTIONS

A. BIDDERS CONFERENCE NO. 1

April 12, 2018, 1:30 to 3:30 PM

Eden Multi Service Center, Third Floor, Career Center, No. 316

24100 Amador Street, Hayward, CA

General Specifications Questions

- 1) Q: Regarding page 3, B.1, is there a way to obtain data from Alameda County post one-year discharge in regards to decreasing the number of children who enter care?
A: At this time, that information is not available from SSA; however, aggregate statistics for kinship exit data may be available on the public UC Berkeley School of Social Welfare website.
- 2) Q: On Page 4 in the paragraph on census data, it says there are 353 current Kin-GAP recipients. Are these recipients families or children?
A: The number represents relative legal guardians.
- 3) Q: It says on pages 6 and 8 that agencies must provide non-case management services to 750 unduplicated families annually. Is this correct?
A: Pages 6 and 8 refer to two different types of program measurements. Page 8, Item E, Part a, refers to *families*, and 750 is the correct number of families to be served in each contract year. Page 6, Item A, Part a, refers to *750 hours* of service to be provided in each contract year.
- 4) Q: Regarding the Program Design chart beginning on bottom of page 6, do the specific numbers served apply to both regions or apply to each region?
A: The numbers served apply to each (one) region.
- 5) Q: Page 7, item C, is regarding after-school activities for 120 unduplicated youth. Do after-school activities include anything after 3:00 PM, or can after-school activities include all activities that take place, for example, weekends and winter and spring breaks?
A: After-school activities are events for youth that take place after typical schools days and times: Monday through Friday from approximately 3:00–7:00 PM.
- 6) Q: On page 7, Item D, does the requirement of 225 unduplicated families refer to non-juvenile-court-dependent families?
A: Yes. Page 7, Item D, Part a, refers to families who are not engaged in the Juvenile Dependency Court process (also known as informal families). The specification has been corrected in Section I of this addendum to read, “Provide case management services for 225 unduplicated **non-juvenile-court-dependent families each contract year.**”

- 7) Q: On page 9, the specifications say that unit/section meetings are required. What is the expectation around the frequency of these meetings?
A: Contractor staff will be required to attend two unit/section meetings each contract year.
- 8) Q: Are contractors required to use a specific database?
A: No.
- 9) Q: What are the current numbers (percentages) of informal to formal served?
A: The RFP specifications do not provide a breakdown for the percentage of informal and formal families to be served; however, SSA expects Bidders will have the capacity to serve both groups, depending on the referrals received from SSA.
- 10) Q: Does the County have a preferred percentage of informal to formal clients served in each category?
A: SSA does not have a preferred percentage for this contract.

References and Interview Questions

- 11) Q: Are letters of support included in the page count?
A: Yes, if letters of support are included, they are counted as part of the page count; however, the specifications do not ask for letters of support. SSA recommends that Bidders **exclude letters of support** and utilize the reference section instead.
- 12) Q: For current references, can the people listed be MOU contacts or others who know our work well, or do they have to be people with whom we have had a contract?
A: SSA would prefer to hear from individuals who know the bidding agency's work well and have hired the bidding agency as a contractor. In speaking with reference providers, SSA staff is seeking information on the bidding agency's past performance delivering contracted services.
- 13) Q: Does it matter if the people giving references are within or outside County?
A: It makes no difference if the reference providers are located within or outside the County or if they work for Alameda County or another county; however, to create a fair bidding process, neither Jon Pettigrew nor Robin Luckett from SSA should be listed by Bidders as reference providers. Neither will be involved in the competitive bidding process for this RFP, and if Bidders submit their names as references, neither will be consulted.
- 14) Q: How long will the interviews be?

- A: Depending on the number of Bidders who reach the interview process, each agency will have either 30 minutes or one hour for the interview.

Budget Questions

- 15) Q: What is the current total budget for KSSP services in Alameda County?
(Note: The following answer was not provided at the April 12, 2018 Bidders conference, but was provided at the April 13, 2018 conference.)
A: Currently there are two kinship contractors, and they each have annual contracts of \$650,000.
- 16) Q: There is no contract amount listed. Is there a total County budget for this contract?
A: See question 15 above.
- 17) Q: What percentage of total KSSP budget would apply to each region? (for example, 50/50 or ?)
A: There is no predetermined proportion. Bidders should substantiate and submit budgets based on what it will cost to deliver services in their region.
- 18) Q: Are Bidders permitted to alter the budget form?
A: Bidders may transfer their budgets to Excel spreadsheets and insert additional subcategories in the category for Operating Expenses; however, they should not delete any of the existing main categories (i.e., Personnel Expenses, Operating Expenses, and Indirect Costs). Bidders should also refer to the revised budget form in Section I of this addendum.

B. BIDDERS CONFERENCE NO. 2

April 13, 2018, 10:00 AM to 12:00 PM

Alameda County Social Services Offices, Redbud Room, No. 242
1111 Jackson Street, Oakland, CA

General Specifications Questions

- 19) Q: In regard to the Information and Referral (I&R) services to kinship families (350 calls/inquiries), can online inquiries be included if the organization maintains such a website?
A: Online inquiries will not count toward the goal of 350 interactions. Actual person-to-person communication is the expectation for I&R support services in this contract.
- 20) Q: Regarding the specific requirements, are the expected performance outcomes applicable to only one region or a total for both regions?
A: The outcomes and specifications are for one region, not both.

References and Interview Questions

- 21) Q: Can we add letters of support?
A: See question 11 above.
- 22) Q: How many people (staff members) can attend the interview?
A: Three from each agency are permitted to attend.

Budget Questions

- 23) Q: What is the current contract amount?
A: See question 15 above.
- 24) Q: What is the maximum contract award per region?
A: There is no maximum.
- 25) Q: Is there a way to highlight in-kind or other funds that will benefit this program on the budget form or in the narrative?
A: Yes. SSA has revised the budget form to include in-kind support. Please refer to the revised budget form in Section II of this addendum.
- 26) Q: Is there separate training funding available to certify staff members in the *Making Proud Choices* curriculum?
A: No, but the training is provided by the Social Services Agency free of charge to the contractor's staff.

IV. LIST OF BIDDERS CONFERENCE ATTENDEES

A. BIDDERS CONFERENCE NO. 1

April 12, 2018, 1:30 to 3:30 PM

Eden Multi Service Center, Third Floor, Career Center, No. 316
24100 Amador Street, Hayward, CA

| NAME | ORGANIZATION | PHONE NUMBER | E-MAIL |
|--------------------|-------------------------|--------------|--|
| 1. Karen Einbinder | Family Support Services | 510-834-2443 | Keinbinder@fssba.org |
| 2. Donna Moore | Family Support Services | 510-834-2443 | DMoore@fssba.org |
| 3. Beverly Johnson | Lilliput | 916-803-6247 | bjohnson@lilliput.org |

| | | | |
|---------------------|--------------------------------|--------------|--|
| 4. Anabel Rodriguez | Lincoln Families | 510-821-4296 | anabelrodriguez@lincolnfamilies.org |
| 5. Dynell Garron | Lincoln Families | 510-421-0476 | Dynellgarron@lincolnfamilies.org |
| 6. Arthur Melendez | Unity Care | 916-524-3354 | AMelendez@unitycare.org |
| 7. Sally Ianiro | Alameda County Social Services | 510-267-8633 | sally.ianiro@acgov.org |
| 8. Annette Brisco | Alameda County Social Services | 510-267-8607 | rbrisco@acgov.org |
| 9. Sandra Oubre | Alameda County Social Services | 510-267-9457 | soubre@acgov.org |

B. BIDDERS CONFERENCE NO. 2

April 13, 2018, 10:00 AM to 12:00 PM

Alameda County Social Services, Redbud Room, No. 242

1111 Jackson Street, Oakland, CA

| NAME | ORGANIZATION | PHONE NUMBER | E-MAIL |
|------------------------|--------------------------------|--------------|--|
| 1. Hope Ivory | Edgewood | 510-725-0765 | Hopei@edgewood.org |
| 2. Michael Gonzales | Village Connect | 510-734-7108 | mgyouruba@hotmail.com |
| 3. Cheryl Smith | Family Support Services | 510-834-2443 | csmith@fssba.org |
| 4. Kristine S. Herbert | Edgewood Center | 415-375-7630 | kristineh@edgewood.org |
| 5. Cynthia Green | Edgewood Center | 415-682-2342 | cynthiag@edgewood.org |
| 6. Preeti Bhardwaj | Family Support Services | 510-834-2443 | pbhardwaj@fssba.org |
| 7. Donna Moore | Family Support Services | 510-834-2443 | dmore@fssba.org |
| 8. Elizabeth Sabel | Youth Advocate Programs | 510-219-3653 | Esabel@yapinc.org |
| 9. Neal Hatten | Village Connect | 415-265-9273 | nh@village-connect.org |
| 10. Sally Ianiro | Alameda County Social Services | 510-267-8633 | sally.ianiro@acgov.org |
| 11. Sandra Oubre | Alameda County Social Services | 510-267-9457 | soubre@acgov.org |