

COUNTY OF FRESNO

ADDENDUM NUMBER: ONE (1)

RFP NUMBER: 962-5304

CALFRESH EMPLOYMENT & TRAINING

October 1, 2014

PURCHASING USE

ssj

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IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, Purchasing
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON OCTOBER 8, 2014.

PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Gary E. Cornuelle**, phone (559) 600-7114,
e-mail gcornuelle@co.fresno.ca.us.

NOTE THE ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 962-5304 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

ACKNOWLEDGMENT OF ADDENDUM NUMBER ONE (1) TO RFP 962-5304

COMPANY NAME: _____
(PRINT)

SIGNATURE: _____

NAME & TITLE: _____
(PRINT)

QUESTIONS AND ANSWERS

Q1. The initial term of the agreement is for a 9 month period. Is there reason for a 9 month agreement as opposed to a 12 month agreement? What will the ensuing contract length be?

A1. The initial term of the agreement is for a 9 months due to the current agreement expiring on December 31, 2014. The County's initial contract term will be January 1, 2015 through September 30, 2015 (9 months) with the possibility of a 12 month renewal.

Q2. What are the service areas for the contract?

A2. Service area is limited to the zip codes listed on page 3 of the RFP.

Q3. How will referrals to the program be handled?

A3. All referrals to the CalFresh Employment and Training program will originate with Department of Social Services (DSS). It is the responsibility of the successful bidder to entice referred clients to voluntarily enroll into the program as well as to retain clients in the program.

Q4. Are all five program components required in the submitted proposal?

A4. Each proposal will need to include a minimum of one of the listed program components with a maximum of all five program components.

Q5. Will DSS provide additional services if the successful proposal does not include all five program components?

A5. DSS will not provide additional services outside of the successful bidders CalFresh Education and Training (CFET) program.

Q6. Why is the request for proposal a competitive bid?

A6. It is the County of Fresno's policy to put all goods and services through a competitive bidding process, except in circumstances where it is the best interest of the County to suspend competition.

Q7. Who is the current vendor for the County's CFET services?

A7. The current vendor of CFET services is Reading and Beyond.

Q8. What are the responsibilities of the successful bidder regarding client reimbursement?

A8. The program requires the successful bidder to fund 50% of all client reimbursements. Please refer to pages 25-26 for additional information on reimbursements.

Q9. The Proposal Identification Sheet was not included in the Request for Proposal. Is this document required?

A9. The Proposal Identification Sheet is not required.

Q10. The Self-Dealing Transaction Disclosure form was not included in the Request for Proposal. Is this document required?

A10. The Self-Dealing Transaction Disclosure form is not required for proposal submission.

Q11. What is the correct amount of discs that need to be provided with the proposal response?

A11. Two reproducible compact discs with the entire vendor proposal must be submitted with the proposal.

Q12. The proposal states the budget must be in both the proposal response and in an excel sheet, is this correct?

A12. The proposed budget must be prepared using the excel document included in the proposal (located at <https://www2.co.fresno.ca.us/0440/Bids/BidDocuments.aspx?bidID=3294>). A copy of the excel budgets shall be included on the compact discs accompanying the proposal response. Printed copies of the budget shall also be included in the proposal response along with a budget narrative.

Q13. Is there a recommended guideline for the number of participants that should be served? How many participants are being served by the current vendor?

A13. It is up to the bidder to determine the number of participants that can be provided service. During the initial term of the contract, the current vendor provided service to 118 unduplicated participants. Year two and year three have had 185 and 104 unduplicated participants respectively.

Q14. What is required of the bidders to demonstrate ability to meet the reimbursement requirements?

A14. Bidders should provide compelling proof that they can meet the reimbursement requirements and run the program within the constraints of the proposal.

Q15. There is a federal grant application for a pilot E&T program that is due in November; how will it affect this proposal process.

A15. The United States Department of Agriculture grant for pilot E&T programs is completely separate from this RFP.

Q16. Has the existing provider met the performance expectations of the contract, if not, can you share what areas were not met?

A16. As of this date, the provider has met all the performance standards as outlined in the current Agreement.

Q17. Is there a county preference or zip-code area where an office would be need to be established to serve CALFresh participants with these services?

A17. Page 3 of the RFP list the zip codes for services as: 93701, 93702, 93703, 93704, 93706, 93721, 93722, 93725, 93726, 93727 and 93728. Zip codes listed are in the metro Fresno area and therefore service location(s) shall also be in the in the metro Fresno area.

Q18. Are there existing facility-office spaces, furniture, IT-equipment or any other equipment that will be accessible to any new provider or should this all be budgeted?

A18. The County has no facility office space, furniture or equipment designated or included for the program. All cost to operate the program will need to be considered and listed in the line item budget.

Q19. Is there a cash matching-fund requirement to receive these funds?

A19. There is no cash matching requirement to receive the primary funds of \$308,301 (FFY 14/15). The funds are an allocation the County receives each Federal Fiscal Year. Participant reimbursements, however, are a 50/50 cost sharing expenditure between the vendor and the County. Funds provided for participant reimbursements do require the vendor to match the requested funds provided by the County.

Q20. What are the maximum profit and indirect rates allowed for this RFP?

A20. Indirect rates are considered a part of the administrative rate. Page 29 of the RFP indicates that the administrative rate shall not exceed 15% of total program budget.

Q21. Is profit allowed or will this be tied to performance?

A21. Profits are not allowed and therefore are not tied to performance.

Q22. Is the target audience: CalFresh individuals with families that may be working Part-Time or Full-Time but not eligible for cash aide; CalFresh individuals receiving General Relief; or both?

A22. The CalFRESH E & T program should target CalFresh households not receiving CalWORKs in the zip codes identified in the RFP.

Q23. On page 10 of the proposal, regarding the required Reference List, "Provide a list of at least five (5) customers for whom you have recently provided similar services." Please define recently. (i.e. can they have recently exited our program? Could they have recently enrolled in our program?) In other words what is the timeframe and what point in the process do you want us to define "recently."

A23. Vendors should provide the names of 5 customers for whom they have provided Employment and Training type services within the past 5 years. This does not include actual clients who participated in the program; this refers to organizations or funding sources for which the service was provided, e.g. California Department of Social Services, Proteus, Stuart Foundation, etc.

Q24. Also regarding the Reference List (Page 10) What does the "date" refer to? What "date" should be reported? (i.e. enrollment date, exit date, job placement date).

A24. Please provide the date(s) you provided similar services.