

CITY OF STOCKTON PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS (RFP) – HOMELESS EMPLOYMENT LITTER
PROGRAM PROJECT, OM-22-013

QUESTIONS and ANSWERS

Monday, January 24, 2022

1. How many hours a week is this? Is it a Monday through Friday?

ANSWER: The hours and operating days are detailed in the Scope of Work. The actual hours are dependent on funding from Caltrans. Generally, there is one (1) crew of six (6) that work Tuesday through Thursday, but we have increased the number of crews and work days when there has been additional funding.

2. Do proposers need to be a non-profit?

ANSWER: Please reference item 3.4, in “Request for Proposals”.

Thursday, January 27, 2022

3. We’d like to know what the definition of “near homeless” means? We may already have that population here at our site.

ANSWER: Near-homeless is someone who is at risk of homelessness. Example: unable to afford rent, near eviction, released from jail/halfway house with no permanent residence to go back to, etc.

4. “70% new enrollees are persons that have been in the program for less than (1) year.” This is technically most of our current member population, is that ok?

ANSWER: This percentage is to ensure that there are new enrollees regularly. We want to see participants move on from the program with the skills to ensure a job or housing.

5. Homeless outreach; we have concerns around this part of the RFP, namely safety issues and not being properly trained to deal with various mental health situations that may arise. How do you see our role in reaching out to the homeless population? Is this mandatory for the RFP?

ANSWER: Yes, this is required for the RFP. This is to encourage those that are homeless or near-homeless to apply for your work program. Homeless outreach can happen in a variety of ways. It could be partnering with homeless shelters to educate people on your work program. There are many resources out there already established; I would encourage looking for partnerships.

6. Providing wages to the homeless; they will need to go through SJCOE process for hiring and be finger printed. We will run into some issues with clearing status from the fingerprint database since we are an entity of SJCOE. Is this mandatory for the RFP?

ANSWER: Yes, all participants should be paid at least minimum wages through a payroll system.

7. One of our leads will need to be trained by Caltrans for freeway litter safety instruction, what is the fee for this?

ANSWER: Caltrans is a partner with this program and will train the selected vendor prior to allowing work to commence. There is no fee for the training.

8. Portable toilet, can we borrow one from the city? The cost is about \$7,000-10k to build and they take 3-5 months to make, we currently do not have this in our fleet.

ANSWER: The City does not have a portable toilet available for this purpose. The Contractor will need to rent or procure one.

9. What is the proper PPE that is required? We may need to purchase special protective equipment according to the Caltrans safety instructions.

ANSWER: It is required that participants wear safety vests, hard hats, gloves, protective eye wear, long pants, and substantial leather shoes or boots with ankle support. Light colored clothing and long-sleeved shirts are recommended.

10. Also, we will need to fully participate in the Homeless Management Information System, what does this entail?

ANSWER: Information regarding the Homeless Management Information System can be found on the San Joaquin Continuum of Care's website, sanjoaquincoc.org/elementor-1916/ :

*“The **Homeless Management Information System (HMIS)** is a locally administered data collection system required for all communities receiving federal funds intended to help those who are homeless or at risk of homelessness. In San Joaquin County, **Central Valley Low Income Housing Corporation** is the designated **HMIS Lead Agency**. Staff at Central Valley Housing operate and oversee the database, working with partner agencies and service providers to collect accurate information on the clients they serve in order to fulfill reporting requirements, help us understand the extent of homelessness locally, and measure the effectiveness of services. **Clarity by BitFocus** is currently the software used by the San Joaquin Continuum of Care for HMIS.”*

11. Can you elaborate more on the reporting, and case management required? Currently our corpsmembers who are employed with us do receive case management support.

ANSWER: The monthly reports could consist of success stories, statistics regarding new, existing participants, referrals to housing, referrals for employment, training, life skills, education and resources provided, etc.

Monday, January 31, 2022

12. Could you share what the city’s monthly Cumulative monthly program performance reports cover, is there a template that we could review?

ANSWER: There is a monthly invoice template we use for reimbursement of routes cleaned. It includes information from Attachment 2, Delegation of Maintenance; as well as number of bags gathered, hours worked and number of crew members. There currently isn’t a template for cumulative monthly reports. The selected Contractor will work with the City representative to make sure that requested information is reported and in an agreeable format.

13. Also, we went on the HMIS system and looked around, what type of data, records and information is required to be uploaded into that system? Is that the same as the cities performance report?

ANSWER: The HMIS system is something both the County and City of Stockton have for the past several years been requiring for grant programs serving the homeless. The sub-recipient (awarded Contractor) would need to get set up in the HMIS to enter relevant data on HELP participants on an ongoing basis. This means collecting all necessary data on each client (participant) and entering that data into the HMIS no less than monthly. The County will request the sub-recipient to provide reports on that data as needed, typically as part of a quarterly

reporting requirement from the funder (i.e. the State of California). The sub-recipient would work with staff at Central Valley Housing to meet the requirements, and CVH is obligated by MOU to help with these kinds of requests. The information reported to HMIS, may be used in the monthly reports to the City.

14. It says fully participate with HMIS, what does that look like?

ANSWER: Please reference the answer to question number 13.

15. The RFP talked about showing your nonprofit status. We are not a nonprofit, but a program that operates under the San Joaquin County Office of Education. Is that ok?

ANSWER: That does not fall under the “for profit” category and is acceptable.

Wednesday, February 2, 2022

16. Please explain the requirement for 70% of participants to be “new” referrals. How will this be monitored?

ANSWER: New enrollees are defined as participants that have been in the program for less than one (1) year. This should be self-monitored and included in the reportable data provided to the City.

17. This contract is only for the months of April – November. We want to keep our participants working year around. Can we agree to work 3 days Dec – Mar to keep them in work?

ANSWER: The Contract is for a three-year term, with the option of one, two-year extensions if mutually agreed upon. The Scope of Work states that the operating weeks per year will occur between the months of April and November, or as designated by the City. This is determined by available funding. There have been previous years where additional funding has been made available and crew numbers and working days have been increased. This will be determined based on available funding and mutually agreed upon by the Contractor and the City.

18. Please define what positions in RTW organization require resumes. Only person right now with a resume is the E.D.

ANSWER: Please refer to item 4.0, in “Request for Proposals”. The items required are listed and described in this section. Resumes and references may be included in addition to the fifty pages.

19. Please describe what exactly is necessary when you are asking for key dates, milestones, and critical path. Can you give an example?

ANSWER: The selected contractor shall be expected to begin work within forty-five days of contract signing. This requested schedule should detail your ability, plan and/or path to commencing work for the contract. Examples: hiring, procuring materials/supplies needed for the contract, identify milestones needed to start work, etc.

20. Should we include the cost of inflation in our cost proposal over the 3 years, or do we negotiate year to year for the increase?

ANSWER: The price proposal should be all inclusive. If you’d like to include separate pricing per year, please do so. Please also refer to item 1.2, in “Scope of Work”.

21. The RFP notes that the contractor will provide on-going follow-up and support to employees and participants once they are permanently employed. We currently offer this as a choice to our participants. Must we provide this even if the participant refuses assistance?

ANSWER: This is something we are asking Contractors to provide. Participation of the individual is up to the participant.

22. Can Caltrans be used as a reference even though the contract is connected to the City of Stockton? They are still a customer of ours and the work benefits them.

ANSWER: Please refer to item 4.7, in “Request for Proposals”. No City of Stockton elected officials, appointed officials, or employees may be provided as a reference for this RFP. No other organizations or entities are listed.