



SOLICITATION ADDENDUM

Solicitation Number: RFP GGS-24-0191 Addendum #1

Solicitation Due Date: March 22, 2024, at 3:00 p.m. Local Time

CITY OF PHOENIX
HSD Procurement
200 W. Washington Street
18th Floor
Phoenix, AZ 85003

Community Needs Assessment

In accordance with the Section I – Instructions, 13. Addenda, the Solicitation is hereby amended as set forth below.

The following questions have been received:

<u>Question</u>	<u>Answer</u>
1. To what extent will the Department facilitate access to the existing data from prior community needs assessments (i.e., First Things First, Maricopa County Department of Public Health and Human Services Department, Southwest Human Development, Catholic Charities, Urban Strategies, Child Crisis Arizona, and Chicanos Por La Causa)?	1: Previous Community Needs Assessment Reports generated for the City of Phoenix Human Services Department can be found at the link below: <u>Human Services Reports and Brochures (phoenix.gov)</u> Reports from other Phoenix or statewide entities would have to be requested directly from those agencies.
2. Shall the Offeror submit pricing for one year or three years?	2: See Exhibit B- Fee Schedule
3. Can the Department provide further detail on the scope of work that is expected to happen in years two and three with respect to completing and submitting brief updates? For example, are new data collection efforts expected in years two and three?	3: Update Reports for Years 2 and 3 should consist of updated data from the Final Report, including any significant or remarkable changes in data, along with causal explanations. Update Reports should also include new data and research reasonably requested by the City based on additions to the widening HSD scope of work and/or significant social services trends in the Phoenix community. Both gaps or threats and resources/opportunities should be reflected in the Update Reports.
4. Can the Department clarify what is meant by “the Consultant shall include statewide, regional and community level analyses for additional data indicators.” How should statewide, regional, and community level analyses be considered with respect to the focus of the needs assessment on the	4: Statewide, regional and community level data provides critical context for the data provided for City of Phoenix needs and assets. For example, if affordable housing stock is shared for the state and/or region, the Report can extrapolate



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<p>service area of the Human Services Department?</p>	<p>what proportionate impact Phoenix residents might be experiencing.</p>
<p>5. To what extent will the Department be involved in helping to facilitate participant recruitment for data collection activities?</p>	<p>5: The City of Phoenix, Human Services Department can provide names of senior center members, Head Start parents, focus group participants, and additional client recommendations as needed.</p>
<p>6. Does the Department have an internal review process required for research materials (for example surveys, focus group guides, recruitment material, etc.)? If yes, please describe.</p>	<p>6: No</p>
<p>7. Does the Department anticipate the need for translation or interpretation of research materials in languages other than English? If yes, which languages? Is translation and interpretation expected to be included in the evaluation budget or will the Department provide translation and interpretation?</p>	<p>7: HSD serves all Phoenix residents, many of who speak languages other than English. Surveys, focus groups, and discussion materials may need multiple language formats. Please include all applicable budget requests within submittal for consideration.</p>
<p>8. Does the Department have any restrictions on incentives (for example, on the amount or format of payments) for community member participation in the needs assessment process?</p>	<p>8: HSD is unable to provide incentives for participating in research or community discussions, however the offeror can build this option into their Fee Schedule, if applicable.</p> <p>See Exhibit B-Fee Schedule</p>



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<p>9. Within the areas of focus identified (employment, education, income management, housing, emergency services, safety, nutrition, self-sufficiency, health, services for youth, services for senior citizens), does the Department place equal weight on each within the needs assessment process, or is there a prioritization?</p>	<p>9: The City expects all areas of focus to be researched, reported and updated based on any significant trends occurring within that social domain. As some social domains experience spikes or declines in activity, the focus and attention on that area may be greater or less than other areas throughout the duration of the contract term. Additionally, each domain should include an analysis of the causes and conditions of poverty, and any prevailing strategies found to address the barriers identified.</p>
<p>10: What is the budget for this project?</p>	<p>10: The offerer should simply be encouraged to identify a reasonable budget that covers all aspects of the Scope of Work</p>
<p>11: Are you looking for 1 large community needs assessment and then a review and update yearly, which will be a community needs assessment yearly?</p>	<p>11: The Scope of Work Consultant Deliverable Requirements on Page 23 outlines that a Final Report with major findings in all listed social domains be provided in the first year. Years 2 and 3 are intended to be Update reports, sharing significant trends experienced over the prior year and/or new data and research elements requested by the City.</p>

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____