



SOLICITATION ADDENDUM

Solicitation Number: RFP-20-CSSD-38 Addendum #1 Page 1 of 5

Solicitation Due Date: October 8, 2020 at 3:00 p.m. Local Time

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

Comprehensive Community Needs Assessment

In accordance with the Section I – Instructions, 10. Addenda, the Solicitation is hereby amended as set forth below.

Revise Section II – Professional Services Consulting Agreement, Section 1 – Term of Agreement, 1.1 as follows:

- 1.1 This Agreement begins on the Effective Date in the above introductory paragraph, and upon approval by the City, for a one-year term, with 2 one-year options to extend, for an aggregate term of 3 years.

Revise Section II – Professional Services Consulting Agreement, Exhibit A – Scope of Work, Section 5 Consultant Deliverable Requirements, Subsections A and D as follows:

- A. By November 30, 2021, a Draft Report that includes, but is not limited to, the major findings as determined by the minimum requirements of the Head Start Performance Standards and Community Services Block Grant regulations.
- D. By March 16, 2022, complete and submit the Final Report for HSD’s Community Assessment.

The following questions have been received:

<u>Question</u>	<u>Answer</u>
1. The following excerpt indicates that a rough draft of the CCNA report is due 11/30/2020. Is this date accurate?	A rough draft of the Comprehensive Community Needs Assessment report is due November 30, 2021.
2. In reviewing the above-referenced RFP, it appears that the due date for a draft of the full analysis is November 2020, and then the final approved version in March 2021. Can you clarify whether this was intended?	A rough draft of the Comprehensive Community Needs Assessment report is due November 30, 2021. The final version is due by March 16, 2022.
3. Do you anticipate extending the bid due date?	Not at this time. The due date shall remain as stated in the Schedule of Events.
4. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?	All information related to this RFP is included in the documents posted on the solicitation website.



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5. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free ? [mygovwatch.com]	No.
6. Other than your own website, where was this bid posted?	In addition to the City of Phoenix Procurement Website, this solicitation was advertised in the Arizona Business Gazette.
7. Given the due date and anticipated time for contract award, is the start (and beginning of the one-year contract) November 1, 2020 or a later date?	The contract start date is July 1, 2021.
8. Is there a page limit to the proposal response?	No.
9. Should the technical and budget proposal be submitted separately?	Submit the required documents as outlined in Section III – Submittals.
10. What is the budget for this project?	The budget is \$120,000 for the term of the contract.
11. Is there a targeted sample population of low-income individuals to be considered for the survey?	<p>The City of Phoenix Human Services (HSD) contains 5 divisions which provide direct client services applicable to this solicitation, each focusing on various populations in Phoenix. Due to the diversity of services provided per division, a targeted sample population of low-income individuals cannot be specified in each division. A target sample per applicable division within HSD is as follows:</p> <p>Business and Workforce Development Division: Targeted population for this division is obtain from a report provided by the Department of Economic Security (DES). A report from DES was not able to be obtained in time to present in this amendment.</p> <p>Community and Senior Services Division: The target population should</p>



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	<p>be individuals/households at or below 200% that are the most vulnerable, i.e. disabled, veteran, elderly, families with children under the age of 5.</p> <p>Education Division: The Education Division distributes surveys to the entire program. The Education Division utilizes Education Service Providers and Caseworkers to distribute and collect surveys. Education Division also recommends three forums, one for each region. The grantee identifies the participants for those forums.</p> <p>Homeless Services Division: Targeted sample population of low-income individuals cannot be specified as such. Community needs Assessment will target available resources, needs in the community, and a count of homeless individuals.</p> <p>Victim Services Division: Targeted sample population of low-income individuals cannot be specified as such as violent crimes occur in all income levels.</p>
12. Will the City of Phoenix – Human Services Department allow the selected contractor to conduct interviews via teleconference?	Yes.
13. Do you currently have a resource inventory or is this something that the selected contractor will need to develop?	The awarded Contractor will determine resource inventory; however, the City can provide previous resource inventory.
14. Is the consumer data (surveys, interviews, focus groups, etc.) expected to be in English? Or, also be translated into Spanish?	English and Spanish.



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15. Will you assist in scheduling and identifying consumer/ partners for key informant interviews?	Yes.
16. Will you assist in identifying and recruiting focus group participants for the one (1) focus group that involves numerous representatives (Section 4.2.5. B)?	Yes.
17. Will you provide locations for the focus groups?	No, the locations for the focus groups are the responsibility of the vendor. The City can assist in identifying possible locations.
18. Is there a budget for the community needs assessment?	Yes. Please see the answer to Question #10 .
19. Section II Paragraph 5 Consultant Deliverable Requirements state that the consultant should provide a draft report by November 30, 2020. Is this deadline flexible?	Please see the answer to Question #1 .
20. What are the specific deliverables due on November 30 versus March 16, 2021?	Please see the answer to Question #2 for revised due dates to the draft and final reports. Please refer to Section II – Professional Services Consulting Agreement, Exhibit A – Scope of Work which outlines the deliverables required under this agreement.
21. We noticed that there is little to no mention of Tribal Nations in Phoenix, which hold sovereign status, within the RFP and the 2018-19 needs assessment. Is there a reason why these populations are not included and is there space or interest for Offeror to add them into the scope of this needs assessment?	Offerors are welcome to add information related to Tribal Nations in their data collection and analysis.



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22. Is the secondary data required for this readily available to us? What is meant by secondary data is existing quantitative data. There will be a huge breadth of quantitative data that we will need to compile for this project. A lot of this data typically comes from state sources. In order for us to meet the tight timelines that are posted in the RFP, it will be important for this information to be easily, and readily available.

No, the awarded vendor will be expected to collect, analyze and interpret existing quantitative data from various federal, state and local sources.

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: _____