

City of Petaluma Homeless Services RFP 2022 RFP Questions and Answers - 11/2/2022

The following Questions submitted by potential RFP applicants were reviewed by City staff and responses provided on the [City of Petaluma Bid Opportunities Website](#).

Q1: Can you clarify what you are asking for in the application with respect to Project Timeline?

A1: Please complete the project timeline key milestones chart provided in the application form in the City Data Services application portal.

Q2: Regarding the project budget, do you want to include staffing costs only?

A2: No - please include all costs you anticipate requiring in order to successfully provide the scope of services described in the RFP.

Q3: Will you allow administrative overhead to be included as a budget item? If so, is there a cap on the amount of administrative overhead allowed?

A3: Yes - administrative overhead may be included as a budget line item. There is no cap on the amount of administrative overhead you may include in the budget - please present a budget that most accurately reflects your estimated costs to achieve the scope of work described in the RFP.

Q4: In the absence of a funding floor/ceiling, can you provide any guidance on the planned duration of funding, at least for the inaugural contract period? The RFP does not seem to include this information.

A4: The initial contract period will range from 12-18 months depending on whether the City receives applications responsive enough to the needs outlined in the RFP to make awards and begin service provision according to the RFP timeline.

Q5: Should the proposal budget be for one year?

A5: Yes - please submit a one-year project budget with your application.

Q6: The Outreach component seems to include a prescriptive staffing configuration, which is helpful in the absence of a funding floor/ceiling. Regarding the Landlord Recruitment scope, can you confirm if the one staff person referenced in the Marin County example is what the City of Petaluma is budgeting against for personnel, or is it open to a more sizeable engagement?

A6: At this point the City is interested in having organizations submit the true costs for program services, and does not want to limit proposals.

Q7: Regarding Landlord Recruitment, is there a current pool to leverage or is the City of Petaluma seeking a provider to create a landlord network from scratch? If there is a current pool, is the City of Petaluma currently offering landlord incentives?

A7: The City does not have a list of current landlords, but the County of Sonoma as well as a partner organization Petaluma People Services Center who administers the city fair housing program has an extensive list and understanding of the landlord network. Ideas for landlord incentives could be included as additional ideas for the program.

Q8: The strong preference to move quickly and launch in January 2023 is duly noted. With that said, do you anticipate any flexibility with a ramp-up cushion?

A8: Please describe in the project timeline milestone chart (Question 19 in the online application) any flexibility in the January 2023 launch period you anticipate you may require to successfully provide the services you propose.

Q9: Can you provide more information on how the following will be scored: a) leveraged funds; and b) projected versus secured funds? We see these listed as part of the 15 points afforded under the broader budget category but were curious to what extent these two composed the 15 points.

A9: This question is more about how the city funds will be leveraged. Leverage could include other funding, agency wide support, and collaboration with other agencies and programs. The projected versus secured is recognizing that agencies in general apply to various funding sources, so the city wanted to provide agencies the opportunity to demonstrate how they might be expanding in these service areas and be able to include potential funding sources.

Q10: Can you confirm if a current presence in the City of Petaluma or the County of Sonoma is a scorable factor?

A10: Current presence in the City of Petaluma is not a scored factor; however, if a provider does not serve Petaluma currently, the scoring committee will be looking for other factors such as experience providing similar services, organizational capacity to expand service delivery to Petaluma, and status of partnerships with Petaluma serving organizations.