



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 23-11582-C
FOR
Targeted Case Management Consultant
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
March 8, 2023

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Thursday, March 16, 2023 All responses should be sent via email to purchasing@cityofberkeley.info and have "Targeted Case Management Consultant" and Specification No. 23-11582-C indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 23-11582-C Targeted Case Management Consultant

The City of Berkeley has received questions from several potential respondents regarding **RFP 23-11582-C Targeted Case Management Consultant**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. Please provide the number of TCM Case Managers by budget unit?

1. A. Listed below are the number of TCM Case Managers:
- 1) Public Health Division - Two (2) - Public Health Nurses
 - 2) Aging Services Division - Five (5) Case Managers

2. Q. Please provide the number of CMAA Participants by claiming unit?

2. A. Listed below are the number of CMAA Participants by claiming units:
- 1) Public Health Division - Average of six (6)
 - 2) Aging Services Division - average of 10
 - 3) Office of the Director - average of 3

3. Q. Does the City use a specific software application to document TCM services?

3. A. Persimmony

4. Q. How do CMAA and TCM Participants complete the perpetual time survey (software application, excel worksheets, paper log)?

4. A. Using Excel and Persimmony.

5. Q. Item 5 indicates there is an attached excel sheet format for the deliverables and timeframes, can this attachment be sent or posted?

5. A. The Excel sheet is posted as Budget and Timeline Template. See additional Files.

6. Q. Is the time frame for this contract 1 year (July 1, 2022 - June 30, 2023)?

6. A. The contract period will be for a one-year time period of July 1, 2023 - June 30, 2024.

7. Q. Currently, how many claiming units are participating in CMAA?

7. A. Three (3) - Public Health, Aging Services, and the Office of the Director

8. Q. Roughly, how many CMAA time survey participants are there?

8. A. Approximately, 18-20

9. Q. Does Berkeley use an electronic time keeping system? If so, which one?

9. A. No

10. Q. Currently, how many departments are participating in TCM?

10. A. One (1) - Health, Housing, and Community Services

11. Q. How many TCM case managers are there?

11. A. Currently, five (5)

12. Q. Roughly speaking, how many TCM encounters are uploaded monthly?

12. A. Approx 300 - 350 encounters are uploaded **quarterly**.

13. Q. Regarding the audit review component of the RFP, how many years back are you asking to be reviewed?

13. A. Approximately two (2) years, but no more than three (3) years.

14. Q. If a bidder is an out of state firm registered to do business with the State of California required to have a business license with the City of Berkeley?

14. A. Yes, all contractors must have a current business license with the City of Berkeley.

15. Q. I was unable to find the attached excel spreadsheets. Could you please share excel spreadsheets mentioned in the Price Proposal section and Service Description section?

15. A. *See answer to question 5.*

16. Q. Is there an identified budget for this project, either a range or maximum budget?

16. A. There is a maximum Not to Exceed amount of \$150,000.

17. Q. What is the project period (i.e., a date range)?

17. A. The contract period will be for a one-year time period of July 1, 2023 - June 30, 2024.

18. Q. Does this RFP include ongoing support and management of the agency's MAA/TCM programs?

18. A. No, at this time we are seeking one-time services.

Except as provided herein all other terms and conditions remain unchanged.