



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 24-11653-C**  
**FOR**  
**Youth Development Program Assessment**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "A"**  
3/15/2024

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals must be received no later than 2:00 pm, on Tuesday, March 19, 2023.** All responses should be sent via email to [purchasing@berkeleyca.gov](mailto:purchasing@berkeleyca.gov) and have **"Youth Development Program Assessment"** and **Specification No.24-111653-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,

A handwritten signature in blue ink, appearing to read 'D. Sweet'.

Darryl Sweet  
General Services Manager

## Addendum “A”

### Questions and Answers for Specification No. 24-11653-C Youth Development Program Assessment

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 24-11653-C, Youth Development Program Assessment**. 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. Is the main point of the RFP to create a workforce career development pathway using YouthWorks in conjunction with Berkeley High School Health Center, Berkeley Technology Academy, and community college?**

1. A. The Public Health Division is looking to define a youth development framework informed by community needs and goals, expand and develop the Youthworks program and align the youth development work between the Berkeley High School Health Center and the Youthworks Program.

**2. Q. Given the expansive scope, can you give any guidance on what level of financial resources are available or what bid range would be acceptable?**

2. A. We would anticipate a bid range of \$150,000 - \$200,000.

**3. Q. Is there a not-to-exceed amount allocated for this project?**

3. A. We would anticipate a bid range of \$150,000 - \$200,000.

**4. Q. The RFP states an insurance amount of 2 million may be required. There is also a disclaimer that Risk Management may determine this is not necessary. Can we receive this determination prior to submitting a proposal as this may determine our cost?**

4. A. This determination would be made after the selection process. The costs associated with the insurance should be factored into your bid with the assumption that it is required.

**5. Q. The RFP requires an insurance amount of 1 million may be required. There is also a disclaimer that Risk Management may determine this is not necessary. Can we receive this determination prior to submitting a proposal as this may determine our cost?**

5. A. This determination would be made after the selection process. The costs associated with the insurance should be factored into your bid with the assumption that it is required.

**6. Q. Can you identify which models/framework you are looking to achieve or outline in this bid?**

6. A. The Public Health Division would be expecting recommended models/ frameworks that are informed by a literature review of best practices and addresses the needs and goals identified through the needs assessment process.

**7. Q. Are you able to provide additional information as to materials used in the past or identify items you are looking to achieve?**

7. A. Not at this time.

**8. Q. The RFP shows a completed train the trainer date of March 2025. Do you have a requirement for the length of this training as we offer various options and want to ensure we offer the best option for this training?**

8. A. We would anticipate that this would be determined by the results of the needs assessment and the recommended trainings that come from that assessment. A proposal that included projected amount of trainings with a cost per training and training options available would be advised.

**9. Q. What is the anticipated budget for the project?**

9. A. We would anticipate a bid range of \$150,000 - \$200,000.

**10. Q. What are the expectations for in-person work?**

10. A. A hybrid approach with in-person work is acceptable. Virtual activities should be conducted for the purposes of efficiencies (I.e. Check in meetings) and should not sacrifice the quality of interactions to collect meaningful data from stakeholders. (I.e. youth, families, etc.)

**12. Q. Do you require a budget justification narrative, or is completion of the budget document outline in Attachment J sufficient for this proposal?**

12. A. The template on page 24 of the RFP serves as the budget justification. Please provide clear details in each of the proposed activities and staffing to support the associated costs for each identified activity.

**13. Q. Do you have requirements related to Total Project Cost or any service categories within? For example, is there a percentage of the Total Project Cost that should be designated to assessment and evaluation versus material development or training?**

13. A. There are no requirements related to the percentage of the total project cost that is designated to each project component.

**14. Q. Section II outlines four components (A. Conduct a program needs assessment, B. Recommendations for future program development, C. Development of tools and trainings, D. Conduct train-the-trainer series) and the deliverables matrix (Attachment K) outlines three components (1. Completed Program Needs Assessment Report with Recommendations, 2. Development of Tools and Trainings, 3. Completed Train the Trainer Series). Do you prefer the proposal, budget, and deliverables matrix to be organized using the four components in Section II or the three components in Attachment K?**

14. A. The recommendations for future program development are an expected product of the needs assessment. The three components in Attachment K are sufficient with the understanding that the recommendations are included as part of the program needs assessment.

**15. Q. Attachment J requires project staff to be named under Personnel Costs. Will you allow proposals to use “TBD Employee” as placeholders?**

15. A. Yes, “TBD Employee” is an accepted placeholder, however, the role/ titles/ qualifications should be indicated along with an associated rate for each project staff.

**16. Q. Attachment J requires itemization of Other Than Personnel Costs (OTPC). As it relates to the Development of Tools and Trainings and the Train the Trainer Series (Section II and Attachment K), which of the following expected material production services (if any) will you provide? Items not provided by the funder will be included as OTPC in Attachment J.**

- **Translation**
- **Accessibility Compliance (e.g., 508 Compliance)**
- **Copyediting**
- **Design**
- **Printing**
- **Webhosting**
- **Other Material Production Services**

16. A. ADA compliance can be accommodated, if City facilities are needed for a proposed activity. Web posting on the City website can also be coordinated, if applicable and aligned with City Communications Guidelines. All other material production services costs would be under the responsibility of the vendor and included in the proposed budget.

**17. Q. What is the current program scope, offerings, partners, and funding related to YouthWorks?**

17. A. The Youthworks program has approximately a \$1.2 Million operational budget that is primarily General Funded. The program provides a variety of trainings for job readiness skills, individual assessments, and partners with a number of City departments, non-profit organizations, educational institutions, and others for recruitment, training, and job placement sites.

**18. Q. What existing structures, policies, programs, partners, mandates, or goals do you require the Youth Development Program Assessment to align or comply with?**

18. A. It is not clear what this question is referring. The YouthWorks program must be compliant with all California Labor laws, include an equity lens, and serve youth aged 14 – 25 years of age, who reside in the City of Berkeley.

**19. Q. What is the existing framework and/or service alignments between YouthWorks and Berkeley High School Health Center (BSHHC)? In what ways are you expecting that alignment to be changed or improved?**

19. A. The needs assessment is primarily focused on the YouthWorks program. However, there will be an overlap of youth development programming that can be offered via the Berkeley High School Health Center and, therefore, BSHHC activities need to be aligned.

**20. Q. Section II.B requires the development of recommendations for future program development. What is the expected scope of these recommendations? For example, are you requesting recommendations specifically related to YouthWorks and BSHHC or a broader scope of programs and services for youth within the City? Do you expect the recommendations (Section II.B) to identify the offerings, topics, audiences, and intended outcomes that will direct the development of tools and trainings (Section II.C) and the train-the-trainer series (Section II.D)?**

20. A. Recommendations for future program development for the YouthWorks program is the primary focus of the recommendations with alignment to the Berkeley High School Health Center youth development program component. It would be expected that topics, intended outcomes, development of tools and trainings would be identified to support those recommendations and inform/ direct the development of tools and training for Section II.C and II.D.

**21. Q. What process, timeline, and participants do you anticipate utilizing to assess, gather feedback, and/or approve the recommendations (Section II.B)?**

21. A. Depending on the recommendations, approval process would include review by the Senior Managers of the Youth Health and Readiness Program Area and Final approval by the Public Health Division Manager.

**22. Q. Section II.C requires the development of a set of program evaluation tools that are youth friendly. What are the intended uses of these tools (i.e., evaluate training sessions, placement experiences, etc.) and what are they expected to measure (i.e., attainment of learning goals, satisfaction, etc.)?**

22. A. The intention of the evaluation is to inform continuous program improvement, whether that be for trainings, job placements, mentorship components, etc. The Public Health Division has adopted the Results Based Accountability framework that measures the quantity of services provided, the quality of the services provided and the impact of the services on the intended audience. The evaluation tools are meant to inform improvement in those three areas.

**23. Q. Have there been any previous assessments of the program(ming)? If so, in what years?**

23. A. There have not been any previous formal assessments conducted in at least the last 5 years (if not more).

**24. Q. Is this project solely focused on Youthworks and the employment programming that contributes to independence and autonomy? Or is there some overlap with the health side of programming?**

24. A. The primary focus is the recommendations for future program development for the YouthWorks program with alignment to the Berkeley High School Health Center youth development program component. Alignment with other Public Health programming (as it pertains to the social determinants of health) to leverage existing resources where possible, are encouraged.

**25. Q. What is the current scope of the program? (Number of participants served, annually, and number of service locations)**

25. A. Our current annual goal is 250 youth participants with job placements per year and/ or approximately 35,000 total hours worked. There are approximately 35 partner organizations with various numbers of placements available for each organization.

**26. Q. When it mentions 'expand and develop the Youthworks program' - are there specific ways in which you hope to expand the program? (For example: serve more people, expand the type of programming available, expand the number of locations services are offered?)**

26. A. It is the hope that expansion of programming would include greater impact of the program for participants, including but not limited to increased training opportunities, expanded services/ experiences and/or expanded career exploration opportunities. Increase in the number of participants would be ideal.

**27. Q. How is the program currently funded?**

27. A. The Youthworks program has approximately a \$1.2 Million operational budget that is primarily General Funded.

**28. Q. Is there a budget range that you are anticipating?**

28. A. [See answer to question #9.](#)

**29. Q. Is there a programmatic connection Youthworks and BSHHC?**

29. A. There will be an overlap of youth development programming that can be offered via the Berkeley High School Health Center, if applicable.

**30. Q. How many annual participants do the programs serve?**

30. A. Our current annual goal is 250 youth participants with job placements per year and/ or approximately 35,000 total hours worked. There are approximately 35 partner organizations with various numbers of placements available for each organization.

**31. Q. Is there a page limit for the proposal?**

31. A. No, there are no page limits, however, we encourage an organized format that provides clear and concise content.

**32. Q. Is it possible to share some more about the type of youth training that the contractor should provide?**

32. A. We anticipate that this would be identified through the needs assessment and/ or through trainings already offered by a vendor.

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