

**FY 2025-2028 Community Agency Request for Proposal
(RFP)**

POST Workshop Q & A

12-22-2023

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GENERAL - Post RFP Questions and Answers – 5th Round

Q. We are in the homestretch populating the portal from our source documents. Thank you for the prompt replies you have provided.

Program Description B.1

**A single program will be delivered at various sites throughout Berkeley.
Can we insert a general response like:**

**Address: various BUSD schools
City: Berkeley
Zip: 947XX**

A. You may answer the location question in a general way as long as you specify the names and locations of schools where services will be provided in another part of the application, such as the program narrative. In other words, the specific service locations must be listed somewhere in the application.

Q. Budget Narrative

I assume that the portal will expand once the budget is loaded to enable entering the narrative for that line. Is my assumption correct? Presently, there are no data entry fields for the narrative.

A. Yes. Once you enter the budget information, the budget column of the narrative should populate. If you encounter any problems here or with any other parts of the CDS, please contact them at support@citydataservices.com.

Q. A partner organization of ours is applying for this RFP due on Friday to provide nutrition and food resources and services to COB families, and they are trying to apply under "Other Services" but are not doing the following activities which are the default under when they click "Other services". What should they do?

community Service Days			Reduction in number of neighbor complaints		
Days of Work			Number of clients placed in jobs		

Educational/ Training Workshops			Participants achieved enhanced skills or knowledge		
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A. If you encounter any problems here or with any other parts of the CDS, please contact them at support@citydataservices.com.

Q. Is there a word limit for the "Detail" and "Budget Narrative" section of the D.2 Budget Narrative Chart?

A. Please contact City Data Services at support@citydataservices.com for the character/word limits.

YEP - Post RFP Questions and Answers – 5th Round

Q. How do you envision "total funding already secured for this program 2024-25?" Technically, it is another FY, and general fund money received each year is spent each year. Is this leveraged funding question referring to leveraged funds budgeted for the year? Or specifically to funds received for a future FY? If a program budgets a tuition element and has a waiting list of individuals to pay, would you like to see that listed in B: Program Description, Total Funding Secured? And/ or, what would you like to see described as "Funding Secured?"

A. "Total funding secured" for this program refers to the first year of contract funding (FY 25). Most programs do not know for sure what funding they will have in the future. Please include all funding for the program that has already been secured and/or funding you believe is highly likely to be provided. This might include anticipated tuition payments and government contracts. The proposed funding from the city should not be included in this total. As you indicate, this question is trying to get at how much leveraged (non CoB) funding is likely to be in place beyond any CoB funds. When completing this section, please note that it is asking for program costs/funding, rather than agency costs/funding.

Homelessness Services - Post-RFP Questions and Answers –5th Round

Q. We note that in the RFP all “referrals will come from the City of Berkeley” we can find no more specificity.

Will the City of Berkeley be directly providing referrals making outreach unnecessary or will our organization be able to outreach to Berkeley City residents directly? If all referrals come from the City of Berkeley what department will be handling the referrals?

A. The City will be accepting referrals from partnering homeless services agencies who are working with unhoused Berkeley residents. City of Berkeley staff in the Homeless Services Unit will review referrals and send them to the Benefits Advocacy provider. The Benefits Advocacy provider cannot enroll people outside of this process.