



City of Tacoma

## Questions and Answers

### General Fund Notice of Funding Availability RFP Specification No. NC22-0333F

All interested parties had the opportunity to submit questions in writing by email to Erica Pierce, Senior Buyer by October 20, 2022. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**Question 1:** Do you have neighborhood grants for health fair/health carnival event in Hilltop February 2023?

Answer 1: This RFP will not fund these types of events, but the City may have other opportunities for funding. Please sign up for notifications on [www.tacomapurchasing.com](http://www.tacomapurchasing.com) or check [www.cityoftacoma.org](http://www.cityoftacoma.org) for other grant opportunities.

**Question 2:** Will this RFP fund programs that do home repair projects?

Answer 2: This type of program would not be eligible for this RFP as it would be considered a construction public work, and we are focusing on programs providing services. This program may be eligible under other City funding opportunities. Please visit [www.tacomapurchasing.com](http://www.tacomapurchasing.com) or the City's [Community & Economic Development Department page](#).

**Question 3:** Can we apply for funding for an ongoing program for which we have a funding gap? (i.e., program expenses are greater than revenues so certain elements of the program would be cut without additional funding) Can this RFP be used to fund expansion and/or polishing of current programming if we do not currently have a funding gap?

Answer 3: We do not have requirements based on expansion, new program, or funding gaps, as long as it fits within our department goals and Council priorities. We understand that there are going to be various sources of funds for programs, and we are going to fund a portion of a program. We just ask you clearly communicate what is being funded and what is included in your budget ask.

**Question 4:** It looks like the department goals listed in the RFP were slightly different than the list in the presentation today. Can you confirm what the department goals are?

Answer 4: The department goals should be the same on the Request for Proposals (RFP) as they were in this presentation, we will check to make sure the presentation is updated if necessary. However, the department goals listed in the RFP itself are the official goals. Section 3 of the RFP document outlines the department goals and should be the ones referenced.



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**Question 5:** Is prevailing wage required? Or how do we determine if it is?

**Answer 5:** For Prevailing Wage - please reference page # 13, Section 17 of the RFP document. This has a link to L&I which will show if the work is eligible for Prevailing Wage and the current rates.

**Question 6:** What is the addendum acknowledgement on the face page?

**Answer 6:** The bottom area on the signature page is an acknowledgement that you have received the addendum(s) and are aware of the changes to the specification. Please do not initial all of them just because you think there might be addendums. Please only initial for applicable addendums if/when they are issued. This is your record that you have received all updates and understand what is being requested in the RFP.

**Question 7:** On the application can we only list one Council priority and one department goal?

**Answer 7:** You can list more than one Council priority if you would like. The most important piece in terms of how we will align your program for rating applications and for allocating funding is your specified department goal. For department goal, we ask that you list one primary, and if applicable, one secondary department goal. Please do not list more than one primary and one secondary department goal, even if your program aligns with many department goals.

**Question 8:** Can we estimate total budget? Our board doesn't pass the budget until week 2 of November.

**Answer 8:** The total program budget can be a best estimate based on what is presented to your board at the time of application. The total amount requested needs to be accurate for what you are requesting through this RFP, and we want your best estimate on the individual budget line items. We understand that if we do award funding it may be less than the amount that you request or things may potentially change, but that will be worked out in the contract negotiations. We are looking for a best estimate of how you are going to use the funding (i.e., specific positions we are going to fund, specific non-personnel costs) because that will help in terms of the funding recommendations to know what we are paying for this program. We do not want your budget to look drastically different in your application compared to contract negotiations. (Ex: You may estimate that you need \$10K for office supplies and come back and say you only need \$9K, that is not a big deal.)

**Question 9:** Is there an editable (Word doc) version of the Budget Information page available?

**Answer 9:** We do not normally make Word documents available, but please submit this request in writing to Erica Pierce ([epierce@cityoftacoma.org](mailto:epierce@cityoftacoma.org)) so she can review



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with the team to see if she can post this for everyone. Please see document titled NC22-0333F\_BUDGET INFORMATION SHEET on the specification page for this Word document.

**Question 10:** Are there any other specific requirements for formatting?

**Answer 10:** We did not put specific formatting requirements but please take into consideration what is being submitted to the review panel in terms of readability. We do not have anything specific other than the 5-page limit, single-sided. Use your best judgement and understand that the panel will be reviewing many applications, so readability is important.

**Question 11:** Is there a page limit for the budget information page? Because there's a narrative question and a list of personnel, once converted to Word and completed, the page will be longer than the 1 page as presented in the RFP.

**Answer 11:** There is not a limit for the budget information. Please give us as much information as necessary without making it too extensive.

**Question 12:** Due to major staff changes and technology issues, we cannot find our past City of Tacoma application forms. Can the City send us our organization's last 1 or 2 submitted applications? Should our request for past application forms go to Erica in Purchasing or somewhere else?

**Answer 12:** Yes, we can do that. Please submit a request with specifically what you are looking for and then we can respond to that. To request previous applications, please submit requests to [NCSCcontracting@cityoftacoma.org](mailto:NCSCcontracting@cityoftacoma.org).

All other questions regarding this RFP should go to Erica Pierce in Purchasing ([epierce@cityoftacoma.org](mailto:epierce@cityoftacoma.org)).

**Question 13:** Should the "general operating" line item include the admin and indirect costs? Or do you want those on separate lines?

**Answer 13:** We want those on separate lines. Admin would be direct admin costs and will require backup documentation when invoicing, whereas indirect costs do not require backup documentation if they are true indirect costs. In our Department Funding Guidelines (Appendix B of the RFP), we talk about admin and indirect costs and what our limits are in terms of percentages for those categories.

**Question 14:** Could we go over the addendum signature page again? Are signatures to be added if further addendums are issued? Or just for how many are in there now?

**Answer 14:** It would correspond to the Addendums that are issued for this RFP. Addendums are when we change or add something if we notice we left out pertinent information in a section or need to clarify something that would fundamentally change how someone would bid on this RFP. The addendum signature page is a



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double check for us to ensure you have all of the information. If we only issue one or two addendums, you would only initial the lines for one and two. If we issue two addendums, but you only initial one you may not have received pertinent information for this bid and therefore your application could end up being rejected because you didn't include information that was requested in the addendums. To ensure that you always get notified please sign up for the Bid Holders List for any specification you are interested in. When you are signed on that list, our admin team sends you an email when addendums are posted or when anything is posted (Q & A's, the recording of this meeting, etc.). This is something you need to make sure you are on, to make sure you get everything that is released for this specification. We try to get the RFPs perfect before we release them, but addendums do happen so please register for the Bid Holders List.

**Question 15:** When can we expect that all addendums have been posted?

**Answer 15:** Addendums can be posted at any time so please register for the Bid Holders List to be notified of any addendums or information pertinent to this RFP.

**Question 16:** Is there a last possible date an addendum might be posted?

**Answer 16:** If we are not extending the closing date, then it would be five business days prior to the submittal date. If we end up extending the submittal deadline, the addendum could be posted the morning of that submittal deadline. Sometimes we need to move submittal deadlines out a few times based on addendums so make sure you are on the Bid Holders List to receive these updates.

**Question 17:** What is the contract period for these funds?

**Answer 17:** Contracts will be for two years and will start either February 1, 2023, or March 1, 2023, and will end on December 31, 2024.

**Question 18:** So, our completed application will consist of:

- Signature page
- Questions 1-8 of the Required Questions in Appendix B (limited to 5 single-sided pages total)
- Budget information from Appendix B
- 3 letters of recommendation
- Optional Questions in Appendix B, if desired

**Answer 18:** That is correct.

**Question 19:** There is another RFP out for Youth and Young Adult Violence Reduction - Credible Messenger. Our target population is working with young people to



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reduce aggression and violence for kids that come to the attention of the juvenile court. Are they a target population in this RFP?

**Answer 19:** You can apply for both RFPs. The other RFP that is out right now is for the Youth and Young Adult Violence Reduction (YYAVR) Credible Messenger Program, which is another Neighborhood and Community Services RFP open right now. You are able to apply for any current open RFPs that align with your program. Just as with this RFP, you can get on the Bid Holder List for that RFP, review and submit questions, etc.

**Question 20:** I have two questions in regard to graffiti removal in this RFP. The first is what method is preferred? We have done graffiti removal for WSDOT, and they prefer it to be covered by painting. Is this the method the City will expect? Also, in regard to budgeting. Material used and manpower will vary depending on the amount of graffiti that needs to be removed. How might I estimate the budget for the two-year period? Should I use time and materials rather than a set amount for the two-year period?

**Answer 20:** The graffiti removal providers that we are considering for this RFP will be servicing community members and would be addressing graffiti on private properties throughout Tacoma, not City or publicly owned properties. With that, the preferred method would be to bring the surface as close to its original state as possible, with the caveat that you are the subject matter expert and would need to determine what the best route is to address the graffiti present. Time and materials would work for the budget, but we would want to know what we are getting for the time and materials spent. You could also build your budget around the square footage of graffiti and what the cost would be to remove and/or paint the surface. It may be helpful to look at the current program's webpage for additional information regarding how we currently operate [www.cityoftacoma.org/graffiti](http://www.cityoftacoma.org/graffiti).

**Question 21:** For the supplemental #1 question, are we to consider Board and Director level staff only when answering this question or would we include Program Management as well?

**Answer 21:** These questions are simply for staff tracking purposes to improve our funding and outreach processes, so we did not provide any specific parameters. If you would like to include program management, that works for us. (Reminder: Answers to the Optional Questions in Appendix B will not impact scores or award recommendations.)