

## ADDENDUM # 2

### MULTNOMAH COUNTY OREGON

November 24, 2015

Address all questions to:  
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RFPQ NO: 4000003199  
TITLE: SUN Service System  
CLOSING DATE: December 21, 2015 / NOT LATER THAN 4:00 P.M.

This Addendum is issued to the above referenced RFP to make the following changes, additions, deletions, and/or clarifications. Table has been divided into 2 Sections, 1) RFP DOCUMENT ADDENDA and 2) SOLICITATION ATTACHMENT ADDENDA. Items being addressed have been listed in chronological order according to page number location.

RFP DOCUMENT ADDENDA	
1. CHANGE	<p><b>ADDENDUM to ADDENDUM #1, "FOOTER" Posted 11/10/15</b></p> <p><b>CHANGE:</b> Replace Footer in Right bottom of each Page: Delete: Solicitation #4000003808 Replace with: RFP#4000003199</p>
2. CLARIFICATION	<p><b>SECTION 1.19 PAYMENT, Page 8</b></p> <p><b>QUESTION:</b> Do you have guidance on what can be included as direct cost in budget?</p> <p><b>ANSWER:</b> Allowable direct costs follow Generally Accepted Accounting Principle; the County does not define these. Please refer to Multnomah County Contractor's Fiscal Policies and Procedures Manual located at <a href="https://multco.us/finance/fiscal-compliance">https://multco.us/finance/fiscal-compliance</a> for additional information.</p>
3. CLARIFICATION	<p><b>SECTION 1.20 PRE-AWARD RISK ASSESSMENT, Page 8 AND SECTION 2.5.1 FUNDING SOURCES, Page 13-14</b></p> <p><b>QUESTION:</b> For contractors awarded services that originate in federal funds, please identify which streams of funding this applies to?</p> <p><b>ANSWER:</b> The types of funding are outlined in 2.5.1 Funding, Pages 13-14. Services that may have any federal funding include: Multnomah Stability Initiative and Bill Payment Assistance SUN Community Schools SUN Youth Advocacy (Culturally Specific SYA only) SUN Parent Child Development Services (Culturally Specific PCDS only)</p>

<p><b>4. CLARIFICATION</b></p>	<p><b>PART 2 - SERVICE DESCRIPTION, FUNDING AND CONTRACTING INFORMATION, Page 9 and SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM DELIVERY MODEL, Page 46</b></p> <p><b>QUESTION:</b> Can SUN Youth Advocacy (SYAP) money be used to serve students at non-SUN school sites?</p> <p><b>ANSWER:</b> Proposers may indicate where they would like to offer SYAP services. The information in Service Locations, Page 46 of the System Model indicates the County will finalize all SYAP service locations annually, in partnership with the contractor.</p>
<p><b>5. ADDITION</b></p>	<p><b>PART 2, SECTION 2.1 INTRODUCTION AND PROGRAM HISTORY, Pages 10-11</b></p> <p><b>ADD:</b> At the end of this section, add the following new paragraph:</p> <p>For more information on the SUN Service System and the most up to date Questions and Answers from Community Sessions held leading up to the release of this RFP, go to website: <a href="https://multco.us/sun">https://multco.us/sun</a></p>
<p><b>6. CLARIFICATION</b></p>	<p><b>PART 2, SECTION 2.1 INTRODUCTION AND PROGRAM HISTORY, Pages 10-11</b></p> <p><b>QUESTION:</b> If an organization is subcontracting for a service, do the subcontractors have to have a site in the region?</p> <p><b>ANSWER:</b> Services need to be delivered in that region. See Q&amp;A document on the SUN website, dated November 6, 2015, question 33 for more details about this issue: <a href="https://multco.us/sun">https://multco.us/sun</a></p>
<p><b>7. CLARIFICATION</b></p>	<p><b>SECTION 2.5.2, START UP FUNDS, Page 14 and SECTION 2.14, SERVICE TRANSITION STRATEGY, Page 26</b></p> <p><b>QUESTION:</b> In the transition funds option, the RFP states that a new organization is eligible for up to 25% of the award. Does that come directly from the award or is it an add-on?</p> <p><b>ANSWER:</b> The answer can be located in the RFP in the following and they represent two distinct potential scenarios:  <b>2.5.2 (Page 14)</b> refers to only to <b>start up funds</b> to be used for one-time-only expenditures for newly awarded contractors. Any start up funds allowed do in fact come out of a contractor's annual allocation (award amount). Start up funds, should they be available, would only apply from 7/1/2016 forward.  <b>2.14 (Page 26)</b> specifically refers to <b>potential transition dollars</b> that may be allocated prior to 7/1/2016 so that contractors can hire and train staff to be ready by 7/1/2016. If this does happen, those funds would be a separate, stand-alone allocation and would not be reduced from an annual allocation (award amount).</p>
<p><b>8. CLARIFICATION</b></p>	<p><b>SECTION 2.5.3, BUDGET and 2.5.4 ADMINISTRATIVE COSTS, Pages 14-15</b></p> <p><b>QUESTION:</b> In the budget, can administrative costs such as Executive Director be included in direct costs in the budget? Or only as Administrative costs subject to the 15% rule?</p>

	<p><b>ANSWER:</b> Executive Director costs should be included in the 15% allowable Administrative rate.</p>
9. CLARIFICATION	<p><b>SECTION 2.6 MATCH REQUIREMENTS, Page 15, and SOLICITATION ATTACHMENT 1, SUN SERVICES SYSTEM PROGRAM MODEL MATCH FUNDING, page 62 in the Model.</b></p> <p><b>QUESTION:</b> Can Energy providers use the State energy assistance as their match for County funds?</p> <p><b>ANSWER:</b> If the funds flow through Multnomah County SUN Service System and Community Services Divisions' they cannot be used as match. And, the client payment funds (that go to utilities for client payments) cannot be used as match.</p> <p><b>QUESTION:</b> If we are not awarded Energy funding, are we still expected to deliver energy assistance July 1-Oct 1?</p> <p><b>ANSWER:</b> No, you are not expected to deliver Energy assistance if not awarded energy funding.</p>
10. CLARIFICATION	<p><b>SECTION 2.7, MINIMUM WAGE REQUIREMENTS, Page 15</b></p> <p><b>QUESTION:</b> Does \$15/hr wage include benefits?</p> <p><b>ANSWER:</b> No, the \$15 per hour minimum does not include fringe or other benefits.</p>
11. ADDITION	<p><b>SECTION 2.15, INSURANCE REQUIREMENTS, PAGE 26</b></p> <p><b>QUESTION:</b> Are subcontractors providing "school linked" services required to have the minimum insurance requirements lined on page 26 of the RFP?</p> <p><b>ANSWER/ADD: Yes.</b>  <b>Insert this paragraph after last paragraph in Section 2.15, on page 26:</b>  Lead Contractor shall: 1) obtain proof of the above insurance coverage, as applicable, from any subcontractor providing Services related to this Contract, or 2) include subcontractors within Lead Contractor's coverage for the duration of the subcontractor's Services related to this Contract.</p>
12. CLARIFICATION	<p><b>SECTION 3.0, WRITTEN EVALUATION PROCESS, Page 27</b></p> <p><b>QUESTIONS:</b></p> <ol style="list-style-type: none"> <li>1) Will the Raters for Culturally Specific have some knowledge of population?</li> <li>2) Will the Raters understand the concepts of assertive engagement and trauma informed care?</li> </ol> <p><b>ANSWER:</b> Yes, the raters will have knowledge and expertise to rate the proposals.</p>
13. CLARIFICATION	<p><b>SECTION 4.6, MINIMUM REQUIREMENTS, ITEM B, Page 30</b></p> <p><b>QUESTION:</b> Can or should we include MOUs or Letters of Support in attachment to our SUN school application from schools?</p> <p><b>ANSWER:</b> Letters of Support are not necessary or requested for this RFP. MOU's are required where applicable and as outlined in <b>Section 4.6, Item B.</b></p>

**SOLICITATION ATTACHMENT ADDENDA**

<b>14. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM PROGRAM MODEL, Tables of the model where the SUN Community Schools are listed.</b></p> <p><b>QUESTION:</b> As a proposed contractor, when applying for culturally specific SUN Youth Advocacy Program funds specific to African or African American youth, is the organization required to serve all the schools classified as African or African American?</p> <p><b>ANSWER:</b> “All the schools classified as African or African American” refer specifically to the SUN Community Schools.</p>
<b>15. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM PROGRAM MODEL, Page 6</b></p> <p><b>QUESTION:</b> For organizations who provide existing culturally specific services aligned with the goals of the SUN Youth Advocacy Program in SUN schools, who desire to increase the number of students served, what system is in place within the RFP process that both acknowledges this existing partnerships and supports capacity building.</p> <p><b>ANSWER:</b> As addressed on page 6 of the Sun Service System Model, an organization such as described could consider applying for all of SUN Youth Advocacy services for a given culturally specific population, OR, consider becoming a subcontractor to another lead agency, for part(s) of SYAP services. The SUN RFP does not allow an organization to apply for just part of the SYAP service dollars to serve a specific school or two.</p>
<b>16. ADD</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM PROGRAM MODEL, “SUN Community Schools, page 7, second paragraph.</b></p> <p><b>QUESTION:</b> Will Sub-contractors be considered for any new SUN Community School sites that may come on board during the time frame of this System model?</p> <p><b>ANSWER:</b> <b>Insert on page 7, at end of second paragraph, the following:</b> “We will invite the Lead and their Subcontractors (for Regions and for Culturally Specific populations) to be considered for any new SUN Community School site(s). If a lead wishes that a subcontractor of theirs be considered, they must notify the County of such. Both entities will need to attend any interview session(s). In no case, however, can a lead and a subcontractor, working together in a Region or for a Culturally Specific population, both be interviewed for the same (new) SUN Community School.”</p>
<b>17. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM PROGRAM MODEL Page 14-15, Site Management and Required Staffing</b></p> <p><b>QUESTION:</b> On page 15 of the model it states: “At sites that receive the 100% funding level, a part-time activities coordinator/extended-day assistant is required as part of the SUN model.” What level of “part-time” is required?</p> <p><b>ANSWER:</b> There is no requirement on the level of part-time activity assistant.</p> <p><b>QUESTION:</b> Can an AmeriCorps Member play role as part time activities assistant?</p>

	<b>ANSWER:</b> An AmeriCorps member may not be the part-time activity assistant.
<b>18. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM PROGRAM MODEL Page 28, Hunger Relief Services – Emergency Food Pantry</b></p> <p><b>QUESTION:</b> If the Oregon Food Bank (OFB) has an existing partnership with an agency at a site and that partner agency is not awarded the SUN contract at that same site, will OFB shift its partnership to the new agency?</p> <p><b>ANSWER:</b> Yes, OFP will shift this partnership.</p>
<b>19. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM PROGRAM MODEL, Tables 6 &amp; 7, Pages 35-39</b></p> <p><b>QUESTION:</b> Why are Lynch View and Lynch Wood indicated as Native American?</p> <p><b>ANSWER:</b> These two schools have been designated as Native American. The process used was the same for all of the culturally specific designations for SUN Community Schools. See Q&amp;A document on the SUN website, dated November 6, 2015, question 13 for more details. <a href="https://multco.us/sun">https://multco.us/sun</a></p>
<b>20. CHANGE</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM PROGRAM MODEL, Pages 42-43 and SOLICITATION ATTACHMENT 8 TITLED, “ Annual Allocations Estimates for All Services”</b></p> <p><b>QUESTION:</b> For MSI, are there specific amounts that must be budgeted for either Flexible Funds or Assertive Engagement staffing?</p> <p><b>ANSWER:</b> There are two categories of funding for MSI: Assertive Engagement Services and Flexible Client Service Assistance (as outlined on page 42-43 of the Model). These two funding amounts have been broken out into separate categories and have been added to Solicitation Attachment 8 updated version dated 11/24/15. See below change.</p> <p><b>CHANGE:</b> Replace in its entirety, the electronic version of <b>Solicitation Attachment 8</b>, titled “Annual Allocations Estimates for All Services” with updated version dated 11/24/15.</p>
<b>21. CHANGE/ADD</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICE SYSTEM PROGRAM MODEL, Table 8, Page 44</b></p> <p><b>QUESTION:</b> For MSI, all the outputs are labeled TBD. Will those be released prior to December 12th or not until the contract is negotiated?</p> <p><b>ANSWER:</b> All MSI outputs and outcomes except the number to be served per FTE (40 households) will be negotiated.</p> <p>On Page 44 of SUN SERVICE SYSTEM MODEL, Table 8, Row 1, <b>CHANGE:</b> TBD to read “40 Households”.</p>
<b>22. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICES SYSTEM PROGRAM MODEL, Page 48</b></p> <p><b>QUESTION:</b> Is there a cap on what percentage of the budget can be allocated for client assistance for the SUN Youth Advocacy Program?</p>

	<p><b>ANSWER:</b> There is no limit for Client Assistance in SAYP, however proposed client assistance amounts for SYAP are subject to negotiation with the Department.</p>
<b>23. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 1, SUN SERVICES SYSTEM PROGRAM MODEL, located in the Model Tables.</b></p> <p><b>QUESTION:</b> How do we calculate how many students or households are expected to serve. Do we decide the salary range &amp; propose how many families we expect to serve based on that budget? Do we decide the salary range for staff &amp; supervisors and set our own outputs?</p> <p><b>ANSWER:</b> The County does not set salary ranges for positions within non-profit organizations. In all cases, proposers should estimate the FTE they will allocate to each program area (direct service staff and pro-rated supervisor, at fully-loaded costs per position) using the total amount of funds available. Multiplying the #FTE by target numbers should yield a reasonable estimate of proposed numbers to be served in each program area.</p>
<b>24. CHANGE</b>	<p><b>SOLICITATION ATTACHMENTS 2, 3, &amp; 4, Part A, Administrative Model</b></p> <p><b>CHANGE:</b></p> <p>Solicitation Attachment 2, Packet A, Part A. Section 3.2.3 first paragraph change from (Solicitation Attachment 2, Model, page 9) to <b>(Solicitation Attachment 1. Model, page 9).</b></p> <p>Solicitation Attachment 3. Packet B, Part A. Section 3.3.3 first paragraph change from (Solicitation Attachment 2, Model, page 9) to <b>(Solicitation Attachment 1. Model, page 9).</b></p> <p>Solicitation Attachment 4, Packet C, Part A. Section 3.4.3 first paragraph change from (Solicitation Attachment 2, Model, page 9) to <b>(Solicitation Attachment 1. Model, page 9).</b></p>
<b>25. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 2, Regional Services “A”, Part A, Section 3.2.3 Administrative Model</b></p> <p><b>QUESTION:</b> Where is says to describe any working agreements we have and on item 3) says that includes collaborative partnerships, please confirm that we can attach an MOU for a collaborative partnership that will be a values add for the region that is not a subcontract specifically.</p> <p><b>ANSWER:</b> Yes you may attach an MOU and it will not count against your page limit.</p>
<b>26. CHANGE/ADD</b>	<p><b>SOLICITATION ATTACHMENT 2, Regional Services “A”, Part B, Section 3.2.9 a, second to last bullet, Page 14 of packet</b></p> <p><b>Replace the following sentence, “How does this influence your”</b>  <b>With the following:</b> How does this influence your approach to developing a SUN Community School?</p>

<b>27. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 3, Culturally Specific Services “B” SECTION 3.3.7, BUDGET and ELECTRONIC ATTACHMENTS TITLED, “Line Item Budget Form” and “Staffing Plan Form”</b></p> <p><b>QUESTION:</b> Does a culturally specific lead agency, applying for culturally specific money, need to identify in the budget and/or proposal how much money it will be subcontracting to a subcontractor?</p> <p><b>ANSWER:</b> Subcontractor budget amounts should be included in all relevant budget, staffing plan and salary range documents submitted with a proposal using the forms provided.</p>
<b>28. CHANGE</b>	<p><b>ELECTRONIC SOLICITATION ATTACHMENT “LINE ITEM BUDGET FORM” (REFERENCED IN SOLICITATION ATTACHMENTS: 2,3 &amp; 4)</b></p> <p><b>QUESTION:</b> Something seems to be wrong with Line Item Budget Form; Excel Spreadsheet, the cells lock up, should they?</p> <p><b>ANSWER:</b> We did lock them but have now uploaded a version that has unlocked cells mentioned. Replace in its entirety, the electronic version of Solicitation Attachment titled “Line Item Budget Form” with updated version dated 11/24/15.</p>
<b>29. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENTS 2,3 &amp; 4, ELECTRONIC ATTACHMENTS TITLED, “Line Item Budget Form”</b></p> <p><b>QUESTION:</b> Do you want us to combine on one column of numbers or separate for MSI and Energy?</p> <p><b>ANSWER:</b> Proposers must offer separate budgets for each individual program area, so a separate budget is to be submitted for MSI and a separate budget for Energy Bill Payment Assistance.</p>
<b>30. CLARIFICATION</b>	<p><b>SOLICITATION ATTACHMENT 8 TITLED, “ Annual Allocations Estimates for All Services”</b></p> <p><b>QUESTION:</b> Is it safe to assume that the Energy allocation do NOT include any client assistance, rather only program delivery and admin dollars?</p> <p><b>ANSWER:</b> The Energy allocation in the RFP is only program delivery and administrative dollars.</p>

c: P. Samolinski, J. Fraser  
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File