



Addendum I

SUBJECT: Request for Competitive Sealed Proposals – Workforce and Community Program Case and Client Management System (RFCSP 23-050, RFX # 6100016530) Scheduled to Open: March 15, 2023; Date of Issue: February 10, 2023

FROM: Jennifer Johnson, Procurement Administrator

DATE: March 9, 2023

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE-MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

- 1. MODIFY:** The submission deadline has been extended to March 29, 2023, at 2:00 PM Central Time.
- 2. ADD:** Pre-Submittal Sign in Sheet, this document will be posted as a separate document.
- 3. ADD:** Exhibit 17 – NASW Case Management Framework. This document will be posted as a separate document.
- 4. ADD:** Exhibit 18 – Exhibit 18 - Ready to Work Overview slides. This document will be posted as a separate document.
- 5. MODIFY:** RFCSP Section 004 – Scope of Services, Scope (1st Paragraph):

“The purpose of this RFCSP is to select a respondent that is qualified and licensed to deliver a collaborative platform for DHS Training for Job Success (TFJS) and WDO Ready to Work (RTW) workforce development programs processes. The City is seeking a single Respondent that will deliver a robust, reliable, and up-to-date solution for The City’s two primary workforce development program needs. The City will utilize the software platform to continue to provide workforce development services to all qualified participants according to TFJS and RTW program regulations. The client population specifications and workflows for the two programs as currently implemented are included in EXHIBIT 12, EXHIBIT 13, EXHIBIT 14, and EXHIBIT 15. The client population specifications and workflows for the two programs as currently implemented are included in EXHIBIT 12, EXHIBIT 13, EXHIBIT 14, and EXHIBIT 15. The City is seeking a configurable system that can be expanded to support client and case management activities for additional health and social services programs in the future”

has been deleted in its entirety and replaced with the following:

“The purpose of this RFCSP is to select a respondent that is qualified and licensed to deliver a collaborative platform for DHS Training for Job Success (TFJS) and WDO Ready to Work (RTW) workforce development programs, in the event that the platform currently under development jointly with network partners is determined to be unable to meet the City’s needs as determined by the City and at its sole discretion. If the platform currently under development is successful, the City reserves the right not to award a contract in response to this portion of the RFCSP per Section 009 of the solicitation. In addition, the City may accept any Proposal in whole or in part for purposes of expanding the configurable system to support client and case management activities for additional health and social services programs in the future as outlined in Exhibit 17.

The City will utilize the software platform to continue to provide workforce development services to all qualified participants according to TFJS and RTW program regulations. The client population specifications and workflows for the two programs as currently implemented are included in EXHIBIT 12, EXHIBIT 13, EXHIBIT 14, and EXHIBIT 15.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 008, SUBMISSION OF PROPOSALS
RESTRICTIONS ON COMMUNICATIONS

On February 20, 2023, the City of San Antonio hosted a Pre-Submittal conference to provide information and clarification for the Workforce and Community Program Case and Client Management System. Below is a list of questions that were asked at the pre-submittal conference and the City's official response to questions asked is as follows:

Question 1: Can respondents from outside of the USA apply for this solicitation?
(Examples: India or Canada)

Response: All firms, regardless of geographic location can reply to this solicitation. Firms that respond to this solicitation must adhere to the Terms & Conditions of the RFCSP and resulting contract, if selected.

Question 2: Do respondents need to attend meetings in-person?

Response: The City anticipates at least two in-person meetings each calendar year and respondents may be required to be available onsite as needed by City. It may be useful for the provider to maintain support staff onsite at a City facility.

Question 3: Can respondents perform the tasks (related to the solicitation) from outside of the USA?

Response: Please see Question 1 response.

Question 4: Can respondents submit proposals via email?

Response: No. All responses must be submitted using the SAePS vendor portal.

Question 5: Can the City add the other PowerPoint shown in the pre-submittal conference when the scope was being reviewed by the department?

Response: Yes. As part of this addendum, the PowerPoint slides shown at the pre-submittal conference will be added as Exhibit 18 and uploaded to the SAePS vendor portal.

Question 6: Prior to releasing the RFX, has the City seen any demonstrations? If so, can the City show those demonstrations?

Response: Yes, the City has viewed general demonstrations from Cap360, Salesforce, MyOneFlow, and Apricot on their workforce and non-profit offerings, none of which were informed by the specifications listed in this RFCSP, and none of which were recorded.

Question 7: Would the City award SBEDA points if respondents are from outside of Texas?

Response: No, to qualify for the SBEDA points, the contractor has to be headquartered or prove a Significant Business Presence in SAMSA)

- a. A Significant Business Presence is defined as 20% of the firm's workforce being located in the SAMSA area for at least one year, prior to bid closing date.
- b. SAMSA is defined as Bexar County and the seven counties that immediately border it.

Question 8: SBEDA – Are points only for Primes or are they for Subcontractors as well?

Response: The SBEDA preference points are only awarded to a prime contractor that is SBEDA-eligible. Ten (10) points will be awarded to SBEDA-eligible SBE prime respondents that retain at least 51% of the project scope for either themselves or other SBEDA-eligible SBEs. Another 10 points will be awarded to SBEDA-eligible Minority and/or Woman-owned Business Enterprises (M/WBE) primes that retain at least 51% of the project scope for either themselves or other SBEDA-eligible M/WBEs.

For this project, there are no subcontractor goals applied. The specific SBEDA tools that have been applied to this solicitation include the Prime Contract Program.

These are also known as “Prime Points”; these preference points may be awarded during the evaluation phase to a prime contractor that is SBEDA-eligible. 10 points will be awarded to SBEDA-eligible SBEs that retain at least 51% of the project scope for either themselves or other SBEDA-eligible SBEs. Another 10 points will be awarded to SBEDA-eligible Minority and/or Woman-owned Business Enterprises (M/WBEs) that retain at least 51% of the project scope for either themselves or other SBEDA-eligible M/WBEs.

All SBEDA-eligible M/WBEs are SBEDA-eligible SBEs, but not necessarily vice versa. These points are not required and are simply awarded to SBEDA-eligible prime contractors during the evaluation phase of this project. Not meeting the requirements for these points will not deem a bidder non-responsive.

Question 9: The 20 points allocated for Small Businesses performing 51% of the work in San Antonio limits competition. Is the City open to changing the requirement to allocate 20 points to prime vendors who subcontract work to local city vendors to a maximum of 25%?

Response: The City of San Antonio is committed to not only remedying the ongoing effects of marketplace discrimination, but to also using its spending powers in a manner that promotes a robust and inclusive economy that fully utilizes all segments of its business population regardless of race or gender. As such, the City has determined that awarding SBEDA points/ subcontracting goals in this solicitation is appropriate to encourage participation by eligible entities.

Question 10: What is the budget range for this project?

Response: A budgetary range will not be released for this solicitation.

Question 11: Has the City seen any demonstrations prior to releasing this RFCSP? Can you provide the vendors and technologies seen?

Response: See response to question 6 above.

Question 12: In order to provide the most optimal response can the City provide a two-week extension to the deadline for proposals?

Response: Please see Amendment 1 listed at the beginning of this addendum.

Question 13: Can you please provide the number of licensed users by each type of Role. For example:

- a. Case Workers / Service Navigator
- b. Care Coordinator
- c. Service Provider
- d. Admin Users / Administrators
- e. Call Center Employees /Staff
- f. Approved Contractors (affiliates)
- g. Any other internal users
- h. Any external users

Response: Here are the estimated minimum needs at this time (Current solution has over 270 users with read/write access to the Ready to Work and Training for Jobs Success platform):

- a. Case Workers / Service Navigator: 50

- b. Care Coordinator – covered under other fields
- c. Service Provider: 1000 as potential community-based organization referral network partners
- d. Admin Users / Administrators: 35
- e. Call Center Employees /Staff – covered under other fields
- f. Approved Contractors (affiliates): 200
- g. Any other internal users: 40
- h. Any external users:
 - 1. Program applicants: 50,000 with limited visibility and rights
 - 2. Employers: 500 with limited visibility and rights
 - 3. Other: 100 with limited visibility and rights

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