



## **ADDENDUM I**

**SUBJECT:** Request for Proposals - RFP 24-121, 6100018116, Reproductive Justice Fund – Reproductive Health Care, Scheduled to Close: July 30, 2024; Date of Issue: June 24, 2024

**FROM:** Denise Gómez-Esquivel, C.P.M., CPPB  
Procurement Administrator, Finance Department

**DATE:** July 19, 2024

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

### **THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

- 1. MODIFY:** Price Schedule, Attachment B has been modified to **Funding and Budget Narrative, Attachment B.**
- 2. MODIFY:** Non-profit Status, Attachment A, Part Four, has been modified to **Non-Profit Status Form, Attachment A, Part Four.**
- 3. MODIFY:** Section 012 Evaluation Criteria D. Price has been modified to **Funding and Budget Narrative.**
- 4. ADD:** Funding Category Identifier Form has been added to RFP as Attachment A, Part Five Funding and Category Identifier Form.

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007 PRE-SUBMITTAL CONFERENCE:**

On Thursday, July 9, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Request for Reproductive Justice Fund – Reproductive Health Care. Below is a list of questions that were asked during the Pre-Submittal Conference. The City's official response to questions asked is as follows:

**Question 1:** Is the SBEDA program available for nonprofits?

**Response:** The SBEDA Ordinance defines small/ minority enterprises as any legal entity that is organized to engage in for-profit transactions, which is certified as being at least fifty-one percent (51%) owned, managed, and controlled by one or more Minority Group Members (as defined in the solicitation language), and that is ready, willing, and able to sell goods or services that are purchased by the City. SBEDA programs are not applicable to non-profit entities. The City will consider and award up to ten (10) points for responses received from non-profits and public entities (including public

government) based on the eligibility criteria outlined in RFP Attachment A, Part Four Non-Profit Status Form.

**Question 2:** What range of request amounts are you hoping for?

**Response:** Please see the budget information from Funding Categories Form, Attachment A, Part Three. The City intends to award between four to ten contracts as a result of this RFP; however, the final number of awarded contracts will be determined by the number of proposals received and the outcome of evaluation process.

**Question 3:** Will you award partial funds proposed programs or all or none for the request?

**Response:** The City may award partial funds to multiple contractors subject to their proposed plan.

**Question 4:** What is the start date of program for one (1) year?

**Response:** This contract(s) is anticipated to begin upon the effective date of the ordinance awarding the contract(s). The City anticipates seeking City Council approval to award the contract(s) on November 7, 2024.

**Question 5:** Can the salaries of staff who are doing the work be counted within the amount requested?

**Response:** Direct labor costs for doing the work, data collection and data reporting are allowed if properly allocable, allowable and reasonable, under generally accepted accounting principles. To be reimbursed, organizations will need time tracking and payroll documentation that satisfy an auditor's review, and a system of internal controls that provides after-the-fact certification of actual activity for each employee working. Contractors will need to maintain records of time and effort such as time sheets, pay stubs, and other payroll records. Records can be scanned and maintained in electronic files.

**Question 6:** For the proposed scope of work, is it acceptable to propose several activities, and can they be from different "streams"?

**Response:** Yes, this is encouraged and expected. Please see Proposed Plan, Attachment A, Part Three and Attachment A, Part Five. Applicants are strongly encouraged to create proposals that cross multiple categories.

**Question 7:** Can you go over the funding structure again? I didn't fully understand the upstream/downstream funding approach and how much total per organization was being awarded?

**Response:** Please see the definition of Upstream, Midstream and Downstream in 004-SCOPE OF SERVICE. The City is not aware at this time how much total funding per organization is to be awarded. This will depend on the Respondents' proposed plan.

**Question 8:** Is there any Admin Cap? Are incentives allowed? If so, what?

**Response:** The Admin Cap is based on the agency's approved Indirect Cost Rate. If an Agency does not have an Indirect Cost Rate previously approved by a cognizant agency, then the agency may use the 10% de minimus rate allowed by 2 CFR 200. General Funds are subject to multiple restrictions to ensure accountability, transparency, and proper use of public funds; for example, gift card purchases are disallowed. Please be as specific as possible about intended purchases in your proposed funding and budget narrative and work plan so that the City can accurately evaluate your proposal budget.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:**

**Question 9:** What are the specific eligibility criteria for non-profit organizations?

**Response:** The definition of an eligible nonprofit is in Attachment A, Part Four, of the RFP.

**Question 10:** Can you provide a detailed timeline for the application process, including deadlines for submission and notification of awards?

**Response:** The evaluation process will be conducted after the RFP solicitation closes on July 30, 2024, and is expected to continue through September 2024. A recommendation letter will be sent to selected Respondents after the evaluation process is complete, and the City will begin negotiations with the selected Respondents for a contract agreement. The agreement will become effective after City Council approval and full execution. The target Council approval date is in November. However, this planned schedule is subject to change depending on how many responses are received, the evaluation process and the negotiation progress.

**Question 11:** Info expressed May of 2024 for the 1st entry that has passed, will we still need to send a proposal?

**Response:** The RFP solicitation will close on July 30, 2024. Respondents must submit their proposals before the due date if their proposal is to be considered for evaluation.

**Question 12:** Is this a one-time funding opportunity or a recurring one?

**Response:** As of now, this is a one-time funding opportunity.

**Question 13:** What is the maximum and minimum amount of funding that can be requested?

**Response:** This will depend on the work that is being proposed. The City intends to award between four to ten contracts as a result of this RFP; however, the final number of awarded contracts will be determined by the number of proposals received and the outcome of the evaluation process.

**Question 14:** Are there any restrictions on how the funds can be used?

**Response:** General Funds are subject to multiple restrictions to ensure accountability, transparency and proper use of public funds; for example, gift card purchases are disallowed. Please be as specific as possible about intended purchases in your proposed budget and work plan so that the City can accurately evaluate your proposal budget.

**Question 15:** Is there any matching fund requirement or other financial commitments expected from the grantee?

**Response:** No.

**Question 16:** Is this a reimbursement contract?

**Response:** This is a general fund reimbursement contract.

**Question 17:** If so, are you willing to add a contractor contact? (Where you can give a percentage of the money upfront to get started and the rest reimbursed).

**Response:** Advance payments instead of cost reimbursements require a Central Finance waiver. A waiver is more likely to be granted if:

- The organization has an established relationship with the City.
- Payment is for direct material or direct labor costs that are properly allocable, allowable and reasonable, under generally accepted accounting principles. An example might be if a significant portion of an organization's Scope of Work is

distributing goods and supplies such as pregnancy tests, STI tests, or over-the-counter oral contraception, and the organization provides three (3) recent quotes for the cost of each good or supply. Depending on the Scope of Work, documentation also may include invoices, contracts, estimates and payroll records.

- The organization will deposit the funds into a federally insured account of the recipient entity (and not in the name of any directors or officers) that can track interest earned and withdrawals. Organizations will provide a letter from the financial institution identifying average fund balances and any current lines of credit. During the contract period, organizations will provide financial records and proof of expenditures.

Advance payments shall not exceed 25% of the total awarded amount for established City of San Antonio vendors, or \$2,999 for new vendors. **Organizations requesting a waiver are asked to include in their work plans:** an itemized budget for the eligible costs covered by the advance payment, indirect or other costs needed to operate, a spending timeline, financial records (audit reports if available, or unaudited financial statements with net assets, income, expenses, cash flow), Certificate of Insurance, name and type of accounting system (QuickBooks, Peachtree, etc.), accounting basis (cash, accrual, GAAP, etc.) and accounting period.

**Question 18:** How and when will the funds be disbursed to contractors?

**Response:** Contractors will be reimbursed upon meeting deliverables and performance metrics; please include proposed deliverables, performance metrics, timelines and invoicing periods in your work plan and with your funding and budget narrative. Also see Section 004 of the RFP.

**Question 19:** Are there specific reporting or accountability measures required to ensure the proper use of funds?

**Response:** Please see Section 004 Scope of Service of the RFP.

**Question 20:** What specific types of projects or initiatives are prioritized for funding?

**Response:** This question is answered in Section 003 Background and Attachment A, Part Three, Proposed Plan of the RFP. “Upstream”, “Midstream” and “Downstream” activities must focus on a population that experiences health inequities. To maximize the impact of limited funds, Respondents are strongly encouraged to choose a narrow focus population. Examples could include people who come from historically marginalized communities **and also:** participate in harm reduction or treatment services for substance abuse for whom up to 86% of pregnancies are unintended), live below 200% of Federal Poverty Level, live with a disability, are experiencing family violence and/or homelessness, are sexual minorities have limited English proficiency, etc.

**Question 21:** Are there any particular geographic areas or populations within San Antonio that should be targeted?

**Response:** Respondents must propose a focus on a population that experiences health inequities. See Attachment A, Part Three, Proposed Plan, of the RFP.

**Question 22:** Are you able to acquire a larger rental property to do this work and is rent under this contract as well?

**Response:** Each proposal will be evaluated consistent with the scope of services and with City Council committee input. These are anticipated to be one-year contracts, and funds must be spent by Nov. 30, 2025.

**Question 23:** How does Metro Health define and measure the success of funded projects?

**Response:** Metro Health uses a Results Based Accountability framework. Please include proposed deliverables, performance metrics and timelines in your work plan. Also see Section 004 of the RFP.

**Question 24:** Are there opportunities for collaboration with other community-based agencies receiving this grant?

**Response:** Yes, Metro Health will provide informal opportunities for collaboration among awardees. In addition, organizations that are unable to provide the full range of contraceptive options are encouraged to collaborate with organizations that can.

**Question 25:** What types of capacity-building activities are encouraged or required?

**Response:** While not required, Respondents are encouraged to increase their organizational capacity to promote and support reproductive health; this would be a "midstream" element. Also see Section 004 of the RFP. Respondents are highly encouraged to create initiatives across multiple "streams."

**Question 26:** Is there any professional training involved with this opportunity?

**Response:** While not required, Respondents can propose professional training on reproductive health as a "midstream" element. Also see Section 004 Scope of Service of the RFP. Respondents are highly encouraged to create initiatives across multiple "streams."

**Question 27:** Are there specific training or educational programs that contractors must participate in?

**Response:** While not required, Respondents can propose educational programs on reproductive health as a "midstream" element. Also see Section 004 Scope of Service of the RFP. Respondents are highly encouraged to create initiatives across multiple "streams."

**Question 28:** What are the reporting requirements for contractors in terms of financial and programmatic reports?

**Response:** Contractors will be reimbursed upon meeting deliverables and performance metrics; please include proposed deliverables, performance metrics, timelines, and invoicing periods in your work plan. Also see Section 004 Scope of Service of the RFP.

**Question 29:** How frequently are reports due, and what should they include?

**Response:** Please see the reply above Response to Question 19. Report contents will depend on the work that is being performed.

**Question 30:** Are there any audits or evaluations that grantees must undergo?

**Response:** Yes, audits are routine for high-profile solicitations with the City.

**Question 31:** Is there technical assistance available to help with the application process and project implementation?

**Response:** During the solicitation process and until City Council approval, Jinwan Kim, Procurement Specialist III at [Jinwan.kim@sanantonio.gov](mailto:Jinwan.kim@sanantonio.gov) will be the only contact point under restrictions on communications under Section 011 of the RFP. Metro Health will monitor resulting contracts during the contract term.

If technical assistance is needed for the registry, logging into SAePS or uploading proposals, please contact the Vendor Help Desk at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov).

**Question 32:** Who can be contacted for questions or support during the contract period?

**Response:** Metro Health's Access to Care Office will monitor resulting contracts during the contract term.

**Question 33:** Our clinical providers are ID specialists so we're not in a position to provide Access to Contraception/Prenatal care to the broader community. Those services are limited to patients living with HIV given our current funding. Access to abortion is also not something we can provide as our clinic is mostly under Ryan White funding.

We can and do provide Screening and STI care for the general community, including education and awareness for youth. If we limit the RFP to Screening and care for STI, are we still eligible?

**Response:** The Respondent is asked to consider whether these funds could subsidize the out-of-pocket costs of contraception and reproductive health visits at a different provider, through a partnership. If not, then yes, limiting to STIs (downstream) and sexual health education for youths (midstream) would be acceptable. Respondents are highly encouraged to apply across multiple "streams."

Nonprofit organizations may be unequipped to provide the full range of contraceptive options, while for-profit healthcare organizations may lack nonprofits' trusted relationships with focus populations, therefore this opportunity is open to both types of organizations. Respondents may partner with other organizations to meet the objectives of this funding.

**Question 34:** Is it one (1) large pdf or separate files?

**Response:** Per 008-Proposal Requirements, Respondents will submit electronically through City's portal, scan and upload these documents with your proposal. Each of items must be uploaded as a separate attachment, labeled with the heading.

**Question 35:** Are there page limitations?

**Response:** There are no page limitations.

**Question 36:** Do the letters of support have to be specific to this project?

**Response:** Reference letters can be general, but it would be better if the letters were specific. Reference letters should not be provided by any City employee.

**Question 37:** How long does it take to apply for and receive the SBEDA and where is the link?

**Response:** In order to be eligible to receive the prime points applied to this solicitation:

1. The Respondent should have a current certification from South Central Texas Regional Certification Agency (SCTRCA) as a small business enterprise (SBE).
2. The Respondent should be headquartered in one (1) of the eight (8) counties: Atascosa, Bexar, Bandera, Comal, Guadalupe, Kendall, Medina and Wilson; the San Antonio Metropolitan Statistical Area (SAMSA) OR show significant business presence if located in San Antonio Metropolitan Statistical Area for at least one (1) year (per response due date) AND have 20% of their total employees located in the branch location.

Please note, at this time City of San Antonio accepts certifications from SCTRCA only. The WBE and MBE, (ABE/ AABE/ABE/NABE) certifications are awarded based on 51% ownership status.

If a respondent is SBEDA eligible and is certified as SBE, they will receive five (5) evaluation preference points. Additionally, if a firm is also certified as minority and/or women-owned (M/WBE) firm, they will receive an additional five (5) evaluation preference points, for a total of ten (10) points.

- Additional certifications are available and sometimes necessary to meet subcontracting goals applied to some solicitations, but all SBEDA-eligible firms must be SBEs.
- If you or your subcontractor need to be certified/ recertified, please submit your completed certification/ recertification application, and reach out to SBO at your earliest convenience.
- Note that for SBEDA eligibility purposes, the City of San Antonio only accepts certifications from the SCTRCA. While SBO encourages vendors to obtain other agencies certifications (Texas HUB, SBA HUBZone/8a, U.S. Department of Transportation DBE, etc.), those certifications **do not count** towards SBEDA eligibility.
- Currently, SCTRCA is taking about 90 days to review applications, but once you submit your application with all the documentation as requested by the agency, AND you have an open bid, with the City of San Antonio, please contact us, we may be able to send a priority request to SCTRCA for a faster review.

(FAQ's: <https://www.sanantonio.gov/procurement/Become-a-Vendor/Frequently-Asked-Questions>)

**Question 38:** Are there required cover pages for each section and/or attachment?

**Response:** There is no requirement for cover pages for each section and/or attachment. Respondents will upload separate files and identify them by filenames.

**Question 39:** Is there a required header and footer, font, font size, margin size or labeling of sections?

**Response:** There are no such requirements. The City's font is 12 point Arial. Header sizes can be bigger. The City will accept only electronic submissions via the City Portal, SAePS. Prior to their submissions, Respondents shall register with the City.

**Question 40:** Can you provide a recorded pre-submittal conference?

**Response:** We do not record pre-submittal conferences. Please refer to the Pre-Submittal Conference presentation uploaded as an attachment in SAePS.

**Question 41:** Are there page limits and/or formatting requirements for the "Experience, Background, and Qualifications" narrative response (Attachment A, Part 2)?

**Response:** There are no page limits.

**Question 42:** Are there page limits and/or formatting requirements for the "Proposed Plan" (Attachment A, Part 3) narrative response?

**Response:** There are no page limits and/or formatting requirements. Please refer to the above Response to Questions 38 and 39 for formatting.

**Question 43:** The "Proposed Plan" (Attachment A, Part 3) asks for a "budget" as part of the work plan. Is that budget information separate/distinct from the Price Schedule (Attachment B) and, if yes, how is it different?

And is it then considered acceptable to put price/revenue information in the workplan as part of this "budget" (given the RFP's restrictions on the placement of this information)?

**Response:** The Price Schedule has been replaced with a Funding and Budget Narrative as Attachment B. Please use this attachment to provide a detailed breakdown of your funding and budget narrative. For this opportunity, it is acceptable to put estimated costs in the workplan.

**Question 44:** Should Respondents complete/submit Attachment E (SBEDA Subcontractor/Supplier Utilization Plan) even if it does not apply to them?

**Response:** Yes, all prime respondents, certified or not, must submit a completed and signed Subcontractor/Supplier Utilization Plan (UP) by bid submission/ closing date, inclusive of non-profit entities.

**Question 45:** How can a Respondent tell if they are located within "incorporated San Antonio city limits" per the question on Attachment F, the Local Preference Program Identification Form? (for example, would an area like Windcrest be included?)

**Response:** City of Windcrest is a separate municipality and is not within the incorporated San Antonio city limits. Respondents may refer to the City of San Antonio Council Districts 2024 Map and may also search addresses at the link below  
<https://www.sanantonio.gov/Council/Find-My-Council-Member>.

**Question 46:** Could you further explain or clarify the "Respondents shall pay all royalties" section?

**Response:** The City cannot provide legal advice to potential Respondents. Respondents should direct legal questions to their legal counsel.

**Question 47:** Our company currently is WBE and MBE registered with the City of Austin, do we need to be registered with SBEDA to apply?

**Response:** At this time, City of San Antonio SBEDA Ordinance benefits and incentives only apply to local small, minority and women owned businesses. For further details and information on SBEDA eligibility please see response to question #37.

**Question 48:** Can we apply with just our City of Austin registration? If so, do we need to register before the RFP submission, July 30th?

**Response:** We encourage all prime respondents to submit proposals, even if they are not SBEDA eligible but to receive SBEDA prime preference points, a prime respondent must be SBEDA eligible. Please see response #37 for detailed information on SBEDA eligibility. Note, currently City of San Antonio accepts certifications from SCTRCA only.

**Question 49:** I believe in the Information session from Tuesday, July, 9th it was said that submissions could be either SBE or Non-Profits - is that correct?

**Response:** Yes, all prime respondents willing and able to provide these services are encouraged to submit their proposals.

**Question 50:** If we aren't a non-profit the point system averages out equally between either?

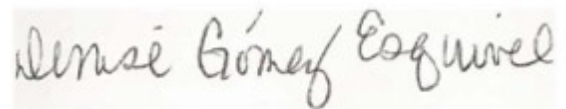
**Response:** City of San Antonio has applied ten (10) prime preference points under the SBEDA Ordinance to encourage for-profit small, minority and women-owned businesses to submit response as prime to compete with larger entities. City of San Antonio has further applied ten (10) prime preference points in the evaluation criteria to encourage eligible non-profit organizations to submit as a prime. The City will consider and award up to ten (10) points for responses received from non-profits and public entities (including public government) based on the eligibility criteria outlined in RFP Attachment A, Part Four Non-Profit Status Form.

**Question 51:** Could you give more explanation of the expectations of the deliverable report at the end of the contract? For example, if a survey was shared in a local community asking if we've educated the community on reproductive health like access to contraceptives count as an adequate deliverable including with photos from community events, tabling events, and educational workshops? It's just one idea, we can of course supply more, I am just looking for more information or details about that section.

**Response:** The report at the end of the contract period briefly summarizes funded activities and the results, with an overview of performance metrics, successes and lessons learned. If appropriate, survey results could be included to demonstrate a success (or a lesson learned), or photos could be used to illustrate a point; report contents and format will vary based on the project.

**Question 52:** Is there a limit to the number of teams we can include in our submission as a joint venture?

**Response:** There is no limit.



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