

CITY AND COUNTY OF DENVER

RFP – MIGRANT SHELTERING AND SUPPORT SERVICES SOLICITATION #202370141

ADDENDUM NO. 1 SEPTEMBER 28, 2023

Firms are hereby instructed that the RFP documents are modified, corrected, supplemented and/or superseded for the above-mentioned project as hereinafter described:

ATTACHMENTS

- Revised Pricing Worksheet (Attachment 5 for Phase 2 of RFP submittal): replace Attachment 5 -Pricing Worksheet with Attachment 5 - Revised Pricing Worksheet. Revised Excel spreadsheet will be uploaded as a separate document in BidNet.
- Questions & Answers from in-person Pre-Proposal Meeting (Sept. 25, 2023)

REVISED INFORMATION

- Replace “1,500” with “2,000” as the possible number of migrants in need of shelter at any one point in time.

QUESTIONS/ANSWERS

Q1. We have been taking part in the conversations about the RFP for Migrant Sheltering and Support Services Solicitation No. 202370141 and wanted to inquire as to Food Bank of the Rockies’ eligibility to apply for funding. I noted there is a food subcategory regarding hot and cold meal delivery for the shelters, which would not be in our scope. However, many of our Hunger Relief Partners in the Denver Metro have been impacted by the increase in migrants in need of food pantry services and we would be interested in accessing funding to continue providing emergency relief bags and support our partners to keep their food pantries stocked to meet the growing need. Would providing food to our existing Hunger Relief Partners serving newly arrived migrants be applicable under this RFP?

A1. No, this solicitation is to oversee the current shelter operations and does not have expansion scope included.

Q2. As you know, the Pricing Worksheet includes a column labeled "Daily # of People Served" with options for 50, 100, 150 people, and so on up to 300 (as indicated in the screenshot below). However, most our facilities have the capacity to house up to 700 people. Our query pertains to whether we should modify the number of people in this column to align with our capacity or if it should be left as is.

A2. Modify to reflect the facility you would use.

Q3. Additionally, we were hoping to get clarification on the standard for the "Facility Weekly Cost." Is this cost normally bid per the Number of People Served, or is it a fixed figure irrespective of the number of people served weekly? For instance, if we intend to provide full access to our inventory daily, should we quote a

flat fee of \$100,000 per week, regardless of the Daily # of People served? Or should we still provide a breakdown based on increments such as 50, 100, 150, 200 people, and so forth?

- A3. Facility costs are what it costs you to operate the physical site. The service to the residents is a separate cost (food, staffing, etc.). If you are leasing a space, or buying a block of rooms, for example, would be facility costs.**

ATTACHMENT

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PRE-PROPOSAL MEETING SEPTEMBER 25, 2023 QUESTIONS & ANSWERS

- Q: Clarify which scopes have a facility siting requirement.
- A: **Siting a facility falls under the scope of work of two separate categories: 1.) Siting and Operations of Reception site, 2.) Siting and Operations of Sheltering Site. A proposer may bring forward an approach proposing a plan across both categories or propose an approach only one category. Proposals siting/using congregate facilities are preferred, any site may be proposed.**
- Q: What is the Program Management scope of work category requirement?
- A: **Program Management awardee will serve as the core group/person/agency to oversee all 4 other scopes awarded to other contractors, ensuring seamless performance, and reporting to the City and County of Denver Program Management point of contact.**
- Q: Is the Pricing Sheet requiring five congregate sheltering and five non-congregate sheltering sites to be proposed?
- A: **Pricing sheet is not requiring a fixed number of sites proposed, intent is simply to give the proposer space needed without limitations. Any number of reception and sheltering sites meeting the City's scalable need will be accepted.**
- Q: Can a proposer offer one piece of category scope and not provide the full scope of work?
- A: **Network with other potential vendors and seek partnership to provide the piece of category scope as a subcontractor.**
- Q: Will there be a [list of contacts](#) posted for those interested in partnering through prime/subcontractor agreements?
- A: **Please register on Bidnet and download the RFP, this will put you on the distribution list for all other communications regarding this RFP including RFP addendums with lists of pre-submittal meeting attendees and a listing of those organizations who have downloaded the RFP to date. This solicitation is also posted on Work 4 Denver where you may find resources regarding how to do you work with the city.**
- [In-person Pre-Proposal meeting attendance list](#)
- [Virtual Pre-proposal meeting attendance list](#)
- Q: Is the local presence requirement regarding physical parameter to Denver?

- A: No limitations for physical distance from Denver to an organization's location that can be proposed. The intent is to keep local suppliers connected. Not requiring a proposer to be in Denver, a proposer will not be scored by distance from Denver.**
- Q: Will Denver based companies be getting priority?
- A: A two-hour distance from Denver is preference but partnering with those vendors who are within 2 hours of Denver will give a proposer a scoring advantage.**
- Q: Is an EDI (equity, diversity, inclusivity) initiative included within the RFP? If so, at what level of priority for proposers?
- A: All proposers are required to include their approach to EDI plans as part of their proposal and is scored. Please reference Package 1 requirements and Attachment 4.**
- Q: RFP states the proposer is to use all City provided technology solutions, please share which technology solutions will be used.
- A: A vendor will be required to use City platforms/databases for data tracking, specifically SharePoint Nintex Forms and Lists to track progression of arriving migrants. This is not a requirement to use City equipment.**
- Q: Which of the 5 category scopes does health fall under? What medical services are to be provided on site? Will vaccinations be provided?
- A: Health screening will be available at reception site intake, local clinics available to support health needs. Otherwise, health services are not part of this RFP scope.**
- Q: Is the Program Management awardee managing the City program lead?
- A: DHS or other City staff will be managing Program Management category prime awardee; the Program Management awardee will manage all other awarded vendors in related scopes through this RFP.**
- Q: Will the City accept bids of a technology platform to streamline the tracking of all five categories?
- A: No.**