



## Request for Proposal

### RFP for East Palo Alto's Measure HH Pilot Workforce Development Program Evaluation Services

May 7, 2024

#### Questions and Answers:

1. Q: What is the budget allocated for this work?

A: City Council has not yet approved a budget for this work. Respondents should submit the salary rates for all participating staff members and cost estimates for each task item described in the RFP. The City seeks by way of this RFP to obtain the listed services in a manner that maximizes the quality of services while also maximizing value.

2. Q: Does the proposal need to fit within the presented timeline, or is there flexibility in adjusting timelines based on our agency's availability?

A: Given that the programs that will be evaluated end in August 2024, it is crucial that Respondents be available to start as soon as the first week of June 2024. We anticipate having an evaluation kick-off meeting on or around June 12, 2024, and having shadowing and interviewing of organizations soon thereafter.

3. Can a proposal be submitted solely to address one portion of the RFP, or does it need to respond to all aspects of the RFP?

A: Respondents should aim to fulfill all aspects of the RFP. If your organization only has experience in one portion of the requested work and is unable to meet all the requirements, then you may submit a joint application with a partnering agency, otherwise the RFP will be deemed incomplete.

4. Is the City open to considering recommendations beyond the scope of work presented in the RFP?

A: Yes, but the key purpose of the RFP still needs to be answered in the proposal. Other recommended services your organization may provide may be added as optional services for consideration.