March 22nd, 2019

NOTE TO PROPONENTS

ADDENDA # 2 TO RFP # 19/31/P

In response to questions on the RFP 19/31/P

**Tiered System:**

**Tier I** will focus on safety net services delivery--e.g. # of individuals served with units or items of service delivery such as food, clothes, and hours of counseling, etc.--and on closing referral loops.

* Will not be required to use screening tool
* Is required to use the software system to close referral loops

**Tier II** will focus on not only on safety net services delivery and closing referral loops but also on screening and navigation services. Tier II respondents will screen for needs and connect individual clients to safety net services and navigate them to other priority community services. The Social Needs Screening Tool will be used to determine unmet needs.

* Will use the screening tool
* Will provide navigation service
* Is required to use the software system to track navigation

*In* ***both Tier I and Tier II****, agencies are required to track referrals to and from community service agencies participating in the network through use of an IT system provided by the City.*

**Navigation:**

A navigator may be a volunteer, a peer support worker, a community health worker, a case manager and/or a social worker or medical assistant. A navigator may be an administrator who has informally helped clients connect to services and is willing to take a more formal role in doing so.

Navigators referring in to their agency from outside (those funded in Tier II) are the ones using the screening tool with clients. Also, agencies would not have to hire someone or designate a full time navigator, just designate a person or people who can fulfill that role and meet the deliverable.

**RBA Information:**

Agencies will report on RBA data collection under ‘Proposal Narrative’ section 2 ‘Data Collection’ –agencies receiving Human Services funding will be able to receive support from the contract data consultants at no cost.

**Budget Information:**

The budget form is for a one-year budget. The total organization budget is for the entire agency. The total program budget is for the program being funded with Human Services Funds. If this is a brand new program *only* funded by Human Services Fund, the total program budget column should be left blank.

The Total Funding Request from the Human Services Fund is the amount being requested. Other Funders and Amounts supporting program is meant to provide information on funding for the same or similar work and can be on a separate sheet. If applicant is unsure that answers in budget form follow the above guidelines, provide notes interpreting answers below the form.

For the deliverable based contract the agencies will provide the rate of service for people serving for tier I and tier II services.

* As a reminder – Tier I is just the safety net services, Tier II is the combination of both Tier I with the addition of navigation services.

Budget Attachment (A)

* This attachment is to be used as a reference for Human Services Funds eligible expenses
* Attachment C should be used as the attachment to complete the itemized expenditures
* Do not delete line items on attachment A

Budget Attachment (C)

* It is required by the oversight committee to include the ED’s salary even though that expense may not be covered by the committee’s funds

All other pertinent information for RFP # 19/31/P will remain the same.

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RECEIPT ACKNOWLEDGE BY PROPONENT