



Questions and Answers

Question: Does the COB Council 'weight' existing contracts as 'preferred' or will it be an open process?

Answer: Commissions and the City Manager present recommendations to Council, then Council makes a final decision. The general funding criteria are in the RFP. All meetings are open to the public. We have been funding many agencies for years and we have also managed to fund new initiatives. New applications will compete against other applications and priorities. No one is penalized for submitting an application.

Question: What are known insurance requirements for FY18-19 contracts? The highlighted areas would need to be submitted as separate endorsements.

Answer: The FY18-19 community agency contract boilerplate is expected to include the below insurance requirements:

ARTICLE 12, RELEASE, INDEMNIFICATION AND INSURANCE

A. **Release:** Contractor, upon final payment of amount due under this contract, less any credits, refunds, or rebates due to City, releases and discharges City from all liabilities, obligations and claims arising from this contract.

B. **Indemnification:** Contractor, for itself, and its heirs, successors, and assigns, agrees to release, indemnify, hold harmless, and defend City, its officers, agents, volunteers, and employees, from and against any and all claims, demands, liability, economic loss of any type, damages, lawsuits, or other actions for damage or injury to persons or property arising out of or in any way connected with the Contractor's operations under this contract, or the performance of this contract by Contractor or its officers, employees, partners, directors, subcontractors, or agents, except to the extent such claim, suit or action arises out of the sole negligence or willful misconduct of City.

C. **Insurance:**

- 1) The Contractor shall maintain at all times during the performance of this contract, a commercial general liability insurance policy with a minimum occurrence coverage in the amount of \$2,000,000; an automobile liability insurance policy (if applicable) in the minimum amount of \$300,000; and, if any licensed



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professional performs services under this contract, a professional liability insurance policy in the minimum amount of \$1,000,000 to cover any claims arising out of Contractor's performance of services under this contract. Said insurance, except professional liability, shall name the City, its officers, agents, volunteers, and employees as additional insureds on a separate form endorsement and shall provide primary coverage with respect to the City.

- 2) All said insurance policies shall provide that the insurance carrier shall not cancel, terminate, or otherwise modify the terms and conditions of said policies except upon thirty (30) days prior written notice to the City; shall be evidenced by the original Certificate of Insurance The original insurance certificates and all extensions to the insurance certificates should be sent to the address identified below:

Health, Housing and Community Services Department
2180 Milvia Street, 2nd Floor,
Berkeley CA 94704

- 3) If the commercial general liability insurance referred to above is written on a Claims Made Form, then, following termination of this Agreement, coverage shall survive for a period of not less than five years. Coverage shall also provide for a retroactive date of placement coinciding with the effective date of this contract.
- 4) If Contractor employs any person, it shall carry workers compensation and employers liability insurance and shall provide a certificate of insurance to the City. The workers compensation insurance shall provide that the insurance carrier shall not cancel, terminate, or otherwise modify the terms and conditions of said insurance except upon thirty (30) days prior written notice to the City; shall provide for a waiver of any right of subrogation against City to the extent permitted by law; and shall be approved as to form and sufficiency by the City's Contract Administrator.
- 5) Contractor shall have the insurance carrier mail all original insurance documents directly to the City of Berkeley Department referenced in section (C)(1) above.

Question: Regarding the agency salaries listed in A1: are these the current salaries or the projected salaries referred to in the proposals. -

Answer: Use projected salaries for FY18



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Question: The current salaries listed in the project budget table are not all accurate. Does this matter, or is there a way to update those auto-filled amounts?

Answer: All of the staff information should be updated in A11 - this is the only place you can update salary, job titles. Save and refresh and the new information should be updated in the drop down menu in the Program Budget section.

Question: The job titles cannot be edited in the project budget table. How can I change the title of a position which will be different in the proposals (eg. Children's Program Coordinator will no longer be combined with DV services)?

Answer: All of the staff information should be updated in A11 - this is the only place you can update salary, job titles. Save and refresh and the new information should be updated in the drop down menu in the Program Budget section

Question: We are considering submitting a new proposal. Would I use the new program link in the upper right hand corner and follow the same application format?

Answer: Yes

Question: My organization is considering combining two previously Berkeley funded discrete programs. How should we address that we are combining programs in the proposal so as to justify and properly identify the increase (change) in program cost? Is there a particular section where we should address this?

Answer: Please make it clear that you are proposing to combine the programs in the following areas:

- Program Description
- # of Berkeley residents to be served.
- Service Measure and Outcomes (you will have more of them), and
- the budget narrative



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Question: If an agency doesn't agree to serve only homeless people referred by the HUB and instead classifies our services as services for anyone who is at or below poverty level, will we get funded?

Answer: Programs that don't agree to receive referrals only from the Hub (with some exceptions, such as meals, showers, BESS, some drop-in services) will be classified as a non-homeless service and will likely be reviewed by a different review commission. The proposal would then compete against other non-homeless serving agencies for the same amount of money that the review commission had to award during the last round. The amount of the FY17 program award would stay with the Homeless Commission to award to a homeless services agency.

Question: Like last year, when we checked a box to certify that we would only serve homeless people referred by the HUB, can we uncheck that box and return to taking anyone who is a disabled Berkeley resident?

Answer: Programs that don't agree to receive referrals only from the Hub (with some exceptions, such as meals, showers, BESS, some drop-in services) will be classified as a non-homeless service and will likely be reviewed by a different review commission. The proposal would then compete against other non-homeless serving agencies for the same amount of money that the review commission had to award during the last round. The amount of the FY17 program award would stay with the Homeless Commission to award to a homeless services agency.

Question: How advisable is it to include the actual costs per case.

Answer: Agencies are allowed to ask for whatever funding is necessary to carry out the program, be sure to include any leveraged funds. All funds requested should be justified in the budget detail section.

Question: Would a proposal that embeds program staff providing services in another program funded by the City gain any points with reviewers?

Answer: It would depend on whatever efficiencies or benefits result from that scenario.



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Question: Table A3, only shows Agency Budget for fiscal year 7/1/17-6/20/18 (Proposed Year #1) in the FY 2018 application. I understand that both Proposed Years #1 and #2 should be identical based on what I heard in the RFP meeting. Do we need to fill anything out for Year #2?

Answer: No, your proposed budget for Year 1 (FY18) will be used for Year 2 (FY19)

Question: Is there something I should be able to click to show 7/1/18-6/30/19 budgets?

Answer: No, it will be the same as FY18.

Question: What will the ***Living Wage*** be for FY18 and FY19?

Answer: The Live Wage rate gets released in May of each year. The wage rate is adjusted to reflect the change in consumer price index for all urban consumers in the San Francisco-Oakland area. While we don't know the exact wage for FY18, it generally increases by 2-3% annually. In FY17, the live wage rate was \$14.42 if medical benefits are provided or \$16.81 if medical benefits equivalent to \$2.39 are not provided.

Question: The application requires the submission of the Board's resolution authorizing the submission of the application. The agency's board will not meet before the application deadline. Can we submit an application without the Board resolution?

Answer: The agency should make every effort to get a Board resolution either at a Board meeting, through an email poll, or other means of communication available to the agency. If an agency is unable to get Board approval, it should submit a letter indicating its unsuccessful efforts and the date in January that Board approval will be sought. The agency will be responsible for emailing the Board resolution to jvasquez@cityofberkeley.info the day after the Board meeting so that the proposal can be considered during the Commission and staff review period.