

CREATE AN ELIGIBLE PROVIDERS LIST FOR FIVE YEAR MASTER CONTRACTS

RFP Question & Answer (9/25/2020)

The City of Minneapolis only accepts RFP applications through the City's eSupplier Portal. No applications will be accepted through email or USPS. If your organization is not already a supplier, there are instructions in the RFP document on how to sign-up on the eSupplier portal.

Important Dates:

RFP Release	September 9, 2020
Pre-Proposal Conference	September 16, 2020 - 4pm
Questions on RFP due by	September 22 by 4 pm
Responses to Questions posted by	September 25, 2020
Proposals due by	October 16, 2020 by 12pm
Awards announced on/after	December 1, 2020

RFP Questions and Answers:

1. There was an issue with Attachment C initially, but this problem has been reconciled as of 9/16/2020.
2. It is recommended that you attempt to login to eSupplier early to avoid any last minute login issues that prove to be urgent. For additional assistance with eSupplier, you can EMAIL (subject line: eSupplier help) Eprocurement@minneapolismn.gov or call 612-673-2311.
3. If an organization has multiple service areas and is responding to multiple categories (i.e. health/medical, human/social services, substance abuse/addiction, climate/environment, violence prevention) do they need to be separate pages?
 - a. These do NOT need to be separate pages. We have a review team that will assess and score each application. In order to review multiple categories, it is most helpful to separate category narrative in your proposal responses. In other words, if you provide substance abuse services and medical services please address them separately in your proposal.
4. What is the Master Contract Process?
 - a. Proposals are due in the eSupplier system by 12pm on Friday, October 16th. A panel will review and score the proposals based on an established criterion. The review panel will meet to discuss their observations. Based on the scores, a provider list will be established. The Health Department will negotiate contract amounts for the five-year agreements with the chosen agencies. The agency list and contract amounts will be presented to City Council for approval. Organizations entering into a Master Contract with the City of Minneapolis must submit an Affirmative Action Plan (AAP) for approval by the City's Civil Rights Department. If your organization does not have an approved plan on file with the City, we will work with you to meet this requirement. Once approval is obtained, agencies will be assigned a Contract Manager, who will work with your organization over the course of the next five years to establish a scope of work, work plan and budget for your contract(s). The Health Department will issue Fund Availability Notices (FAN's) which allows us flexibility and expedites the process.
5. If there are funds available, multiple agencies are qualified, How do we determine that we are eligible for FAN's
 - a. At the time an opportunity to contract with a partner for a specific project becomes available, we may release an expedited Request for Applications (RFA) document that will allow us to engage all eligible providers who are able to provide the appropriate service. This RFA will be limited only to those

organizations who are selected as eligible providers through this RFP and enter into a Master Contract agreement with the Health Department.

6. Of the applicants generally received, what percentage are approved?
 - a. Based on past experience, approximately 65% - 75% of applicants may be approved. We focus on whether the agency has the capacity to manage the proposed projects, fulfill projects in service areas applied for and other established criterion.
7. What makes for a strong application?
 - a. Identify the categories of service for which your agency qualifies under this RFP. Please enter separate narratives to define your strengths and experience in each service category. Share specific examples of how your organization is qualified to provide services in your chosen service categories.
8. If we set a contract Not-to-Exceed (NTE) amount at the beginning of the five-year contract period, are we able to amend that amount later if we anticipate exceeding it?
 - a. Yes. We have the authority to request an amendment to the NTE amount, subject to City Council approval, and we have had instances in the past where this was necessary.
9. We are registered with the Minnesota Attorney General's Office. What specific Documentation from the Minnesota Attorney General website do you need from us?
 - a. Visit this website. Conduct a search for your organization. Click on the link to your organization's information. Print and attach a PDF of the results.
<https://www.ag.state.mn.us/Charity/Search/Default.asp>
10. We are registered with the Minnesota Secretary of State Office. What specific Documentation from the Minnesota Secretary of State website do you need from us?
 - a. Visit this website. Conduct a Business Filing Search. Print and attach a PDF of the results.
<https://mblsportal.sos.state.mn.us/Business/Search>
11. Because we have had contracts with the US Government to provide our trainings, we are registered with SAM.gov and our organization is also listed on the FAPIIS website. What specific documentation do you need from us about these registrations with the federal government?
 - a. Visit this website. Print and attach a PDF of the document found here concerning your organization;
<https://sam.gov/SAM/pages/public/searchRecords/search.jsf>
12. Our organization has recently and/or is currently providing services to the Minneapolis Health Department. Do we need to re-register to be part of the 5 year RFP provider list?
 - a. You DO NOT need to be on a Master Contract to do work with the City. You DO need to apply to be considered for the Master Contract List of Eligible Providers. Essentially this RFP creates a list of pre-qualified contractors that we can devise "mini-contracts" called Fund Availability Notices with less administrative burden. It allows us to spend more than \$175,000 a year with an organization without having to provide further justification or go through the often lengthy approval process. It does require a bit more work on an organizations part on the front end to respond to the RFP and get all the documents in order, but it saves a lot of time in the long-term and greatly increases our flexibility to initiate contracts (amounts, new scopes of work, etc.).
13. Our organization is large (like a nonprofit within a nonprofit). What are the requirements around the Org Chart? Can you provide guidelines or rules around what to include in the org chart – whether the larger chart for the entire organization or our subsection?

- a. Include the org chart that reflects the business enterprise that is associated with the work being proposed. If there is a separate EIN for the subsection of your organization submitting the RFP, for example, provide that organization structure.
14. If we do not have a policy for background checks and/or client complaints will our response be removed from consideration?
- a. No, this will not eliminate your organization from consideration. Please do provide an explanation in your response as to why your organization does not have/need these policies based on the services you provide.
15. Attachment B and C are word documents. Can we answer the questions in the document by using those word documents or do we need to answer in a separate form?
- a. You can use the Word Documents provided. Please convert them to a PDF.
16. Should the final submission be in PDF form?
- a. PDF format is the best way to maintain the integrity of the document. Although it's not required, it is preferred.
17. For the Attorney General Charity Search and Secretary of State page is a screen shot of results acceptable?
- a. As noted above, please include a PDF of the results.