



City of Gainesville

Budget and Finance Department Purchasing Division

210759.

Addendum Publish Date: December 16, 2021
Consultant for Distribution of Non-Profit ARPA Funds
RFQ#: CMGR-220032-ARPA-GD

ADDENDUM NO. 2

Bid Due Date: December 21, 2021, 3:00pm EST

NOTE: The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Please find attached:
 - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters)
 - b. A copy of the City's ARPA Equity Tool
 - c. A copy of the pricing response page
4. The following questions were asked prior to the Supplier Questions Deadline, with answers following:
 - a. Question: What grants management system is currently in place?
Answer: The City uses Workday for its grants management system.
 - b. Question: What accounting software is currently in place?
Answer: The City uses Workday for its financial operating system.
 - c. Question: Other than allocating \$7 million of ARPA funds to non-profit organizations, are there any other organizations in your ARPA plan to receive the fund?
Answer: Not at this time
 - d. Question: How many recipients are expected to receive funds and be subject to monitoring?
Answer: This would be determined by the number of grant awards processed to distribute the \$7 million allocation.
 - e. Question: Is there an existing or approved ARPA plan in place? If yes, please share the document or point us to the website to obtain.
Answer: The City Commission has set aside funds for specific usage/ Projects, however, a complete plan has not been developed
 - g. Question: Regarding fees, by "pricing structure", do you mean to include Labor hours & rates, broken down by each service, e.g., program design, implementation, reporting, etc.? Please clarify
Answer: Fees may be presented by job classification/hourly rate/multiplier for each person working on the project. A breakdown of tasks and how those individual fees will fit into each task is also desired. Please refer to the Pricing Response Sheet attached for guidance. This file is also available in Demandstar as an editable Excel File.
 - h. Question: Can the City share the City-developed equity toolkit?
Answer: The Toolkit is attached to this Addendum 2

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: _____

SIGNATURE: _____

LEGIBLY PRINT NAME: _____

DATE: _____



ARPA Equity Tool

The ARPA Equity Tool is designed to integrate explicit consideration of racial equity in decisions addressing programs used to alleviate the impact of COVID-19 on the Gainesville community. The Office of Equity and Inclusion will provide technical assistance and support while navigating the budget tool process.

| Fill in |
|-----------------|
| Program Name: |
| Funding Needed: |
| Lead contact: |

| Eligible Use: |
|--|
| <p>Per federal guidelines, identify which eligible uses the programs aligns.</p> <p>(Guidelines for reference)</p> |

Strategic Plan Alignment

Identify the City of Gainesville goals that align with the program:

(Please highlight all goals that apply)

- Equitable Community
- Sustainable Community
- A Great Place to Live and Experience
- Resilient Local Economy
- “Best in Class” Neighbor Services

Identify the top and high priority policy targets that aligns with the program:

(Please highlight all priorities that apply)

Top priorities

- Vision Zero
- Housing Strategy [22-part motion]
- Community Paramedicine Program Expansion
- Racial Equity Policy and Implementation Plan
- Comprehensive City Public Health Policy

High priorities

- Zero-Waste Policy
- “City Green New Deal”
- GCRA Plan Implementation
- Homeless Policy and Action Plan
- Mobility Master Plan
- City-wide Proactive Communications Enhancement
- Gainesville East Incentivized Development Plan
- Poverty Reduction Policy/Plan

Equity:

Describe the project or program:

In a few sentences, explain what disparity this program seeks to alleviate and what population will benefit most from this program. (Be specific about race, gender, ethnicity, geography, income)

Describe how the program is designed to specifically serve this population.

What is the estimated number of people the program is projected to impact?

In a few sentences, identify what populations will be burdened by this program and how the program is designed to mitigate unintended consequences.

Show data to demonstrate existing disparities and impact of COVID on the population identified, include local data if possible.

Examples of data can be related to health, socioeconomic status, housing, or factors specific to the program.

How will the success of the program be measured? Be specific and explain how data will be collected and disaggregated by race, ethnicity, gender, income , and geography.

Explain the plan to report back to the community on the impact of the program

Rating System

The programs will be reviewed based off of the following rating system:

- **Good:** the proposal includes at least one way to enhance resources or services to underrepresented communities.
- **Better:** the proposal includes at least two ways to enhance resources
- **Best:** the proposal includes at least two ways to enhance resources, is data based, and addresses a systemic problem or has a system-wide approach to building equity.
- **Does not advance equity:** Proposal was reviewed with staff, and department and concluded the proposal does not lend itself to an equity opportunity

Community Engagement

Meets community need as articulated by people who are most impacted by existing disparities made worse by COVID.

Note: Community engagement is to be completed separately. This serves as a reminder to identify the populations that will need to be engaged, based on who the program will impact most.

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PRICING RESPONSE SHEET

NOTE: The data contained in the spreadsheets below is for DEMONSTRATION purposes only.
Please modify these spreadsheets with responses that reflect your organization.

Instructions:

- Step 1** Modify the spreadsheets below to describe the functional job classifications of individuals who will be working on the project.
Insert their current hourly pay rate
Indicate the 'mark-up' or multiplier that will result in the bill rate to the City
The Bill Rate will autocalculate for you.
Create as many contributing functional job classifications as you need
- Step 2** Identify each major task that will need to be accomplished
List the Classifications that will contribute to the completion of that task
Estimate the number of hours that position will contribute to that task
Enter the Bill Rate for the classification
The total Billable amount for that task, by job classification will be auto calculated for you
Create as many Task sections as needed

| Functional Classification | Hourly Rate | Multiplier | Bill Rate |
|------------------------------------|-------------|------------|-----------|
| Principal | \$ 250.00 | 23% | \$ 307.50 |
| Senior Consultant | \$ 225.00 | 23% | \$ 276.75 |
| Consultant | \$ 200.00 | 23% | \$ 246.00 |
| Grant Manager | \$ 150.00 | 22% | \$ 183.00 |
| Grant Specialist | \$ 100.00 | 21% | \$ 121.00 |
| Planner | \$ 100.00 | 15% | \$ 115.00 |
| Project Control Specialist | | | \$ - |
| Data Storage Website Manager | \$ 125.00 | 23% | \$ 153.75 |
| Financial Lead | | | \$ - |
| Financial Assistant | | | \$ - |
| Clerical/ Administrative Assistant | | | \$ - |
| Payroll Review Clerk | | | \$ - |
| Data Entry Clerk | | | \$ - |
| Other Positions- Please Specify | | | \$ - |

| Task | Classification | # of Hours | Bill Rate | Total |
|---------------------------------|----------------|------------|-----------|--------------|
| Program Design | Principle | 2 | \$ 307.50 | \$ 615.00 |
| | Senior Consult | 12 | \$ 276.75 | \$ 3,321.00 |
| | Grant Manager | 44 | \$ 246.00 | \$ 10,824.00 |
| | | | | \$ - |
| Total for Program Design | | | | \$ 14,760.00 |

| Task | Classification | # of Hours | Bill Rate | Total |
|---------------------------------|------------------|------------|-----------|--------------|
| Implementation | Principle | 2 | \$ 307.50 | \$ 615.00 |
| | Senior Consult | 20 | \$ 276.75 | \$ 5,535.00 |
| | Grant Manager | 44 | \$ 246.00 | \$ 10,824.00 |
| | Data Storage Mgr | 17 | \$ 153.75 | \$ 2,613.75 |
| Total for Implementation | | | | \$ 19,587.75 |

| | |
|----------------------------|---------------------|
| Project Grand Total | \$ 34,347.75 |
|----------------------------|---------------------|



City of Gainesville

Budget and Finance Department
Purchasing Division

CITY OF GAINESVILLE FINANCIAL SERVICES PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.