

CITY OF PATERSON
ADDENDUM # 2

REQUEST FOR PROPOSAL
FOR CONSULTANT SERVICES TO ASSIST THE COALITION
FOR OPIOID RESPONSE AND ASSESSMENT
WITH PROBLEM ANALYSIS AND PROGRAM EVALUATION
FOR THE POLICE DEPARTMENT
RFP NO. 2021-11

Question No. 1

What is the anticipated budget range or budget maximum for this project? What is the anticipated level of effort in terms of total number of hours? What is the source of the funding?

The City of Paterson does not disclose budget amounts. The numbers of hours that the research partner should anticipate spending on this project should be calculated by adding the number of hours spent on attending meetings (detailed below), to the number of hours which the research partner feels that it needs to appropriately execute the research tasks outlined in the original Request for Proposal.

Question No. 2

Please provide some additional information as it relates to "Providing an academic perspective of current policies and practices and their effectiveness (or otherwise) in reducing opioid use and addiction." Is there an expectation that the bidder will have a researcher on its project team, or partner with an academic institution; or will the City provide the staffing as it relates to the provision of academic guidance?

The City of Paterson does not currently employ someone with the adequate academic training and experience in this particular field, to provide the level of guidance that we feel is required to achieve our goals which are outlined in the original Request for Proposal. The city however, does not have a preference as to whether the guidance that any research partner brings to the table, is a direct employee of the vendor or a subcontract.

Question No. 3

Are the meetings referenced on RFP Page 13, Item E, telephone or virtual meetings? Or are they in-person meetings that would require travel? If they are in-person meetings, should travel be included in the total on the cost proposal form? If so, how many meetings should be included?

The project coordinator believes strongly that team building, and the development of interpersonal relationships is vital to the success of multiagency collaborative programs such as this. To that end, in-person project meetings are preferred. However, meetings that have commenced since the COVID-19 pandemic have been held virtually via a video/audio platform; and this will remain in effect until such time that health professionals deem it appropriate to shift back. Travel costs for one or more members to attend project meetings should be built in to your proposal. Meetings that you will be required to attend include Executive Working Group meetings, typically monthly; Community Stakeholder meetings, typically held quarterly; and Data group meetings. Larger Data Group Meetings will be held on an as needed basis, but should not exceed more than 4 within the project period. More common are smaller Data Group meetings with individual agencies to discuss in detail the data that that agency has and its potential benefit to the project. The smaller Data Group Meetings will happen more frequently, but

typically happen by phone and do not require travel on the part of the research partner. While some run longer and some run shorter, all meetings could be estimated at 1.5 hours.

Question No's 4

We respectfully request more guidance on the information you are seeking with the proposal other than completion of forms. RFP Page 2 includes a check sheet. Is that check sheet intended to be a comprehensive listing of everything bidders should include in their proposals? If so, is there any information needed from proposers for #2 (Notice), #8 (ADA Equal Opportunity), #9 (Scope of Services), or #10 (Processing of Proposal)? Where and how should proposers address the evaluation criteria? Is there an outline for items such as experience, services offered, and approach? Is a budget narrative or breakdown needed, or just the total included on the cost proposal form (RFP Page 16)? Should the entire 23-page RFP be returned with the proposal?

Pg. 1 Check Sheet (Yes) – Pg. 2 Notice (Read) - Pg. 8&9) (Read and provide with 1 of the 3 requirements) Pg.10 (Read) – Pg.11 & 12 is the Scope of Service – Pg. 13 item D (This criterion is what the city is using to evaluate the proposals received.) pg. 15 Proposal Form (must be return signed with any other cost)

Question No's 5-7

RFP Page 3 indicates the proposal must be submitted on the "standard proposal form." Other than the forms provided within the RFP, is there a "standard proposal form" that must be completed? If so, please provide a template or copy.

Please confirm the time for submission is 11am (as stated on the RFP Cover and RFP Page 3) and is not 2am (as stated on RFP page 14).

The RFP requires hard copy submission. In light of the COVID-19 pandemic and efforts to maintain social distancing by telecommuting, would you consider accepting electronic submissions?

#5 proposers must submit all standard proposal forms provided in the proposal package.

#6. Addenda # 1 has the correct date and time for submittal of proposal package (emailed 6-17-20)

#7. No electronic submission