



TO: Proposers on RFP No. 23-023PND
FROM: City of Dayton, Ohio
Department of Planning, Neighborhoods & Development

SUBJECT: ADDENDUM 2 Questions and Answers for above RFP

The City of Dayton has received questions relating to our RFP No. 23-023PND.

This purpose of Addendum 2 is to post all questions and answers received during the Pre-Proposal meeting held on June 13, 2023, as well as questions received via email and phone. The following are the questions with answers for this RFP No. 23-023PND. Please consider this document in preparation of your proposal response. In the answers to these questions, the City of Dayton shall be noted as "City".

To ensure the integrity of the proposal process, a signed copy of this proposal addendum notice shall be included with your company's response to this document.

(Print Name)

(Date)

(Signature)

(Company Name)

Sincerely,

Hilary Ross Browning
Budget & Grants Supervisor
Department of Planning, Neighborhoods & Development



CITY OF DAYTON
REQUEST FOR PROPOSAL RFP No. 23-023PND

June 21, 2023

In the answers to these questions the City of Dayton shall be noted as “City”.

The City of Dayton OH’s (City) Department of Planning, Neighborhoods & Development will not be accepting any additional questions regarding this solicitation from the time of posting this Addendum 1. All proposals submitted on or before the opening date and time will be considered for acceptance

1. I am reviewing the Request for Proposal and would like to find out what type of funds or how much is afforded for this project through 2025? This is an important piece of information to determine how to structure it.

Generally, we are prohibited from stating our budget. The budget is not available at this time. Funding, though, is part of Welcome Dayton’s annual operating budget.

2. What resources/funds are available for this project through 2025?

Generally, we are prohibited from stating our budget. The budget is not available at this time. Funding, though, is part of Welcome Dayton’s annual operating budget.

3. How quickly could the resources for the funding be expended?

The funding source is the General Fund. With regards to the timeline specified in the RFP, it is functional to our procurement guidelines, not the funding source. We typically do not have the ability to do a multi-year award contract that’s greater than three to five years due to the City’s policies on competitive procurement processes. An RFP is typically valid for three to five years. Length of term specified in the scope of work is based on when we would be required to rebid. Additionally, The City’s use of General Funds is dependent upon City Commission approval of both budget allocations and contractual costs.

4. With regards to provision of interpreter services, are Proposers expected to pay for interpreter services?

Proposals should be inclusive of all costs as specified in the scope of work.

5. I think that the provision asked for the interpreter to be physically present at the consultation, is that correct?

Proposer will identify and provide certified interpreters fluent in languages needed per the population to be served. The interpreters must be present and provide interpretation services at the immigration information sessions and for the one-on-one legal consultations if needed.

6. Do interpreters have to be certified?

The intent is to avoid a circumstance in which the immigrant resident is reliant on a minor, family member or untrusted partner for interpretation. For this reason, we prefer a certified interpreter be used. If Proposer has an alternate process, please enumerate how you would meet this requirement.

7. I know the RFP requires the funding recipient to cover interpretation costs, but what about translation of documents, like promotional flyers for the info sessions and any info sheets on forms of relief, naturalization eligibility, know your rights in immigration court, etc.—should the Proposer incorporate those costs into the proposal as well?

No. The Proposer should provide costs for the Scope of Work that is specified in the RFP.

8. I've not done projects like this. What are the references? What kind of references are you looking for under these circumstances?

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company.

9. References for a lawyer or work done by the lawyer would be clients – I cannot share my client list with you. The question is who are the references in a proposal?

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company.

10. I refer to Exhibit B for Company References. I have References that can attest to my competency and ability to do this job but they are not Companies. Please let me know if you will accept Names of Individuals who know me in the capacity that you are looking for.

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company.

11. What kind of legal advice will the City expect to receive from the funding recipient?

The City would request legal advice related to immigration issues.

12. The top of page 6 states that consultation can include application review but may *not* include filing of applications. Would assistance filling out an application (say, a naturalization application, for example) be permitted so long as the Proposer did not *file* the application for the immigrant resident? Under this funding, would the Proposer be permitted to complete the limited appearance form EOIR-61 as required by EOIR ethical rules if we assisted someone in completing an asylum form but did not represent them in immigration court?

The consultation is intended to be limited in scope as it relates to application review. The information to be provided at these sessions are not intended to be a replacement for legal counsel and are an opportunity to provide clear and accurate information and empower individuals to make decisions in a self-help environment. The scope is not requesting legal representation of individuals who attend the sessions. There may be limited instances when executing the EOIR-61 form, only as it relates to an application, may be appropriate.