



COVID-19 Vaccine Canvassing Services RFP

Response to Questions

1. Do you have a specific budget template that you would like DABO to use in the financial fit section?

The financial fit section requests financial documentation to be provided. Applicants are expected to respond to one (1) of the following options (A-C) to determine financial fit and capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- A. Balance Sheet and Income Statement for the most recent year completed and prior two (2) years;
- B. Tax Returns for the most recent year completed and prior year
- C. Audited financial statement for the most recent year completed and prior year;
- D. Provide a summary explanation if financial information cannot be provided.

2. Does the budget require a cost rate per house visited? or type of activity such as a pop up tent?

Bidders are requested to make a firm cost proposal to DESC. Based on 220,000 total doors citywide, provide a response related to the scope of work described in this RFP to indicate:

- A. Costs based on a per door rate, inclusive of all wage, administrative, travel or other expenses.
- B. Total doors and total proposed costs

To provide a response, Applicants may utilize this approach:

- 1) Determine all costs inclusive of all wage, administrative, travel or other expenses.
- 2) Determine number of doors Applicant can service based on Applicant's capacity.

Per door rate can be determined by dividing total costs (1) by number of doors (2)

3. Can you email us a word version of the RFP, so we can exactly follow up the proposal format in word?.

A Word version of the RFP is not available. Applicants are asked to compose a response to the proposal as described in **Section VIII. VIII. RFP PROCESS AND PROCEDURES, B. Preparation of Proposals and as otherwise described in the RFP.**

4. On page 4 of the RFP, it states that you that the applicant must possess the "required license, bonding, equipment and identified core personnel to respond to the RFP. Can you list what specific licenses, level of bonding and equipment (beside cell phone and tablet) are required?

Statement on Page 4 of the RFP states:

Applicants must possess the following:

*All required licenses, bonding, equipment, and identified core personnel **necessary to perform the work as required in the RFP***

As a requirement of this RFP, Applicants must have at least one (1) year of experience providing neighborhood canvassing services, similar to scope and size described in the RFP. Applicants are responsible for being aware of and adhering to all requirements necessary to perform work outlined in the RFP. A contract executed by both parties as a result of this RFP will include Hold Harmless and Insurance provisions.

We are looking for any **REQUIRED** licenses and certifications. Canvassing does not require any license or state/local certifications.