



RFP #22-039 Trauma Informed Services

Addendum #1

Date issued and released December 1, 2022

Responses to Questions:

The following questions were submitted by the deadline and are answered in this addendum.

Question #1: Is the Authority able to share an anticipated date of award?

Answer #1: No later than February 28, 2023

Question #2: Does the Authority have a “no later than” timeframe relative to the award date for the initial training sessions(s)?

Answer #2: No, however it is our hope that training begins no later than September 1, 2023. The Authority does understand that assessment will be required, as well as materials must be created to complete this task. As a result, OHA will be very understanding of expectations and scheduling.

Question #3: Will there be in-person meetings? If so, how frequently? (for example, in 5.2.B on page 14 of the RFP it mentions that the contractor will need to meet the project manager and key staff). Does the Authority support a hybrid work plan of in-person meetings and virtual working sessions?

Answer #3: After two years of remote work schedules OHA is beginning to move staff back into the office environment. We are looking for predominately in-person trainings, however from time to time we will support virtual training.

Question #4: Does the Authority want in person or virtual training? Exhibit A references travel cost.

Answer #4: Answered in question #3.

Question #5: Should the bidders propose a specific number of training sessions for budgetary purposes?

Answer #5: Yes, we expect the vendor to specify span of control for class sizes, as well as if there may be additional time and materials required for training for specialized groups such as our Police Department and Property Management.

Question #6: Will the Authority accept past client references as well as current client references?

Answer #6: Yes, both will be accepted.

Question #7: Does the Authority expect the awarded consultant to provide Human Resource staffing or create resources, tools, and protocols for HR to use? (See: "Creation of Human Resources supports" for staff who experience trauma under the scope of work on page. 6 of the RFP).

Answer #7: HR staffing is not required from the vendor, just the creation of resources, tools, and protocols for HR to use. HR is another area that may require specialized training.

Question #8: Is the Authority able to share a budget range for this RFP?

Answer #8: No.

Question #9: The RFP mentions establishing metrics for measuring impact: does the Authority want the vendor to track data and complete an analysis in addition to identifying metrics, or will the Authority complete the data collection?

Answer #9: OHA will complete the data collection, we would like the vendor to assist in creating the analysis tool. Please feel to add as an optional cost the vendor assisting in collecting and analyzing the data for OHA.

Question #10: Do any departments within the Authority have past or current experience with Trauma Informed Care principles and practices?

Answer #10: The Police Department and our Family Community Partnerships Department have some limited exposure with its principles, however its very limited.

Question #11: Are the vendors permitted to submit a single proposal that would include both a prime and subcontractor?

Answer #11: Yes

Question #12: Is there a format envisioned for the training modules?

Answer #12: No, please feel free to propose what you feel will be the most efficient and effective.

Question #13: Will these materials live inside an existing Learning Management System (LMS)?

Answer #13: Yes, OHA is in the process of purchasing a Document Management Training portal for all OHA members.

Question #14: Is there a required or preferred technology for creation of the modules?

Answer #14: No, OHA uses Microsoft products, Tableau, and other software products. Please advise in your response.

Question #15: Will preference be given to proposers in California?

Answer #15: No.

Submitted and approved contract changes

- Page 13, Section 13.4. Insert “and other expenses incurred which were pre-approved in writing by Authority”.
- Page 17, Section 24. Insert “CONTRACTOR shall retain ownership of all tools, know-how, and other information that was the CONTRACTOR’s or created by the CONTRACTOR prior to or independently from the CONTRACTOR’s work with AUTHORITY under this Contract.”



Oakland Housing
Authority

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Proposer hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum MUST be included with your proposal.