

LONG BEACH

RECOVERY PLAN

Q & A from June Webinar Series: Doing Business with the City

Navigating the Procurement Process

<p>Is there a word document form of the RFP available?</p>	<p>Each RFP will explain how best to respond. Full RFPs are posted as PDFs on Long Beach Buys, but some opportunities will provide a Word Document (editable) proposal submission template. Almost all LB Recovery Act opportunities will include a Word Document (editable) template.</p>
<p>Do you have any sample cost proposals? It can be very confusing for first time bidders. Do you have a sample that is completely filled out so we can know what should be on it?</p>	<p>Each RFP looks different, so cost proposals are not one-size fits all. The cost proposal should include all your costs, like hourly rates of staff who provide services, number of staff you will have on hand, any materials required to conduct the service, etc. Be comprehensive in your response!</p> <p>If you have a question on a specific RFP, you can ask at an info session or during the formal Q+A period to tailor your responses. The City hopes to provide examples like this in the future to make it easier for organizations to contract with the city!</p>
<p>How can a newly organized non-profit demonstrate qualifications and experience to contract with the City?</p>	<p>The RFP offers you an opportunity to make your case - there is a lot of room for you to demonstrate your experience. It's up to you to formulate and convey this within your narrative proposal because you know better than anyone else what your experience actually is.</p> <p>A newly formed organization is made up of board members or staff who have come from somewhere else, and likely have transferrable skills. Part of the demonstration of competency can be from a prior set of experiences and can communicate this through the RFP document. Pay attention to sections that share how you might demonstrate those competencies or skills. Be honest in your response, and make the strongest case you can!</p>
<p>Can I be denied if my cost proposal is too high? Or will</p>	<p>RFPS are evaluated on many criteria, and cost is just one of those. The City is looking for the best fit for the</p>

<p>the City negotiate and ask us to lower the cost before they just automatically deny you?</p>	<p>program needs. In the RFP itself, you might see a dollar amount that is the maximum awarded, so make sure to read that if it applies. We recommend taking all evaluation criteria into consideration.</p> <p>It is possible that the City will reach back out to you to discuss your cost proposal before making a final decision, but that will depend on many factors, including whether the other competitors offered a lower price or how competitive the quality of your proposal is. It is not common practice for the City to re-negotiate costs once the proposal has been submitted. For that reason, it is best practice for proposers to submit their best offer the first time.</p>
<p>Is the City looking to explore assisting new organizations with collaborating with seasoned agencies to acquire the necessary skills on an RFP? Maybe sub-contacting opportunities? This could be a way to increase diversity.</p>	<p>Certain RFPs may be well set up for this, including those from our Health department. The Health Equity Community Programs opportunity is one example, where proposers who are less seasoned may be offered technical assistance and training in lieu of a full contract.</p> <p>New organizations can also reach out to seasoned agencies to see if there are skills you can offer as a subcontractor. Some RFPs and grants are set up this way, and the second opportunity is for you to seek out these partnerships yourself.</p> <p>Lastly, there are also organizations in Long Beach and the region who offer support services!</p>
<p>For those who pass the qualifications (RFQ) and are considered “on the bench”, will the city share how projects are distributed in an equitable manner? (i.e. no one vendor is given preference and gets the lion’s share of projects?)</p>	<p>RFQ benches are managed at the discretion of the City departments who lead them. The City uses competitive processes to ensure we’ve selected the most appropriate vendor for any one project. The City has policies around transparency when it comes to contract authority and must seek necessary approval for how much funds can be distributed to the bench.</p> <p>One example of how a Department manages its bench: the Recovery Office has a bench for grant writers. We provide grant writing services for those who have a particular skillset for specific types of grants and ask for a</p>

	<p>proposal or scope of work. We then evaluate who has the capacity and pricing for the opportunity available. This offers organizations the chance to compete, and helps us ensure equitable chances for contracting.</p>
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LB Recovery Act Grants & Website

<p>Are for profit organizations eligible for the Recovery Act?</p>	<p>Yes. Most of the time, for-profit organizations are eligible for Recovery Act contracts, unless otherwise stated.</p> <p>There are also general business relief grants available, made possible by the Recovery Act.</p>
<p>If we have submitted a grant under the nonprofit recovery under Planetbids, do we need to re-submit under Long Beach Buys?</p>	<p>Contracts are an agreement for an organization to provide a service to the city.</p> <p>That differs from a grant, which can take a variety of different forms. All that are available are on the LBRA website (longbeach.gov/recovery). One example are grants that are direct payments to businesses and nonprofits for general expenses to cover pandemic losses. Other grants are for events, where the grant is not for a direct service, but rather the expenses associated with a cultural event. Grants and contracts have different sets of expectations.</p> <p>A past submission for either grants or contracts does not need to be resubmitted.</p>
<p>If an opportunity is listed on the website but shows that the date has expired, does that mean it will be extended?</p>	<p>For opportunities related to LB Recovery Act programs, we've created a website with more information about contracting and opportunities: https://longbeach.gov/recovery/opportunities/contracting-opportunities/ We do our best to keep this page as up-to-date as possible, however, maintaining the page is a manual process. For contracting opportunities, Long Beach Buys will have the due date and other pertinent information.</p>

	Our websites will always indicate if an extension has been issued. If there is no such indication, then the deadline has passed.
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Long Beach Buys – eProcurement Portal

<p>What is the URL to see all the opportunities? Is it still planet bid?</p>	<p>All contracting opportunities are found in Long Beach Buys, the City's procurement portal. https://longbeachbuys.buyspeed.com/bso/view/login/login.xhtml</p> <p>For opportunities related to LB Recovery Act programs, we've also created a website with more information about contracting and opportunities: https://longbeach.gov/recovery/opportunities/contracting-opportunities/</p>
<p>Will there be a webinar on how to navigate the new Long Beach Buys system? What are the webinar dates?</p>	<p>Yes, we will be hosting a webinar on:</p> <ul style="list-style-type: none"> • Wednesday, June 15th at noon Thursday, June 16th at noon Wednesday, June 22nd at 5:00 p.m. <p>Please visit longbeach.gov/purchasing to register!</p>
<p>Will all new funding opportunities be found on Long Beach Buys from now on?</p>	<p>Correct, contracting opportunities will be found on Long Beach Buys.</p> <p>Any non-contract relief grant opportunities will <i>not</i> be found on Long Beach Buys. The best way to find information about grants is on the Recovery Act website https://longbeach.gov/recovery/</p>
<p>Will we need to re-register under Long Beach Buys if we were already previously registered and submitted previous proposals?</p>	<p>Yes. Our PlanetBids database was old and had many inactive vendors. Long Beach Buys allows us to reach you today and we are asking that you re-register in Long Beach Buys.</p>

Business Licensing

Is there an initiative to waive business license fees for small nonprofits to remove any barriers toward competitions on bids?	All nonprofits are eligible for a business license fee waiver.
Is there more information on the fee waiver for nonprofits? If so, can you help us find where it is on the website? Where is the application?	Please refer to this page for more info and to find the application: https://www.longbeach.gov/finance/business-info/business-licenses/exemptions/