



## **2025 REQUEST FOR PROPOSALS (RFP) QUESTIONS & ANSWERS Adult with Disabilities Work Program**

- 1. Does the City have an expected or preferred number of participants for the first year of the program?**  
No.
- 2. Are there eligibility guidelines for participants (e.g. residency requirement, disability documentation, income limits)?**  
No.
- 3. Should the program serve all types of disabilities (physical and developmental), or is the City primarily targeting individuals with developmental/intellectual abilities?**  
This would be at the discretion of the respondent. We will provide work opportunities and you would determine which one of your clients would be the best fit according to their abilities.
- 4. Are participants expected to be paid for their work-based learning, or is it strictly volunteer experience?**  
Yes, the participants are expected to be paid for their work. The contractor will submit monthly timesheets and the City will provide payment to the contractor to disperse to participants in the program.
- 5. The request mentions that training activities will take place in the city's recreation facilities. Could you provide additional details on some specific locations, and the type of work that is expected?**  
The facilities that will be used but not limited to are the Brentwood Community Center and City Park, Brentwood Senior Center, City Hall, Municipal Services building or any of the parks within the City. Some duties may include set up for events/rentals, such as putting out tables and chairs, customer service, filing, event clean up.
- 6. What days and hours of the week will City facilities be available for participant shifts?**  
This will vary and can be worked out with the contractor.
- 7. Does the City expect staff to be present during evenings/weekends, or only standard business hours?** Schedule will be determined between the City and the contractor. The contractor must have staff present to supervise/assist whenever a participant is working.
- 8. Will City staff provide orientation/training for program staff, or is that solely the contractor's responsibility?**  
Please see Exhibit B- Scope of Services.
- 9. Must the \$20,000 budget be used entirely for staffing, or may some portion be allocated to supplies/insurance/admin?**  
On page 3 of the RFP under *number 4 section E. Cost Proposal: Provide a detailed financial plan for operations of the Services including overall price for the Services that is fully inclusive of all costs to provide the Services, including hourly billing rates, all labor, materials, equipment, supplies, the insurance required under the terms of an agreement, travel fees, and*

*any additional cost(s) the City would incur if Respondent is awarded an agreement.*

**10. Are participant outcome measures (employment readiness, skills gained) already defined by the City, or should the contractor propose these?**

Contractor should propose these. See page 22 of the RFP (Exhibit B - Scope of Services) 3: Deliverables - *The following deliverables shall be provided by Respondent throughout the term of the Agreement:*

- *Initial participant work plans and assessments*
- *Bi-Weekly progress reports summarizing hours worked, tasks performed, and participant development.*
- *Incident or disciplinary reports, as applicable City of Brentwood Request for Proposals Page | 23*
- *Final program report summarizing outcomes, successes, and areas for improvement within two weeks of the expiration or termination of the Agreement.*
- *Submit monthly Statement of Services for payment using the form provided, attached as Exhibit "C".*

**11. The agreement references TB testing and fingerprinting. Are these requirements intended for this program even though it is for adults only?**

Yes, it is a City of Brentwood employment requirement as well as a requirement for all of our contractors that have the potential to come into contact with youth:

*TB Requirements.* *If the Services include contact with minors, Instructor shall produce a certificate, issued by a licensed physician or other authorized agency, showing that within the last two years the Instructor has been examined and has been found to be free of communicable tuberculosis (TB). Thereafter, Instructors who are skin test negative shall be required to undergo the foregoing examination at least once each four years for so long as the Instructor remains skin test negative. Once Instructor has a documented positive skin test which has been followed by an X-ray, the foregoing examination is no longer required and a referral shall be made within 30 days of the examination to the local health officer to determine the need for follow-up care.*

*Fingerprint Requirements.* *If the Services include direct contact with any minor, Instructor must be fingerprinted prior to the start of any instructional services and City is authorized to screen Instructor for criminal background by requesting from the Department of Justice records of all convictions and any arrests pending adjudication involving certain offenses specified in Section 5164 of the Public Resources Code, as that section may be amended from time to time. Section 5164 prohibits City from engaging Instructor in a position having supervisory or disciplinary authority over any minor, if the Instructor has been convicted of certain criminal offenses.*

**12. Will the City reimburse for background checks, TB testing, or fingerprinting, or must the contractor absorb those costs?**

The Contractor absorbs the costs within their proposed budget/Cost Proposal.

*Provide a detailed financial plan for operations of the Services including overall price for the Services that is fully inclusive of all costs to provide the Services, including hourly billing rates, all labor, materials, equipment, supplies, the insurance required under the terms of an agreement, travel fees, and any additional cost(s) the City would incur if Respondent is awarded an agreement (located on page 3 of the RFP).*

**13. Are there specific COVID-19 protocols still in effect for City recreation facilities that would impact program design?**

Not at this time.