SUBJECT: Amendment 1 to Request for Proposal for M&E

RFP TITLE: RFP Monitoring and Evaluation Services

Date of AMENDMENT: October 21, 2020

Date of RFP RELEASE: October 5, 2020

CONTACT: Crystal Flexman, Deputy Director of Development (crystal.flexman@phi.org)

The following shall be part of the RFP for Monitoring and Evaluation Services. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment.

RFP CHANGES:

(1) Amend the deadline for submittal to November 6, 2020.

(2) Amend the proposal timeline to the following:

- Deadline for Submittal: November 6, 2020 12:00 PM (PT)
- Review of Proposals: Nov 9-13, 2020
- Interviews or Additional Questions Conducted: Nov 16-20, 2020
- M&E Provider Selected: on/around November 27, 2020

(3) Incorporate the following RFP Questions and Answers:

1. Can PHI clarify the types of staff/personnel solicited and the number of staff expected?

PHI expects each bidder to provide the most appropriate mix of staff and personnel that are representative of their approach to achieve the expected results. At a minimum, PHI expects the implementing partner to have a liaison within the organization that is dedicated to project management, ensuring deliverables are submitted on time, and can serve as the main point of contact for PHI’s project director. In the beginning this role may be full time and will likely taper off then pick back up at the end for the evaluation. In addition to a liaison, the team may also have a
M&E technical expert, data analyst and any other positions that are appropriate for the bidder’s approach to the work.

2. **What is the place of performance? Will it be at the contractor site?**

PHI is still having discussions with our funders to determine the exact counties which will receive project support. While some site visits may be needed for the impact evaluation and the data collection, the implementing partner should plan for the majority of the work to occur remotely.

3. **Does PHI have specific requirements or preferences for monitoring and evaluation and data tools/software to be used?**

No, but consideration will be given to tools/software that can be used by individuals and organizations with varying capacities as stated in the RFP.

4. **Can PHI provide an independent estimate for cost?**

PHI can share a ceiling of approximately $1M.

5. **Can PHI provide an independent estimate for level of effort?**

PHI is not prepared to provide this level of detail. The FTE/LOE should reflect each bidder’s approach to the scope of work.

6. **Would you consider working with other jurisdictions other than California?**

While PHI works in a number of locations outside of California and internationally, this specific project is focused exclusively in California. We are not interested in evaluation work outside of California at this time.