

# ADDENDUM No. 1

## RFP No. 22-78

### Administration and Evaluation of a Pilot Guaranteed Income Project

**Due: February 1, 2023 by 2:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes five (5) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document should be included in submitted proposal:**

- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

1. What, if any, expectations do they have for a firewall between the administration and evaluation teams? Do they perceive any conflicts of interest if researchers are evaluating a program they are implementing?

No, we do not perceive any conflicts. However, if the research and administration conclude there may be conflicts, those issues should be shared in the proposal and a plan for ameliorating them should be provided.

2. The RFP indicates that the anticipated start date of the project will be April-June 2023. GI payments will be made for 24 months, and funds have to be expended by the end of 2026. Can we assume a project performance period of roughly three years?

Yes.

3. Are there existing partners who have already contributed to the design? If so, how would you expect the contractor to engage with them?

City staff have taken the lead on designing the RFP and program parameters, with advice from outside academic advisors. Because of bidding laws and requirements, those who were involved in drafting the RFP cannot participate with the research and administration team when they are chosen. There must be a firewall between those drafting the RFP and those who receive the contract.

4. The program is intended for City residents. What happens if someone moves out of Ann Arbor? From a research standpoint we can keep track of them, but would they no longer be eligible for payments?

Participation is not limited to residents of the City of Ann Arbor. Those that commute, work, or otherwise identify as community members should also be considered. It may be better to think of "greater Ann Arbor" or Washtenaw County as the area of eligibility.

5. Does the community partner need to be based in Ann Arbor, or can they be an organization that serves the entire county?

Organizations operating in Washtenaw County and/or Ann Arbor are satisfactory community/local partners. They do not need to be based in Ann Arbor, nor do they need to exclusively serve Ann Arbor. They should have familiarity with Ann Arbor and have recent experience working in our community.

6. Are we allowed to vary the amount of the payment over time? That is, could we give people more money at first and gradually decrease the payment over time?

Yes. This approach should be clearly laid out and justified as a part of the research question and project framework. Participants should be made aware of the variable payment structure if one is chosen.

7. Would the contractor be expected to convene a group to engage in community-engaged design, or is there an existing group?

This group has not been formed and it would be expected that the contractor would recruit and convene this group.

8. The RFP notes that in-kind support is welcome, and I was wondering how this aligns with the living wage declaration? especially if students want to support the project

The city's Living Wage ordinance requires that employees of organizations under contract with the City must be paid equal to or more than a certain wage. Volunteers are not subject to Living Wage requirements. Whether students who are supporting the project would fall under the Living Wage ordinance depends on whether they are employees of the organization or not. Graduate students who receive a stipend as teaching or research assistants are considered employees under the IRS tax code. Employees are only required to receive a living wage for the portions of their work that fall under the contract with the City and are paid by City dollars.

9. You mention that the novelty of research question is an important component and that the intent is to ensure broader research reach, RFP is suggesting a relatively small sample though, we are wondering if that reduces the impact you are hoping to have from the research output.

Guaranteed Income Pilot Projects across the country have been relatively small in scale due to the funding required to create the programs. A well designed and executed mixed methods approach should be able to produce valuable insight into the impact of guaranteed income projects. Our suggestion is to address a research question that can be adequately answered within the scope of the project.

10. Are participant payments allowed for completing questionnaires in addition to GI payments?

Participants may be incentivized for participation, but the cost of that participation will come out of the Research and Administration budget. Please explain your rationale and address the cost of such incentives in your project budget.

11. Given the research budget and limited sample size, is the city firm in the requirement for an impact evaluation, or would you consider alternative evaluation approaches?

The City seeks to determine what outcomes result from the provision of a Guaranteed Income on families or households. Respondents should propose the most robust evaluation that they are able to achieve given the program parameters. We would consider alternatives, but keep in mind that the most robust and novel research proposal will ultimately be the selected project.

12. can we add supplemental funding to the project? I.e., internal funding from the university?

Yes. However, the program timeline must be adhered to. We are required by federal law to completely expend the ARPA funds before the end of 2026. We mention this because outside granting opportunities can take time to secure, to be mindful of our time restrictions.

13. Is the City open to a scaled back version of the research component of this project? A robust research study of this size, scope, and timeframe could easily exceed \$313,000.

There are research projects that can work within the \$313,000 and there are surely some that cannot. The city's contribution to the research and administration will not exceed \$313,000, so we are asking bidders to provide the most robust research proposal that they can within the parameters of the program guidelines.

14. Will City staff be engaged in the ongoing management/administration of the project? We are interested in understanding the depth and breadth of the day-to-day working partnership with the City.

The City does not intend to be involved in the daily management or administration of the project. The Deputy City Administrator will serve as the City contact point for this contract, and the selected team will work with him regularly so the city can ensure adherence to our stated goals. City's Chief Financial Officer will require regular reporting through her office to maintain city compliance with federal ARPA funding guidelines. However, the selected proposal team will run the day-to-day operations of the pilot without interference from City Hall.

15. The communications component of this project appears to be significant. Please elaborate around expectations for communications, in particular media relations, website management, and other key communications components.

Media relations, social media, and even hosting of a website can be managed by the city in partnership with the selected Research and Administration team. We are interested in making sure that research findings are communicated appropriately and will work in partnership with the selected team to ensure this is done successfully. We do expect regular communications with the recipients of the guaranteed income payments, especially to answer trouble shooting questions. However, we are not expecting an ongoing mass or public communications effort.

16. If a prospective contractor is unable to work within the allocated budget, would you be interested in seeing a scaled back approach within the budget **or** a proposal that includes all project elements but with a budget that is outside of the allocated amount?

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17. The project timeline runs through 12/31/2026. When do you anticipate launching direct payments, i.e. how much time will be available on the front end of the project for planning, setup, launch, etc., and then final research evaluations and wrap-up on the back-end.

ARPA funds must be expended by December 31, 2026, this does not necessarily mean that all wrap up and back-end work must be concluded by this time. However, the city must completely expend its ARPA funds by then. We originally conceived of a two-year payment schedule for the program recipients, and so respondents should factor that into their project proposals and timelines.

18. Which community partners/nonprofit organizations, if any, have been engaged in the development of the guaranteed income project concept?

The Guaranteed Income project was widely supported by the community during the public engagement portion of the ARPA funding allocation determination. No non-profit or community partners have been singled out or uniquely involved with the project development at this point.

19. For individuals applying to receive the guaranteed income, are you anticipating there will be a pre-screen stage to the application, after which they will be invited to complete a full application, or will everyone complete the full application when applying initially?

We have not determined this level of the enrollment process yet and are hoping to see some thought on this topic from the selected Research and Administration team. On page 5 of the Request for Proposals the City has requested the following:

- *Design and management of engagement for potential recipients of the guaranteed income pilot, including coordination with the local partner organization or agencies, city staff, and other stakeholders that includes application, selection, onboarding and ongoing communications and support for program participants;*
- *Determine validation requirements that minimize participant burden and maximize efficiency;*

- *Develop a recruitment strategy, and application and program materials with the assistance of the local partner organization and community members that are clear, accessible, and culturally sensitive;*
- *Clearly and broadly communicate eligibility, application process, and deadlines to target audiences to encourage a robust applicant pool;*
- *Develop a selection procedure to determine recipients in a manner that provides for the highest integrity of data collection and the fairest allocation of resources in the community.*

20. Is the vision to have a lottery or randomization process to select applicants?

We have not determined this level of the enrollment process yet and are hoping to see some thought on this topic from the selected Research and Administration team. We imagine that the selection process will be relevant for designing an adequate study to answer the research question, and so we are open to your proposals on this topic. On page 5 of the Request for Proposals the City has requested the following:

- *Design and management of engagement for potential recipients of the guaranteed income pilot, including coordination with the local partner organization or agencies, city staff, and other stakeholders that includes application, selection, onboarding and ongoing communications and support for program participants;*
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- *Clearly and broadly communicate eligibility, application process, and deadlines to target audiences to encourage a robust applicant pool;*
- *Develop a selection procedure to determine recipients in a manner that provides for the highest integrity of data collection and the fairest allocation of resources in the community.*

21. Will there be any expected linkages with other local or state offices (i.e. DHS) that provide benefits either to verify current benefits or refer folks who may be eligible for benefits but are not currently receiving to local authorities?

Those linkages can be made. We do want a Research and Administration team to help us determine how benefit levels may impact participant's existing benefits, and to design a project that will protect the existing sources of income for participants.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.