



CONTRA COSTA COUNTY

REQUEST FOR PROPOSAL (RFP) #1181 Family and Children's Trust (FACT)

Bidders' Conference

Monday, November 29, 2021

Questions & Answers

All questions regarding RFP 1181 are shown as submitted in writing before and during the Bidders' Conference.

ADMINISTRATIVE

1. Do the pages of the packet need to be numbered?

Yes, per Section 5.2, page 19, of RFP 1181, all pages of the proposal responses must be numbered consecutively.

2. For the forms attached to the RFP that must be submitted with our application – are they available as editable documents?

Yes, fillable forms for RFP 1181 are available on the EHSD.org Contracting Opportunities web page, located at: <https://ehsd.org/bids/request-for-proposal-rfp-1181/>.

3. On Page 17, the submission instructions indicate we should encrypt our submission email. Can you clarify what you mean by this specifically?

Encryption protects email content and attachments from being easily intercepted by non-authorized persons, such as hackers. Encryption scrambles the content within the email so that it is unreadable until the person receiving the email converts the email to a readable format.

Please note encryption is recommended, though not required. Please consult your organization's Information Technology Department for assistance, should you wish to encrypt your proposal submission email.

4. The RFP seems to have several references to December 7 as the deadline for submission (note 12/7 is also listed on page 17 as the submission deadline)?

This is a typographical error and has been corrected in the RFP. The submission deadline as communicated during the RFP Bidders' Conference and indicated on page 4, Section 2 of the RFP Timeline is **Wednesday, December 22, 2021 by 5:00p.m.**

FISCAL

1. Is there a required format or template for the agency operating budget (item F)?

There is no required format for the agency operating budget, however please refer to the sample Budget Temple referenced on pages 40 - 41 of RFP 1181 and included as a fillable form on the EHSD.org Contracting Opportunities web page, located at: <https://ehsd.org/bids/request-for-proposal-rfp-1181/> .

2. Is there a form or format required for the budget narrative?

There is no form, nor required format for the Budget Narrative. Please reference pages 24, 42 and 43 for narrative information. The Budget Narrative can be incorporated into a document and included in the Financial Document File.

3. On page 46-47 of the RFP, what is the difference/purpose of Financial Support: Contracts and Grants form on page 46 vs. the version on page 47?

The Financial Support Report on page 46 is for the bidding organization to provide the list of "significant active contracts" including the services being provided as part of the contracts. The Financial Support Report on page 47 is for the bidding organization to provide their "primary sources of income for the past five years and amounts".

4. Can the match be from federal sources?

Yes, so long as the matching funds are not used to match another program.

PROGRAM

1. Are you factoring in the job market and hiring issues? If so, how?

The FACT Committee understands there is an employment challenge in the current job market. That said, it is expected that organizations will take this into consideration and ensure creative solutions and staffing needs are incorporated into the proposed service delivery plan to address and support delivery of the proposed services.

2. Are you making any considerations of numbers served based on pandemic restrictions?

The FACT Committee understands that the pandemic has taken a toll on the community and organizations. As the pandemic continues to grow and evolve, so does the need to deliver services to our most at risk populations. The FACT Committee expects that organizations have pivoted in creative ways to support delivery of services to the at risk target population during the pandemic.

3. RFP pages 21-22, Section C Program Description, Part f – this part lists both MOUs and letters of support as options for demonstrating collaborative partnerships. Are applicants able to choose which method to select, or is there guidance on when an MOU vs. a letter of support is appropriate?

If an organization is going to bid for FACT funding under this RFP utilizing a collaborative partnership to deliver the services, either an MOU or letter of commitment is necessary. The organization has the flexibility to choose which option to submit that best fits the needs of their proposal submission.

4. On page 22 of the RFP, Sections D (Scope of Work) and Section E (Service Estimates) do not list any points. Are there points associated with these sections?

Yes, Sections D and E are associated to points allocated under the Program Description Category (Section C) – please reference Section 6.2 page 28 for the Scoring Methodology matrix.

5. Would funding for a family homeless shelter qualify as “early intervention services”? Homeless parents experience multiple stressors, and a homeless shelter eliminates two of the biggest – shelter and food. We also connect parents through the HMIS system to a vast network of county services.

Please reference Sections 4.1, 4.2 and 4.3, pages 12 - 14 of RFP 1181 which identifies the Program eligibility, target population and funding priorities. Organizations bidding on RFP 1181 are expected to provide compelling details about their program that address the priorities identified by FACT.