

CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
ADMINISTRATIVE SUPPORT SERVICES BUREAU

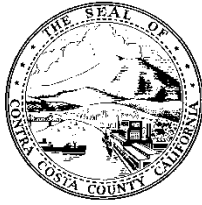
REQUEST FOR QUALIFICATIONS RFQ # 1000
Organizational Development Support

Question and Answer Document (#2)

Published on ehsd.org on May 6, 2024

The below questions were submitted in conjunction with the Bidders' Conference held on May 1, 2024.

1. Can we submit our own pricing form with hourly / daily rates or would you like us to use the templates provided on your website? ***Submitting the bidding agency fee schedule is acceptable. Bidder Questionnaire Form #2 is still a required submission.***
2. Are the letters of recommendation full, written letters, or are they simply listing people who have agreed to recommend us? If so, is there any template for them? ***Full letters are requested for this RFQ.***
3. Can you confirm that the work samples are not included in the 4-page narrative, and are instead attached as additional documentation in File #1? ***Correct. Work sample submissions are outside of the 4-page narrative requirement.***
4. If letters of recommendations and references are interchangeable, are there particular items you are looking for in the references other than a description and client contact information? Is there a required format? ***Full letters of recommendation are requested; there is no required format.***
5. For a recommendation from a client, are you looking for a quote from them saying they recommend us? Or an email saying they recommend us? ***Full letters of recommendation.***
6. On slide of the PPT you shared, in the notes, it states: "Be mindful of the page limit of 15 pages maximum. This does not include the budget, required forms and attachments. Reviewers will stop reading at 15 pages and will not review the rest." The RFQ states the narrative can be no more than 4 pages. Can you clarify what this 15-page limit pertains to? ***Thank you for bringing this to our attention. The notes section of the PPT do not apply to this bid. The maximum page limit noted on page 14 of the RFQ apply, which is a 4-page maximum for the proposal narrative.***
7. The RFQ has the fee schedule listed in section 3. Response Additional Material 2.2 supporting documents (b. fee schedule) which is to be submitted with File #1, then listed again under section 6. Fee information. 6.1 fee schedule to be submitted with File #2. Do you want respondents to submit the fee schedule with the additional materials in File #1 or File #2 with the Bidders' Questionnaire? ***File #2***



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8. If we already have a contract with EHSD, is it okay to use our contact as a reference? *The county or department cannot provide recommendation letters. However, if a bidder currently has a contract with the department, bidders can reference the work and provide samples.*
9. Can the samples of work be linked to on the proposal instead of embedded within? Same question for résumés and letters of recommendation. *Work samples must be submitted as documents, not links to websites or other locations.*
10. Can the fee proposal have multiple rates for different people involved in the processes? Any particular format you would like? *Yes. A simple fee list is preferable.*
11. Bid Form #1 – when you use the check boxes, it automatically checks all of the boxes. Is it okay to annotate? *Thank you for bringing this to our attention. We will attempt to fix the form and re-publish it. In the meantime, annotation will suffice.*
12. Contractor SBE form – check boxes are hard to see when checked. *Thank you for bringing this to our attention. If you wish to annotate or further clarify your response by highlighting it on the form, please do.*
13. Is there a page limit on résumés? *No.*
14. How much of each service is anticipated? Services are on page 8. *The amount of service for each subject area will fluctuate and will depend on department need at the time. We do not have a definite amount currently.*

Enforcement of the prohibition of Ex Parte communication is now in place.

If a bidder has process related questions, e.g. how to submit the bid, such questions can be submitted via e-mail or phone as follows:

- *Phone:* Employment and Human Services Department Contracts Unit,
925-608-4969
- *E-mail:* contractbid@ehsd.cccounty.us

**Final proposal submission will be due via submission on ehsd.org
by 12 pm on May 15, 2024.**

Thank you for your interest in RFQ 1000.