



CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT

**Establishing a County Food Security Funding Collaborative  
REQUEST FOR PROPOSALS (RFP) 1213**

**Questions & Answers  
Posted November 15, 2024**

All questions regarding RFP 1213 are shown as submitted by the deadline of November 7, 2024.

**ADMINISTRATIVE**

THERE WERE NO ADMINISTRATIVE QUESTIONS ASKED.

**PROGRAM**

1. Can you please clarify funding schedule and amount? (e.g. \$1,637,280 will be received in Year 1 and \$737,280 in years 2 and 3)

**Answer:** There are 2 allocations during year 1; a one-time allocation of \$1,637,280 and the ongoing allocation of \$737,280. After the first year, \$737,280 is planned for the ongoing annual allocation for each contract year.

2. Can you please provide more information on the reporting schedule and requirements. Specifically: What data/ metrics would be required?

**Answer:** This can be communicated in detail during negotiations. There are required data/metrics aligned with project goals. Examples can include number of individuals/families served, distribution locations and number of events, inventory/supply orders, etc.

What documentation will be needed for fiscal reporting (e.g. timesheets for staff time)? If we do have to submit timesheets, is there a specific form we would complete or can we submit our own?

**Answer:** Excel as a minimum is a reporting tool that can be used. Staff timesheets that clearly show times dedicated to this effort are desired.

For the reimbursement request due date- is it possible that it can be later than the 10th of the month? It would be preferred to have it due by the 17th (a week after) to give us time to compile information from grantee partners.

**Answer:** The 10th of the month is preferred (recommended) but if it's a week later it should be fine.

3. Is there a budget cap on administrative/ overhead expenses (e.g. not more than 10%)?

**Answer:** Yes, the cap is 15% of the budget.

4. Is it required to provide the full home address for board members on Form 3? We normally provide the city and county of residence and would have to get special permission from our board to provide their full home addresses. We ask this question for security reasons as board members of nonprofit organizations have been targets of harassment in the past.

**Answer:** Using the Agency address is acceptable.

5. To confirm (there will be only one awardee)?

**Answer:** Yes.

6. What does “proactive preparation” mean (from RFP page 11 under “Sustainability”)?

**Answer:** It means collaboration for agencies to come together proactively and showcase a good plan for sustainability.

7. Will you be providing the information that you shared about the funding?

**Answer:** Yes, it will be shared with the group. There are 2 allocations during year 1; a one-time allocation of \$1,637,280 and the ongoing allocation of \$737,280. After the first year, \$737,280 is planned for the ongoing annual allocation for each contract year.

8. Who is receiving the RFP? Will you publish who is reviewing it?

**Answer:** The names of the reviewers are confidential

**FISCAL**

THERE WERE NO FISCAL QUESTIONS ASKED.