



CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT

**Organizational Capacity Building
REQUEST FOR PROPOSALS (RFP) 1212**

**Questions & Answers
Posted November 27, 2024**

All questions regarding RFP 1212 are shown as submitted by the deadline of November 22, 2024.

ADMINISTRATIVE

1. Insurance requirements are for the lead agency receiving the award in our case would it be for the City or any contractor doing the work, in the event we use a contractor to conduct the repairs? We would keep the insurance on file, but would we be required to submit a copy of insurance?

Answer: You are not required to submit subcontractor insurance to the County.

2. Who are the members of the review committee?

Answer: This information is classified and not given to the public.

PROGRAM

1. Can for-profit entities that work with non-profits providing capacity-building services eligible to apply for this RFP?

Answer: No.

Measure X funding for this project is to provide capacity building support to community-based organizations. Eligible bidders are agencies, on their own or in collaboration with other organizations. Applicants can be public or nonprofit organizations or groups. Preference is given to 501(c)(3) organizations.

2. Could you confirm whether collaborative proposals with organizations outside Contra Costa County will be considered, provided they directly benefit Contra Costa County seniors and adults with disabilities?

Answer: Yes, collaborative proposals with organizations outside Contra Costa county will be considered provided they directly benefit Contra Costa County seniors and adults with disabilities.

3. Does EHSD envision funded projects facilitating partnerships that bridge healthcare providers and community-based organizations? Are there specific integration models or frameworks EHSD recommends or is already utilizing?

Answer: Yes, project partnerships bridging healthcare providers and community-based organizations will be considered. We are not requiring specific models or frameworks.

4. Are there specific requirements or preferences for technology platforms funded under this RFP, such as compatibility with existing County data systems (e.g., GetCare) or other tools used for tracking metrics?

Answer: No, there are not specific requirements or preferences for technology platforms funded under this RFP.

5. For organizations planning to develop or expand technology solutions, are there County guidelines or expectations on data privacy and interoperability?

Answer: Yes, funded projections must conform with the County's Information Security Addendum (see attached).

6. How does EHSD define "caregivers" for the purposes of this RFP? Are caregiver-specific outcomes (e.g., reduced burden and improved access to resources) considered a priority for program evaluation?

Answer: EHSD defines "caregiver" as someone who cares for a senior or disabled adult. Caregiver outcomes (e.g., reduced burden and improved access to resources) will be a consideration of the proposed project but are not a priority for program evaluation.

7. Are there specific examples of successful capacity-building initiatives that the County would prioritize for replication or pilot projects?

Answer: No, there are not specific examples of successful capacity-building initiatives that the County would prioritize for replication or pilot projects.

8. Beyond the 24-month funding period, are there expectations or support mechanisms to help organizations transition to self-sustaining models?

Answer: The funding available is for capacity building and is limited to a 24-month contract. Bidders should have no expectation of funding beyond this RFP period.

9. Could EHSD provide examples of equity-focused practices or initiatives that have been particularly impactful in serving seniors and caregivers?

Answer: No, EHSD does not have examples to share.

10. Are there standardized tools or metrics recommended by the County to evaluate project outcomes, or is the choice of evaluation methodology entirely up to the bidder?

Answer: Due to the potential variation in proposed programs, it would be difficult to recommend specific tools/metrics for programs. The evaluation methodology should be based on the program proposed.

11. It states that preference will be given to 501(c)(3) organizations, is there a percentage of the funding that will be given to the 501(c)(3) organizations vs local governments like the City Senior Center?

Answer: No.

12. Would the installation of a backup generator to continue to provide services for seniors in the event of power outage be considered Organizational Capacity Building projects such as emergency preparedness activities? Would this be a competitive project?

Answer: Yes, a backup generator to provide services for seniors in the event of power outage would be considered if the generator is not a permanent part of the facility.

13. Please clarify. For a new program, funding may NOT be used for new program staff as that one-time expense? It isn't "supplementing staff salaries". It would be part of the expense of the new program being implemented.

Answer: Ongoing staff salaries for existing activities are not allowable. However, staff time/salary for development of a new program (and therefore not ongoing) is allowable.

14. Regarding salary - can the funding be used to hire outside consultants?

Answer: Yes, consultant services are allowable.

15. Can we use it to pay for both tech and Wi-Fi subscription?

Answer: Yes, technology and wi-fi subscription are allowable. However, the subscription will only be supported for the contract period. It is the responsibility of the agency to fund the subscription on an ongoing basis.

16. How about an existing program for which present funding will be expiring June 30, 2025?

Answer: Funding for existing programs is not allowable.

17. To clarify this cannot be used to expand or support existing programs i.e. hire new staff?

Answer: Funding can be used to pilot an expansion of an existing program (e.g. to a new geographic region or in a new language) however, after the funding period ends, the agency will be responsible for ongoing funding for the expanded program.

18. Can it be used for staff development of existing programs?

Answer: Yes, existing staff can receive training in issues relevant to improving client services (e.g. Diversity Equity Inclusion, trauma informed care, etc.).

19. Can an application be submitted for capital campaign projects i.e. building a new campus to increase overall capacity?

Answer: No, funding for capital campaign projects is not allowable.

20. Will 501(c) (3s) be given preference in the review process?

Answer: Yes.

21. If we are an existing program but looking to begin servicing a new area of the county can we apply?

Answer: Yes, see answer to #18.

22. Can you clarify - is it a \$250K per project or per agency?

Answer: Per project.

23. If we own the building can we purchase equipment that would be attached?

Answer: We do not have enough specifics to answer this question.

24. A backup generator that just plugs in, can that be purchased under disaster prep equipment?

Answer: See answer to #13

25. Can these funds be used to purchase a vehicle be to transport product for seniors to a remote pop-up location? Expanding service delivery?

Answer: Yes, a vehicle purchase to expand services is allowable.

26. A new program can be implemented and contractors can be paid to execute the work?

Answer: A new program can be piloted but ongoing funding for the program is not allowable. The persons who perform the work are not limited to employees.

27. Can an organization apply for more than one project?

Answer: Yes

28. What is the cap for an org total?

Answer: With the exception of the \$1.7million in funding in this RFP, there is no limit to the amount of funding requested by a single agency.

29. Does applying for more than one project hurt our chances of getting a grant?

Answer: No.

30. So if we want to submit a project to do volunteer recruitment and it requires staff, does that mean we can't apply to cover the staff's time to do that recruitment?

Answer: Support for staff salaries during for the pilot period is allowed. Ongoing salary support is not allowed.

31. What is an acceptable way to demonstrate our organization needs a particular project for this grant?

Answer: Your organization can apply for funding through the process outlined in this RFP.

32. If we wanted to apply for support to conduct a Strategic Planning Project with an external consultant, could that expense be covered or no?

Answer: Yes.

33. Would the addition of equipment that will allow to continue services be considered a capital improvement and not applicable? Would a backup generator be considered an attachment?

Answer: see answer to #13.

34. Would an emergency backup generator that would allow to expand services to eligible individuals be considered eligible? Or would this be considered an attachment and not eligible?

Answer: see answer to #13.

35. Would there be a percentage for funding for non-profit vs others?

Answer: No.

FISCAL

1. For the indirect cost allocation, does the County require specific documentation or a justification methodology beyond the narrative in Form #4?

Answer: No, Narrative is sufficient. Methodology used to determine the % should be provided if not using de minimus.

2. Could you clarify the frequency and format of required data reporting, particularly regarding metrics for success and fiscal documentation?

Answer: Data should be reported monthly. Each demand submitted should include supporting documentation.

3. Regarding auditing - if our accounting is monitored and executed by a third party - say a department finance department - are we "listing them" as our budget

Answer: They should be listed as the fiscal contacts.

4. On form 4 - you ask for the list of administrators of the fiscal agency - can we list the finance department?

Answer: Yes, please provide contact information.

5. On form 4 - it asks for a CPA firm - are we listing our finance department, say of a city govt?

Answer: Internal Auditors for a City Government and CPA firm

6. How do audit requirements apply to a municipal entity?

Answer: All entities, State, County and Local that expend \$750,000 or more in Federal funds shall arrange for an audit to be performed as required by the Single Audits Act of 1984, Single Audit Act Amendments of 1996.

7. Will the funder accept a general description of City accounting procedures that are public without the level of detail that some of these requirements imply?

Answer: We need detailed written procedures, the accounting procedures should be governed by uniform charts of accounts, fund structures, functions, and adheres to GAAP (Generally Accepted Accounting Procedure) and review internal controls.

8. What is the total funds allocated to the RFP?

Answer: \$1,700,000.00