

CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
CHILDREN AND FAMILY SERVICES BUREAU

PROMOTING SAFE AND STABLE FAMILIES
REQUEST FOR PROPOSALS RFP # 1217

Question and Answer Document

The opportunity to submit questions pertaining to this RFP was made available up until January 24, 2025, by 5 pm, PST.

PROGRAM

1. "Will budgets above \$165K be accepted to account for increases in cost of doing business?"

Answer:

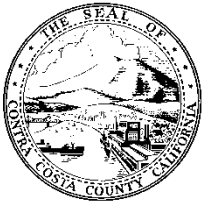
Page 4, Section 1 of the RFP states: "The intention is to divide the available funding equally among the four PSSF components: (1) family preservation services, (2) community-based family support services, (3) family reunification services and (4) adoption promotion and support services with each component funded an estimated \$165,000 per year."

Please submit budgets and associated service Level proposals that align with the RFP budget.

2. "Page 21 the RFP asks for JD/resume of executive director- who do you consider ED? – CEO or Chief Program Officer or Chief Operating Officer?"

Answer:

Page 21, Section 5.3, 3, D, vi, c states: "Include Job descriptions and/or resumes of the agency's Executive Director and key program staff as indicated in the Checklist, Section 5.5."



Agencies who do not have an Executive Director, please provide the Job Description/ Resume for the position in the Agency that most closely matches the roles and responsibilities of an Executive Director.

3. "The RFP also asks for key staff- do you mean staff directing overseeing program ie Director, supervisor, etc as well as CPO, COO etc?"

Answer:

Page 25, Section 5.5, Proposal Checklist states: "Job Descriptions and/or Resumes of Executive Director and key program and fiscal staff."

Key program staff are those directly involved in overseeing, delivering, and/or administering the program/services.

FISCAL

1. "In reference to RFP 1217, we had a question about the 10% indirect cost rate. The Federal de minimis indirect cost rate (de minimis ICR) is 15% and became effective on October 1, 2024. This rate applies to non-governmental entities that don't have a negotiated indirect cost agreement. Will this be reflected in the new contract moving forward?"

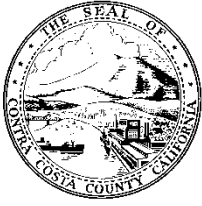
Answer:

Page 12, Section 4.4, Program Requirements states: "No more than 10 percent (10%) of program expenditures may be used for administrative (i.e. indirect) costs. Refer to Appendix 9.4, Section IV. Use of Funds."

Page 64, Appendix 9.4, Section IV. Use of Funds states: "No more than 10 percent may be used for administrative costs. Administrative (i.e. indirect) costs are defined as:

Cost incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Depreciation, software, and office equipment are examples of administrative costs.

Allowable costs that would not have been incurred had it not been for



the program are direct program costs not administrative (e.g. program staff, training, supplies, travel).

Please utilize the 10% indirect cost rate in the proposal budget.

Enforcement of the prohibition of ex parte communication is 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 electronically by 5:00 p.m. on Friday, February 21, 2025.

Thank you for your interest in RFP 1217.