



CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT

**Family and Children's Trust  
REQUEST FOR PROPOSALS (RFP) 1216**

**Questions & Answers  
Posted January 17, 2025**

*All questions regarding RFP 1216 are shown as submitted by the deadline of January 10, 2024.*

**ADMINISTRATIVE**

1. We are having trouble with your forms. They are all in PDF form and not able to write on them correctly. On the cover statement - the various lines are various size prints. On the board of directors whatever you typed on the first line it repeated itself on every other line. It looked like it was a copy and paste form rather than each line being its own stand alone. On the scope of work it wasn't a wraparound so you can't keep typing. Those are the only 3 I have tried to work on so far - but all three have problems. I am afraid the others might have problems - why aren't they just word forms that let you type on them so easily. Is it possible that you redo them so we can fill them out?

**Answer:** *Forms have been corrected and updated on the EHSD.org website as of January 8, 2025.*

**PROGRAM**

1. Is there a target age range for the funding? I know previous FACT RFPs had ages 6-22.

**Answer:** *Pages 12 and 13 of the RFP reference the target population which includes children and families. A child is defined as a person under 18 years old.*

2. Are job descriptions sufficient, or do you want resumes if available? It's easier to pull job descriptions rather than hunting down resumes.

**Answer:** *Page 25, Section 5.4.3.E.b. of the RFP states the following:  
"Place job descriptions and include resumes and the number of years of service with the agency for all staff included in the program budget, including subcontractors, as an Attachment and as referenced in the Proposal Submission Checklist, reference Section 5.5."*

3. On page 24 of the RFP you request letters from public or private agencies demonstrating the existence of a collaborative relationship. Because the Child Abuse Prevention Council offers services in schools and other community sites, we'll submit letters from those organizations. But I don't see them listed on the Proposal Submission Checklist. Would you like us to add them after the Scope of Work in the Program Narrative or at the end of the Attachments section with the 3 Letters of Support (we will have more than 3 sites so therefore more than 3 letters)? Or in another order?

**Answer:** *Please include letters of collaboration in the attachments section.*

4. On page 17 of the RFP, does the DOJ/Live/Scan requirement apply if program staff are not working directly with children?

**Answer:** Page 17, Section 4.5.A.4. of the RFP states the following:

*“Ensure all staff working on this program and directly with children have Department of Justice (DOJ), Live Scan, and Child Abuse Index Clearance.” If the staff are not working directly with children for Programs delivered under this RFP, they are not required to have DOJ, Live Scan or Child Abuse Index Clearance.*

5. In item f of the Program Description of the RFP, does this include any collaborative partner groups from item f of the Org. Description/Capacity?

**Answer:** Additional clarification requested from the submitting organization to support response.

## FISCAL

1. Under fiscal attachments, is the Organization Budget, the bidder's org budget, or the program?

**Answer:** Page 30, Section 5.5, File #2, 6. Fiscal Attachments states the following:

*“1 copy of current Organization Budget with revenues and expenses indicated”. This is the budget for the Organization and is required.*

Page 27, Section 5.4.4.B.a. of the RFP states the following:

*“Complete and attach the Lead Agency Line-Item Program Budget for programs responding to under this RFP, (Form #8, Program Budget Template), showing the amount and purpose of requested funds, and the other resources, including in-kind, available to the agency to support this proposed project.”. This is the budget for the Program and is required.*