



Questions and Answers Posted January 23, 2026

All questions regarding RFP 1231 are shown as submitted by the deadline of August 15, 2025.

ADMINISTRATIVE

No administrative questions were submitted.

PROGRAM

No programmatic questions were submitted.

FISCAL

- 1) We are considering submitting a response to RFP #1231 for Community Assessment services. In reviewing the RFP, we noted that there are a number of requests for detailed financial information. These seem geared toward nonprofit applicants which are required to share financial details publicly. As a for-profit organization we do not share this information publicly. Given this, we wanted to confirm these requirements are intended to apply to all applicants. If so, we would like to request an exemption.

Specifically, we are asking about the following items:

- Form 1: Agency prior year net operating budget
- Form 2:
 - CPA information
 - Board President's signature
- Attachments
 - Financial Statements/Audit
 - Agency/Dept-wide Budget
 - Fiscal Management Narrative



CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU

**COMMUNITY ASSESMENT
REQUEST FOR PROPOSALS (RFP) 1231**

Answer:

Since this work is paid for using federal and state funding, we require all applicants to provide financial information to help us verify that the funds are going to a contractor with sound fiscal practices and history. We must ensure that federal and state funds will be protected and spent according to plan. How you respond and demonstrate this may look different though based on applicant type (e.g., independent contractor, for-profit, or non-profit).

With for-profit agencies and independent contractors, we understand this information may not regularly be shared publicly. We encourage you to review section 3.7 regarding instructions for how to identify and mark information that you deem confidential or proprietary. This will help us protect that information from disclosure to the extent permitted by law. This can be applied as appropriate to any documents submitted for your application.

See below for additional clarifications for the items in question:

- Form 1
 - For all applicants – Complete the information to the best of your ability, and we understand not all fields may apply (e.g., website). In those cases, please use “N/A” to indicate that it was not skipped. If we have questions following submission, we will reach out for further clarification.
 - Independent contractors – Only one (1) signature is required.
 - For-profit agencies – Depending on your organization’s structure, only one (1) signature may be sufficient.

- Form 2
 - We identified a typo in #9. It should state: “Supply names, addresses, and phone numbers of two references. We suggest references in the areas of financial/administrative management and community assessments to substantiate experience and qualifications.”
 - For all applicants – Complete the information to the best of your ability. For #2, please complete as many fields as possible on who oversees the fiscal system and performs audits to ensure fiscal accuracy. Please use “N/A” to indicate items that are not relevant. If we have questions following submission, we will reach out for further clarification.
 - Independent contractors – Only one (1) signature is required.
 - For-profit agencies – Depending on your organization’s structure, only one (1) signature may be sufficient.

- Financial Statements/Audit
 - See page 22 (text below) for options on what can be submitted for the audit or financial statements attachment requirement.
 - A review or compilation of the financial statements prepared by a CPA may be submitted in lieu of an audit/audited financial statements if the latter are not available. A copy of the latest filed tax return must be



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submitted if a review or compilation is not available. Bidders who currently do not have audited financial statements must provide a certified letter stating that a financial statement audit will be performed during the period of performance should the bidder be awarded the contract.

- **Agency/Dept-wide Budget**
 - This attachment helps us gauge how this project fits within your agency's budget. It is acceptable to use general categories for revenue sources (e.g., contract projects). We do not need to know details of other clients or projects. You may use any format that best fits your model as an independent contractor, for-profit agency, or non-profit agency.
- **Fiscal Management Narrative**
 - This helps us gauge your internal financial system and controls. Since this work is funded with federal and state funding sources, we must ensure that we are contracting with individuals or agencies who have strong internal controls for accurate and transparent reporting and budgeting.
 - Please use this section to describe the relevant aspects of your financial management strategies and system. We understand that not all of the topics suggested in Section 5.4(4)(A) on pages 20-21 may be relevant for all applicants. Please refer to section 6.3 on pages 23-24 for additional information on what we will be looking for in our fiscal review.