



**Breastfeeding Support Services - RFP 20/21-05  
Questions and Answers – October 28, 2020**

Question	Answer
<p>1. If we are submitting a combined proposal, do subcontractors need to submit Attachments E- H, the audited financial statement, and/or the Articles of Incorporation too? We are not sure if these documents are only for the lead agency to submit. From the use of the term “Proposer’s Agency” it appears that only the lead agency would submit these documents, but we wanted to clarify.</p>	<p>1. Only the lead agency is required to submit Attachments E-H, the audited financial statement, and the Tax Exempt Status, Business Licenses and/or Articles of Incorporation.</p>
<p>2. In part 2 under staffing there is a table for us to identify all staff that work on this program. Does the chart include all of the subcontracted and/or in-kind staff?</p>	<p>2. The table should include the staff of the lead agency that you are requesting First 5 Sacramento to fund. While not required, we leave it to your discretion if you choose to include subcontractor staff and in-kind staff that you feel are integral to the program.</p>
<p>3. Our Director is out of the office and has designated an alternate director with contracting authority in his absence. Will this be an issue for signatures on the RFP?</p>	<p>3. No, it will not be an issue if an alternate director, manager or staff member has been approved as a designated signatory in the absence of the director. Please include a copy of the signature designation with the proposal packet.</p>
<p>4. Due to the COVID-19 pandemic, are you allowing electronic signatures on any of the other documents that require signatures in RFP submission or only Letters of Commitment?</p>	<p>4. Due to COVID-19 we will be flexible and accept electronic signatures, as long as your organization approves the use of them as well.</p>

**Reminders:**

- We are no longer able to accept questions regarding this specific RFP. A Frequently Asked Questions document for all RFPs was posted under the Mandatory Bidders Conference section of the website, and may answer any additional general questions you may have.

- The proposal in response to the RFP is due no later than **5:00 p.m. on November 10, 2020**. Proposals may be submitted electronically, via mail, or hand delivery. We encourage you to plan ahead and allocate ample time for all methods of delivery. Hand deliveries will be accepted between 2:00 p.m. – 5:00 p.m. on November 10, 2020. Please wear a mask and practice social distancing measures if you select this method of delivery.