



**Breastfeeding Support Services - RFP 20/21-05**  
**Mandatory Conference – October 7, 2020**  
**Questions and Answers**

Question	Answer
1. In the RFP, it mentions offering virtual services due to COVID restrictions, After the pandemic and after the COVID restrictions are removed, will we be able to continue to offer virtual appointments? There are some mothers with transportation issues, mothers that are not able to come into the clinics, or do not want people in their homes.	1. Since we have no control over how long the pandemic and the impacts of the pandemic will last, and the health and safety of clients and staff are of utmost importance to us, we will be flexible with allowing for virtual appointments to occur. Even after the pandemic ends, we recognize that some clients will be accustomed to, or even prefer virtual appointments. We are open to this, and would expect that the funded program and Commission staff discuss this collaboratively before a decision is made.
2. Looking forward to hearing more about budget requirements if considering a joint/collaborative proposal.	2. We leave it up to applicants to determine how they will build the budget based on the program design and the costs related to that program design. In the past, one way that organizations submitted a joint proposal was to have a primary agency and a subcontractor.
3. Is the plan to commit all of the available funds (\$40M) for the entire three-year period during this RFP?	3. All of the RFPs will be posted on the website, and there are mandatory conferences for each of the RFPs. We don't know the exact amount that will be funded yet, as we need to see how many proposals are received and what happens in the review process. We planned for \$40M and it is our intention is to get all of the funding out in to the community. Sometimes a proposer may not request the full amount. In that situation, we may then work with the next highest scoring applicant to try to spend down all of the money.

<p>4. Is the amount for breastfeeding (\$1.4M) going to be split among multiple applicants?</p>	<p>4. It depends on how much money the top scoring applicant asks for. If that applicant does not request all of the money, it is possible to fund more than one agency. Proposers should create a realistic budget. Another consideration is to do a collaborative proposal, which would allow partner agencies to leverage their expertise or connection to a specific community to broaden the reach in to the target population.</p>
<p>5. Could the work with health and hospital systems include work with other entities like health care providers (such as pediatricians and OBs)?</p>	<p>5. Yes, programs can work with providers. Those providers are a part of the health system, and they do have an influence on moms and breastfeeding.</p>
<p>6. If a program already has a system in place for work with health and hospital systems, can that be included in the RFP as a cash match? The program is already doing the work but would do it without First 5 funding.</p>	<p>6. We aren't asking for cash match in the new budget forms. However, we do have questions in the narrative around leveraging and sustainability, and that would be the appropriate place to provide that information.</p>
<p>7. In the Requirements Sheet, it mentions collaboration with organizations working with pregnant/new mothers to conduct outreach and provide joint education/services. Clarify the intent - will the breastfeeding program be providing direct education to the other program's moms? Or will the breastfeeding program conduct provider education, so that the organization can provide breastfeeding information to their clients?</p>	<p>7. It can be both. The intention of the activity is to make it easier for the funded breastfeeding program to access pregnant and new moms. Since other programs already have an established connection to moms, it is an opportunity to streamline efforts and do joint outreach or even a joint visit if possible and feasible.</p>
<p>8. Collaborative partners are worth 5 points in the scoring rubric listed in the RFP. Is the score based on how the organization manages participation on the four required collaborations, or is it based on the other partners that the organization will be collaborating with? What if the organization does not have a collaborative partner in mind right now, will they get a zero?</p>	<p>8. The review tool is not designed to provide either a 0 or 5 only. The scoring rubric is designed to provide a range of scores between 0 and 5 based on how well the proposer answers the question. The narrative questions and the review tool looks at the proposer's response to both the self-selected collaborations, and the Commission's required collaborations.</p>
<p>9. The proposer is familiar with Help Me Grow, but the other required collaborations are new. Are the funded organizations just sitting at the table for the required collaborations, and if so, what will they write about in the proposal?</p>	<p>9. The required collaborations are the way that the Commission is bringing contractors along on our journey for ACEs and equity. We see contractors attending and participating in the meetings, not leading them. Questions in the RFP narrative speak to identifying a lead staff person to participate, and identifying the ways in which the organization might refer, collaborate, or engage in discussion. Help Me Grow meetings occur quarterly; Resilient Sacramento meetings focus on ACEs work and those meetings are monthly; the Home Visiting Collaborative is launching this November and will start bi-monthly and will likely move to quarterly; the REDI work is still being worked out.</p>

<p>10. A scope of work needs to be completed for each fiscal year, and there are target numbers that should be included for each year. Is there a need to call out new clients versus continuing clients in the scope? When clients continue services from one fiscal year to another, are they still counted in the numbers to be served?</p>	<p>10. Each scope of work should include the number to be served that year, regardless of whether they are a new or existing client. We know that some clients will be served across fiscal years – some may start services one year, but not complete services until the next fiscal year. Our data system collects client level data and will be used to tell us the number of new (unduplicated) clients served that year, versus the number of existing (duplicated) clients.</p>
<p>11. If there is a lead agency and then a subcontractor, does the subcontractor need to complete their own budgets and narrative? Or can the lead agency and subcontractor complete a combined budget? What about the scope of work - should the subcontractor complete a separate scope of work?</p>	<p>11. Subcontractors should complete their own budgets and budget narratives for each fiscal year, because they do not have the same staffing and costs as the lead agency. However, there should be one combined scope of work in the proposal.</p>
<p>12. Will you be sending out a fillable form for the Letter of Intent?</p>	<p>12. The Letter of Intent is posted as a Word document on the website: <a href="http://www.first5sacramento.net">www.first5sacramento.net</a>.</p>
<p>13. If an organization does not have an audited financial statement, can they submit a financial review statement or their federal income tax return (Form 990)? Which is a better replacement for the audit?</p>	<p>13. Please see page 7 of the RFP. If an audited financial statement is not available, please submit a Federal Income Tax Return (Form 990).</p>
<p>14. If there is going to be a collaboration in response to the RFP, would one Letter of Intent be submitted?</p>	<p>14. If there is a main agency, then the main agency will submit the Letter of Intent. In the summary, the agency would include any subcontractors/collaborating partners.</p>
<p>15. In looking at the chat, it appears there are 3-4 organizations listed, but there are 16 participants on the Zoom. Can they have a list of who attended the meeting (in the event agencies want to collaborate)?</p>	<p>15. Representatives from Community Resource Project, Sacramento County WIC, Chicks in Crisis, and REDA were participants in the Zoom meeting. In addition, there were multiple staff from each agency, as well as multiple First 5 staff. We will post who submitted Letters of Intent so that people can collaborate if they choose to. In addition, staff will be emailing the presentation and Q&amp;A to participants, and that will be another way to assess who attended the conference.</p>
<p>16. Will First 5 re-present this information after the Letter of Intent deadline, or allow people to watch a recording online as a way to fulfill the conference attendance requirement? With only four agencies at the conference it feels like a limited amount of diversity in community based organizations on the Zoom. There are a lot of other agencies that may not have heard about this</p>	<p>16. The meeting is recorded for those that have participated in the conference and may want to rewatch the presentation. It is difficult to keep it a fair and competitive process if we allow agencies to come in at the last minute and submit an application without attending the conference. History and experience has indicated that it is a cleaner process, and the quality of proposals and partnerships is better, when the applicants are agencies that participated in the conference. If</p>

opportunity yet. Having this requirement early in the process places a barrier to competing for the funding.

there are partners (that did not attend the conference) that represent specific enclaves or areas that you are trying to reach and include, it is an opportunity for agencies to collaborate or subcontract.

Reminders:

- The Letter of Intent is due by **5:00 p.m. on October 16, 2020** via email to: [fongli@saccounty.net](mailto:fongli@saccounty.net). This Letter of Intent is a non-binding document, but is required in order to be eligible to apply.
- Attachment A (Cover Page and Checklist), Attachment C (Scope of Work), and Attachment D (Budget) will be emailed to those that submit a Letter of Intent by the deadline. The documents will be sent as fillable documents in Word and Excel formats.
- 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.