



REQUEST FOR PROPOSAL (RFP) Frequently Asked Questions

Question	Answer
Proposal Format, Content, Requirements	
1. Is there a special font required for proposal submission?	1. The RFPs state that the proposal must be limited to 20 pages, with 1.5 spacing and 12-point Arial font.
2. Can tables be used in the proposal narrative to summarize or highlight information? Does it need to follow 1.5 spacing?	2. Yes, tables can be included in the proposal. However, you must follow the formatting required in the proposal, which means that 12-point Arial font and 1.5 spacing must be used for the text within the table. In addition, tables should also fall within the required 1-inch margins for the top, bottom, and sides of document.
3. Should the original be single sided and the copies (of the proposal) be double sided? Which items should be included in the copies of the proposal?	3. If submitting the proposal via mail or hand delivery, the proposal may be up to 20 single sided pages or 10 double-sided pages. For information on what to include in the original and copies, see ATTACHMENT A Proposal Package Checklist: “Your Proposal must include original signatures and documents and must include all of the items in the order of the following list. One (1) Original with all items listed below and Five (5) copies of the proposal (Items 1-8 only) must be provided if submitting a proposal via mail or hand delivery.”
4. Is the anti-tobacco policy (Attachment F) required in its entirety of all proposers, including private sector firms?	4. Yes.
5. Can electronic signatures be utilized in the letters of support?	5. Yes, due to COVID-19 we are being flexible. Electronic signatures may be used in letters of support.
6. Is there criteria regarding target area?	6. Services must occur in Sacramento County and recipients of services must live in Sacramento County. Proposers have the option of proposing services broadly throughout the County or in a narrow defined area such as specific zip codes. It is important to review the RFP Requirements Sheet as there may be information related to targeting specific areas or communities.



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<p>7. Do collaborators have to be identified at the time the RFP is submitted or can this occur during the term of the contract? (For example, what if something happens to one of the collaborators and they are no longer available to assist with the project?)</p>	<p>7. For the RFP you need to have your plans and collaborations as solid and in place as possible. Any changes after the proposal is submitted can complicate the review process and jeopardize funding recommendations.</p>
<p>8. In a collaboration, does a “lead” organization need to be identified?</p>	<p>8. We need a lead/primary organization to contract with. All other involved organizations could be included as subcontractors or partners. Proposers can also consider a format with a fiscal agent and a collaborative of subcontractors under a fiscal agent.</p>
<p>9. In a collaboration, does each entity need to fill out an Attachment A or does the lead organization fill out the form?</p>	<p>9. Only the lead/primary contractor completes Attachment A. The subcontractors must fill out yearly and cumulative budgets and budget narratives, but not Attachment A. Make sure to describe in the narrative why you have subcontractors/consultants – what gap/need/expertise do they fill that the primary organization does not have? What will the subcontractor do/contribute to the project?</p>
<p>10. Since the Attachment C (Scope of Work Form) is attached to the proposal, do I need to include more information in the narrative?</p>	<p>10. Yes, you need to include information in the narrative. Attachment C is a summary of your proposed project/campaign in a table format, and cannot replace the narrative. The Description of Project/Campaign is important and is a core component of your proposal. In this section you will be able to more fully describe your project/campaign and share important detail or information that does not fit in the Scope of Work form.</p>
<p>11. Can I answer questions in the RFP in a different order or put together the proposal in a different order?</p>	<p>11. No. The proposal must be submitted in the order specified in Attachment A. In addition, Attachment B, Proposal Narrative questions, provides specific questions that should be answered in the order provided. Submitting the responses and attachments in the specified order also helps the review committee review your proposal.</p>



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12. Can I contact First 5 for technical assistance on my proposal?	12. No. First 5 will not be providing technical assistance to proposers regarding their proposal.
13. Do I have to submit a mandatory letter of intent?	13. Yes, a completed Letter of Intent for each proposal you plan to submit is mandatory in order to be eligible to apply. Letters of Intent must be received via e-mail by the deadline listed In each RFP.
Fiscal	
14. 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?	14. 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.
15. Should the budget narrative/justification be provided as a separate document?	15. No. The budget form is one entire form this funding cycle. You will need to include your requested line items, funding request, and budget narrative/justification on the same Excel form.
16. Is there a match requirement in the budget?	16. No, there is not a match requirement.
17. Is the 15% sustainability requirement at the end of the grant period, or is it for each year?	17. The 15% sustainability requirement is a goal to be attained by the end of the grant term.
18. On the Financial (audit), what is the timeframe/latest date for the audit? Is it within 18 months 24 months?	18. Your organization should provide the most recent audit, reviewing a 12-month period. The audit should not be more than 18 months old.
19. What kind of annual audit are you anticipating? Is this an audit that the contractor conducts or is it done by Commission staff?	19. See page 7 of the RFP. The audit is conducted by an outside, independent financial firm. It helps us determine fiscal solvency of the organization. As part of the proposal process, you must submit your most recent audit that covers a 12-month period and is no more than 18 months old. Agencies that do not have an audit may submit a Federal Income Tax Return (Form 990) instead.



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<p>20. If our organization is awarded funding, will an annual audit be required? Will it be up to the contractor to absorb the cost of this audit or can that cost be included in the project budget?</p>	<p>20. Yes, annual audits will be required. Future audit costs can be included in the project budget.</p>
<p>21. Are workman's comp costs allowable or if not, can they be used as match?</p>	<p>21. Insurance, including workers' compensation, shall be at the sole cost and expense of the contractor.</p>
<p>22. What do you mean by "maintain the same level of service"?</p> <ul style="list-style-type: none"> • Is that to mean that following the end of this contract period the sustainability amount (15%) will allow for maintaining that level OR • We would maintain the existing match (10%) we have in our current contract and that 15% total by end of contract would be on top of that (which would be 15% per year) 	<p>22. The first bullet is accurate. When the 2021 Strategic Plan (SP) funding is awarded, service levels will be written into the contract. First 5 would like to maintain the same level of services for the 2024 SP in spite of an anticipated 15%+/- reduction in funding. During the 2021 SP term, contractors should be engaging in sustainability efforts and planning in order to demonstrate how the same levels of services will be provided in the 2024 SP with the anticipated funding reduction. However, this does not guarantee funding for any entity for the 2024 SP.</p>
Review and Recommendations	
<p>21. What is a passing score for the RFP?</p>	<p>21. The review consists of a three-step process. Proposals must receive a minimum cumulative score of 100 points in order to pass and be considered for funding.</p>
<p>22. Can I call your office in December and get the results of the RFP review?</p>	<p>22. No. Unless noted otherwise, funding recommendations will be posted on our website: www.first5sacramento.net in early January. Staff will not be providing proposal scores or other information via phone before the release of the recommendations.</p>
<p>23. When will the funding recommendations be presented to the Commission? Do I have to attend the meeting?</p>	<p>23. The funding recommendations will be presented at the Commission meeting on February 1, 2021 at 12:30 p.m., and possibly March 1, 2021 at 12:30 p.m. At this time we do not know if the meeting will be held in person or virtually. We will inform proposers as we near the meeting date. Those that are recommended for funding are required to attend the meeting.</p>



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Submission	
24. If I want to apply for more than one RFP, do I need to submit more than one proposal? Can I submit just a Scope of Work and budget for the additional RFP?	24. If you intend to apply for more than one RFP, you must submit separate and complete proposals.
25. How do I submit my proposal electronically?	25. After successful submission of a Letter of Intent, staff will provide you with an invitation and instructions for creating a Sacdrive account. Your organization should upload the entire proposal, with the required attachments, certifications, and items for the appendices, as a single PDF to Sacdrive by the deadline.
26. If we are submitting electronically, should we still submit the Scope of Work (Word) and Budget (Excel) to the assigned Planner at First 5?	26. Please upload the Scope of Work (in Word) and Budget (in Excel) electronically to Sacdrive. Although a PDF of the entire proposal will be uploaded for those submitting electronically, it is helpful for planners to have the electronic versions to review/utilize.
27. Will I receive an automatic confirmation or time stamp on the electronic submission of my proposal?	27. You will not receive an auto-generated email confirmation. You will see the time that your proposal was successfully uploaded on the screen. We encourage you to take a screenshot of that page.
28. Can I hand deliver the proposal at any time on the deadline?	28. If hand delivering to the First 5 Sacramento Commission office (2750 Gateway Oaks Drive, Suite 330), the original proposal and copies can be dropped off between 2:00 p.m. and 5:00 p.m. Please wear a mask and practice social distancing. Don't forget to upload the Scope (in Word) and Budget (in Excel) to Sacdrive.