



**Quality Child Care Support - RFP 20/21-07**  
**Infant Safe Sleep Education Campaign – RFP 20/21-08**  
**Mandatory Conference – October 15, 2020**  
**Questions and Answers**

**General Session**

Question	Answer
1. Can tables go in to the proposal and does it need to follow the 1.5 spacing?	1. 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.
2. Clarify what's allowed in the appendices. Can there be items included in the appendices beyond what is required?	2. Only what is specified in the proposal should be included in the appendices – the organizational chart, resumes/job descriptions, letters of support.
3. Is there a specific format for the Letter of Intent (LOI)?	3. The LOI is available on our website: <a href="http://www.first5sacramento.net">www.first5sacramento.net</a> in a fillable Word form. It provides instructions for completion.
4. If there is staff not paid through First 5 Sacramento (match funding), do they include their resumes in the appendices?	4. Only positions that would be paid for in part or whole with First 5 funding need to have a resume or job description appended; however, if you feel the position is integral to the program that you are proposing First 5 fund, you may include the resume or job description at your discretion (but please note on it that this is a match position). You may also consider mentioning these positions as a part of the response to the leveraging and sustainability questions.
5. Is the 15% sustainability requirement at the end of the grant period, or is it for each year?	5. The 15% sustainability requirement is a goal to be attained by the end of the grant term.

## Infant Safe Sleep Education Campaign Breakout Session

Question	Answer
1. Is this the last opportunity to ask questions?	1. You may e-mail questions directly to me at <a href="mailto:fongli@saccounty.net">fongli@saccounty.net</a> up to two weeks before the proposal deadline.

### Reminders:

- The Letter of Intent is due by **5:00 p.m. on October 23, 2020** via email to: [fongli@saccounty.net](mailto:fongli@saccounty.net) for the Infant Safe Sleep Education Campaign, and to: [dunckell@saccounty.net](mailto:dunckell@saccounty.net) for Quality Child Care Support. 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 17, 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 17, 2020. Please wear a mask and practice social distancing measures if you select this method of delivery.