

Questions & Answers - June 7, 2023

Capacity Development Projects - ACPHD-CAPDEV-1005

for the May 16, 2023, Bidders' Conferences 1 & 2

1. For Categories 2 and 4, what is the average award size per organization per year?

In category 2, 2-year contracts up to \$350,000 each will be awarded. In Category 4, \$1,600,000 over 2 years will be awarded to up to 20 contracts. Specific amounts have not been determined and will be negotiated upon award, pending approval by the Board of Supervisors.

2. Must all the funds for Category 2 be used for consultants or can the funds be used to pay staff that are implementing the capacity changes?

The purpose of the Capacity Development funding in Category 2 is to provide consultancy services.

3. What level of needs assessment has been done so far to identify specific areas for capacity building?

Alameda County Public Health Department conducted a series of listening sessions to help inform the areas named in the RFP. Additionally, needs assessments are expected to be conducted by the awarded Bidder, depending on the Capacity Development Category selected by the bidder.

4. For Category 4, can 2 grassroots organizations submit a collaborative proposal, or can only single organizations apply under this category?

Collaborations, networks, and coalitions are encouraged.

5. Can Category 4 funds cover core staffing costs?

Core Operational Support is intended to cover "one-time-only operating costs" such as retrofits, consultant fees, purchase of software, signage, tax filings, strategic planning, or other specific examples set forth in the RFP document. Since this is one-time only funding, regular ongoing staff expenses are not encouraged in the scope of Category 4, unless staff are core to the operations of an organization AND the bidder can clearly articulate a sustainability plan for keeping core operating staff beyond the scope of this RFP.

6. Are organizations with a budget over \$2mil still eligible to apply for category 4?

Bidders with annual operation budgets of \$2 million or less will be prioritized in this category.

7. Can organizations apply across categories for different needs?

Yes.

8. Would Funds Development be an area which could be included under Category 4?

Yes, funds development planning could be included under Category 4.

9. Can an organization submit a proposal for more than one category?

Yes.

10. Will any of the capacity building/ training need to be presented in a language other than English? Please state which ones if applicable.

Capacity Building and training is intended to support the diverse community organizations that provide services to the diverse communities in Alameda County. Bidders with the ability to provide services in multiple languages are encouraged to submit their proposals in response to this RFP.

11. For Category 3: 1) What is the expected size of the Cohort? 2) Is the \$10k grant intended as cash and/ or in kind? 3) How do you define Community Impact?

Cohort size will be left to the bidder to determine and should be based on experience and bidders' own capacity. The \$10,000 mini grants are intended to offset the costs burden of participating in the Bidder's technical assistance program. Community impact refers to the County's intention to support the local infrastructure of community-based organizations serving underserved and low-income County residents.

12. For Category 3, is the bidder expected to include the cohort member organizations in the proposal, or will these organizations be finalized after the needs assessment?

Bidders will bring together a cohort or group of organizations to provide a comprehensive range of technical assistance and capacity development services highly tailored to the expressed or assessed needs of each cohort member. Cohorts can be identified post award. Individual bids will be evaluated based on their comparative comprehensiveness, robustness, and detail of the model described in the Bidder's proposal. The model must include a description of how cohorts are identified.

13. Can category 2 funds be used for capital projects, such as kitchen remodel?

Bidders must identify technical and/or organizational areas in need of capacity development or strengthening. Bidders can use funds to support consultants of their choosing and must report consultants selected. Bidders will be expected to articulate 2-4 goals related to strengthening capacity in identified areas and to report progress towards achieving stated goals.

14. Is there a budget template to be used to submit the proposed budget?

Bidders may use the budget format on page 14 of the Exhibit A-Bid Response Packet included in the RFP Addendum #2 or a separate Excel Budget format. The maximum length of Bidders' submittal is two (2) single-spaced pages.

15. What generation USB drive is required for submission?

Bidders are encouraged to use the most current generation of USB drives to avoid submission complications. The County is not responsible for bids that cannot be submitted due to technological issues.

16. In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder". (California Government Code Section 4552). Does this reference IP?

Yes.

17. And what type of USB Drive? A? or C? Formatting requirements?

See response to question 15 above.

18. Will we receive a copy of the complete RFP?

The complete Capacity Development Projects - ACPHD-CAPDEV-1005 RFP document is available at either <https://acphd.org/contracting-opportunities/> or <https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2697>.

19. Are applications for multiple categories permitted? May a bidder propose more than one category?

Only one bid proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, "partnership shall mean, and is limited to, a legal partnership formed under one or more of the provisions of California or other State's Corporations Code or an equivalent statute.

20. How much of the funding is intended to support health care organizations vs. social service organizations?

Both health care and social service organizations are encouraged to apply for funds in the appropriate categories. Attractive bid proposals will be tailored to align with the Bidder's core needs, strengths, and relationships.

21. For Category 3, who identifies the cohort? Do the organizations need to come together as one entity and apply together or are the cohorts assigned based on who applies?

See response to question # 12 above.

22. For the consultant organizations, we have more experience with education organizations versus health care organizations, is education a potential focus within the healthcare sector?

Community health education is a frequent activity within the healthcare sector.

23. Do all bidders have to be a SLEB and an SBE or can they apply for that status later? Can the principals hire other coaches that are not SLEBs.

Bidders are not required to be SLEB or SBE vendors for this procurement.

24. Is the coaching for the CBO directors and if not, who would we be coaching?

Executive coaching services are intended to be provided to individuals leading community-based organizations serving Black or African American, Latinx, Native American, and Pacific Islander communities in Alameda County.

25. Does the Bidder's principal have to attend the Bidders' Conference? Can someone attend on behalf of a prime bidder?

Attendance at the Bidders Conference(s) is highly recommended but is not mandatory. Principals are not required to attend the Bidders' Conference for this RFP to submit a bid proposal. Bidders may assign a representative to attend on their behalf.

26. Exhibit A page 7 of the RFP states: "Bidder must use the **Bid/Budget Form(s)** provided below OR **separate Excel Bid/Budget Form(s)**." I saw no budget forms; can you confirm that we can use our own budget forms? And even if so, can you point us to the County's budget form so we can design it in conformance with that?

See response to question #14.

27. Page limits are given for written responses by section, but what are the formatting specifications for these? (e.g. single spaced, double spaced, font size, and font type?).

Single-spaced pages are required.

28. Can an organization or institution submit more than 1 application to a single category? Can a bidder submit more than one bid for ACPHD-CAPDEV-1005?

Can we submit for more than one category? (If so, do we submit two separate full applications?)

See response to question #19.

29. Are bidders required to be already registered as a SLEB or can they register and have it submitted by August or later?

SLEB rules are not applicable to this RFP.

30. Is there a replay for the Bidders' Conference recording? How can I get it?

All information covered in the Bidders' Conference is included in the RFP document (ACPHD – HPCP – 1005 Capacity Development Projects) which is available at these County websites:
<https://acphd.org/contracting-opportunities/> or <https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2697> .

31. In the table of contents, Letter S is supposed to be "Performance Requirements", however, there is no matching section in the RFP. Can you send this section to me? Will an updated RFP be provided?

Performance Requirements will be negotiated with the Awarded Bidder.

32. For Category 4, are staffing expenses allowable if the work that will be paid for is expanding the agency's capacity (such as building out the network of partners or piloting new systems to expand services)?

See response to question #5.

33. The RFP for Capacity Development Projects (No. ACPHD- CAPDEV - 1005) references a bid/budget form: "Bidder must use the Bid/Budget Form(s) provided below OR separate Excel Bid/Budget Form(s)." Could you please tell me where these are located? Thanks!

Please see Amendment 2 ACPHD - CAPDEV – 1005 which is available at these County websites:
<https://acphd.org/contracting-opportunities/> or <https://gsa.acgov.org/do-business-with-us/contracting-opportunities/current-bid/?bidid=2697>.

34. Can Category 2 dollars be used for fundraising consultants?

Yes, bidders could propose to use funds to hire consultants to assist their organization with fundraising as well as sustainability planning.

35. The RFP says: "Core Operational Support (*\$1,600,000 over 2 years, up to 20 contracts will be awarded*)." Is the grant amount of \$1,600,000 per application or for the category to be split across 20 estimated contracts? Follow up: If the \$1.6 million is split, what do you expect the per budget award to be?

The grant amount will be split amongst 20 estimated contracts depending on the recommendations of a County Selection Committee. Final budget awards will be negotiated following Notice of Award and Board of Supervisor approval.

36. SLEB Certified, does your business need to be in Alameda County? My business is in Lafayette, CA Contra Costa County

To be a recognized SLEB a vendor must be certified by Alameda County's General Services Agency. However, SLEB certification is not applicable to this RFP.

37. The specs for training executives does not mention specifically what you are looking for? What type of area are you looking to coach Executive leaders?

Bidders are encouraged to propose subject matter areas to and approaches for coaching Executive Leaders of small community-based organizations. Proposed approaches to Executive Coaching should be based on assessed needs, anchored in evidence-based practice AND experience coaching non-profit Executive Leaders, including executives of color.

38. How can we get more specifics on the skills you [are] looking for the coaching pillar of the grant/contract?

See answer to question #37.

39. We are wondering if we are eligible for consideration for Category 4 of this RFP, even though our budget this year is \$4.5 million? We would also like to know what size range you expect individual awards to fall within?

All bids will be considered. However, organizations with annual operating budgets of \$2 million dollars or less will be prioritized.

40. Are bidders required to live in Alameda County?

No.

41. Do bidders have to be certified as a Small Local and Emerging Business (SLEB)?

No.

42. Do bidders have to be certified with the Small Business Administration (SBA) prior to bidding?

No.

43. Are bidders required to register with Sam.gov prior to bidding?

As a routine minimum qualifications' verification procedure, the County must review SAM.gov to determine a Bidder's debarment, suspension status prior to consideration of a Bidder's proposal by a County Selection Committee for a contract award.

44. For the Executive Coaching Services contract, I see that it states, "Bidders must be able to provide (20) hours of professional coaching for up to 25 Executive Directors.." For clarification, will each Executive Director be provided with approximately 20 hours of professional coaching during the 24-month contract period?

For Category 1, bidders are expected to provide up to 20 hours of Executive Coaching for up to 25 Executive Directors during the 24-month period.

45. Under Category 1 Executive Coaching, it states that up to 25 consultancies will be awarded. However, the second to the last sentence under Category 1 states that ACPHD will contract with up to two consultancy firms.... For clarification, what is the number of coaching firm contracts that will be awarded?

Bidders must be able to provide twenty (20) hours of professional coaching for up to twenty-five (25) Executive Directors or CEOs.

46. Would each of the 25 Executive Coaching contracts be awarded at \$250,000 for the 24-month contract period?

Bidders must be able to provide twenty (20) hours of professional coaching for up to twenty-five (25) Executive Directors or CEOs.

47. Can ACPHD clarify the bid submission requirements and process, as some indicate a physical submission and others indicate that electronic submission is acceptable?

Bidders are to submit one (1) original hardcopy bid (Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation), with original ink signatures, plus four (4) copies of their proposal. Original proposal is to be clearly marked “ORIGINAL” with copies to be marked “COPY”. All submittals should be printed on plain white paper and must be either loose leaf or in a 3-ring binder (NOT bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with the 30% post-consumer recycled content recommendation will have no impact on the evaluation and scoring of the proposal.

Bidders must also submit an electronic copy of their proposal. The electronic copy must be in a single file (PDF with Optical Character Recognition preferred) and shall be an exact scanned image of the original hard copy Exhibit A – Bid Response Packet, including additional required documentation. The file must be on USB flash drive and enclosed with the sealed original hardcopy of the bid.

All signatures must be present in the electronic bid response (e.g., Bidders may want to sign any pages that require signature, scan them, and make them part of the electronic file).

A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.

BIDDERS SHALL NOT MODIFY BID FORM(S) OR QUALIFY THEIR BIDS. BIDDERS SHALL NOT SUBMIT TO THE COUNTY A SCANNED, RE-TYPED, WORK-PROCESSED, OR OTHERWISE RECREATED VERSION OF THE BID FORM (SO OR ANY OTHER COUNTY-PROVIDED DOCUMENT).

No email (electronic) or facsimile bids will be considered.

48. How many CBOs will participate in each contractor’s cohort?

For Category 3, bidders are encouraged to propose the number of cohorts and the estimated number of organizations in each. Bidders should use evidence-based practice AND best practice experience when proposing cohort sizes.

49. How will CBOs for each cohort be selected?

For Category 3, bidders are encouraged to describe a methodology for cohort application and selection. Bidders should use evidence-based practice AND best practice experience when describing their selection process.

50. Will ACPHD fund the \$10,000 mini-grants for CBO cohort participants separately, or does that need to be included in the TA contractor's budget?

For Category 3, bidders are expected to fund \$10,000 mini grants to CBO cohort participants. This cost should be built into the bidder's proposed budget.

51. How does ACPHD envision collaboration or division of labor among the selected TA contractors?

ACPHD hopes to convene TA contractors on a regular basis in a community of learning format. We will strongly encourage peer exchange of information and lessons learned. ACPHD will also use this format to encourage coordination and to minimize duplication of effort.

52. Is "coalition lead" (under deliverables/reporting) the same thing as the consultant leading each TA cohort in category 3?

Yes, "coalition lead" is incorrect. We instead mean "lead consultant".

53. Can an agency apply for categories 2 and 4? If yes, would the submission be two separate proposals?

See response to question 19 above.

54. If we are proposing in Category 2, do we have to specify the name and experience of consultants we will use within the proposal?

No.

55. Are there proposed budget maximums for each of the categories? For example, in Category 4, how will the County determine what is a reasonable and realistic budget if an agency believes they have a significant number of areas that need strengthening?

The RFP does not specify budget maximums. Bidders are encouraged to propose reasonable budgets that are aligned with proposed scopes of work, keeping in mind the funding parameters described for each category in the RFP. Proposed budgets will be competitively evaluated with other submitted proposals in part on a value for money and cost effectiveness basis when compared to the scope proposed.