



Investing in Children RFP

- 11-02 Health Services
- 11-03 Education Services
- 11-04 Family Services

General RFP

#	Question	Answer
1.	Is there any benefit to submitting your proposal early?	Proposals must be submitted no later than 4:00 pm on Friday, December 16, 2011. Proposals will be accepted prior to that time, but will not be reviewed until after the submission deadline.
2.	Can you explain the purpose of Attachment F?	The RFP sets forth some of the general provisions which will be included in the final contract. If proposer objects to any of these provisions, those objections should be listed on Attachment F as exceptions and any proposed alternative language should also be noted. The Commission will consider such objections and any proposed changes in determining the proposer's ability to meet the needs of the Commission. These same exceptions and/or disclosures should also be stated on Attachment D- Statement of Certification & Attachment E- Reportable Conditions.
3.	Regarding the Investing in Children programs – all three (11-02, 11-03, 11-04) – are there any eligibility restrictions set in place? It's indicated in the solicitations that 501(c)(3) nonprofits may apply, though I am looking to see what the restriction on government agencies and private organizations might be	All interested and qualified organizations who meet the Minimum Proper Requirements set forth in Section II of the RFP and the Funding Requirements indicated in Exhibit A are invited to apply including nonprofits, for profits, schools, charitable organizations, community-based, faith-based and/or government entities.
4.	Is it permissible to charge costs associated with writing the proposal for the outstanding Investing in Children RFP to the current project/contract?	It is not permissible under any circumstance to charge costs associated with writing or preparing a proposal. Please see RFP, page 7, bullet G. Incurred Costs.
5.	Under the RFP overview PowerPoint, page 10 below the Fiscal bullet title, can you please provide a description of what is meant by "hard goods"?	The purchase and distribution of hard goods is not allowable under this RFP. Hard goods include items such as bedding, appliances, household goods, etc. Agencies may line item supplies such as diapers, formula, limited clothing, etc. for emergency services/basic needs for families in crisis.
6.	Our program currently provides gas cards and bus passes for transportation assistance. Are these acceptable? Would this be considered a gift card?	Gas cards are considered gift cards and therefore not allowed as the means to provide transportation assistance under this RFP. Within the restrictions, the RFP seeks alternative methods to address transportation barriers. Single day bus passes may be considered depending on the proposal.
7.	Our organization will be applying for the RFP in all three areas. Are we to submit copies of annual audits with each specific RFP or is one copy sufficient for the organization in general.	Each proposal must contain a complete packet. Therefore, copies of annual audits and other supporting documents should be submitted for each proposal submission.
8.	Our school district's annual audit is quite lengthy, 100 plus pages per year. Do you require the entire audit be submitted with the RFP or will the cover pages with general findings be sufficient?	Complete copies of annual audits must be included with each proposal submission. Proposers may provide double-sided copies to minimize printing expense.



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9.	Regarding the requirement for three annual audit reports, does this mean audit reports from the last three years? If three audit reports are not available, can the Contractor submit the last two audit reports with a current financial statement?	Applicants can submit the last two audited financial statements and current unaudited financial statements with an explanation if three annual audit reports are not available.
10.	How do we go about splitting up the cost of running 2 programs? If we split down the middle for line items such as facilities, utilities, etc... we run the risk of not having enough money to cover these cost should we receive only one of the 2 proposals we submit.	It is the responsibility of the proposer to determine how to allocate the costs if proposing for more than one program. The agency must have the fiscal capacity to carry out the services.
11.	Will there be time allowed for start-up such as training staff and preparing facilities to operate new programs?	Funded programs are expected to be operational on July 1, 2012.
12.	Will First 5 offer trainings to funded agencies given that the RFP is general and everyone will now be using the same curriculum for parent education and the same assessment tools for preschool programs?	Per RFP, page 7, bullet G. Incurred costs. The Commission is not obligated to pay any costs incurred by proposers in the preparation of a proposal in response to this RFP. Proposers agree that all costs incurred in responding with a proposal are the proposer's responsibility, including certification for Nurturing Parenting and basic knowledge of proposed assessment tools.
13.	Does First 5 hope to fund awards in traditionally underserved areas, and will First 5 take into consideration the historic level and types of need in those areas?	Geographic and demographic needs were factored into the development of the Investing in Children RFP.
14.	How do we split the costs if submitting a proposal to more than one area? For example: if we are submitting a proposal to RFP 11-03 and RFP 11-04 there are some line items that are the same no matter if we have one contract or two. For example: in the line item for rent/lease building do we put the amount for the rent/lease on one proposal or both?	Proposers must have a budget for each proposal submitted. If you have more than one program you must allocate the cost accordingly.
15.	Regarding the requirement for three annual audit reports, does this mean audit reports from the last three years? If three audit reports are not available, can the Contractor submit the last two audit reports with a current financial statement?	Applicants can submit the last two audited financial statements and current unaudited financial statements with explanation.



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16.	Is there a maximum cut off for administrative costs?	There is no maximum cut off for administrative costs. Costs must be reasonable and appropriate to the program proposed.
17.	Is the budget in Excel now available?	It is available on the First 5 website.
18.	On the salary per year. What about part time employees who work 3 hours? How do we show ½ time costs?	The calculation would be based on 2080 hours per year. In your example, it would be 3 hours x 52 weeks divided by 2080 will give you the FTE.
19.	Regarding FTEs. If we are not asking for funding by using volunteers, do we have to list that?	Yes, you would list the FTE and show what the cost would be. Then in column B or C you would show the total cost.
20.	How do we show percentage of an FTE? For example .50% work on First 5 and .25 is already funded under another source.	List the full salary, then indicate the .50 is First 5 and the other .50 salary goes under the other funding category

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21.	Please clarify FTE reporting on budget. Example showed: .25 FTE for accountant where First 5 covered .25 of salary and 1.0 FTE for aides where First 5 covered no cost.	These were examples of a paid position vs. a volunteer position.
22.	If an intern (BA) level is brought on board 20 hours a week with a potential salary of \$35K a year. Under first 5 the intern will receive a quarterly stipend of \$1500 under the salary/benefit sheet. Would the FTE be .20 and their cost to First 5 is \$2,000 with a donated resource of \$33,000?	If a proposer has paid interns, the positions would be listed the same as regular employees using the FTE formula and list the salary amounts.
23.	Salaries/benefit sheet clarification. If administration costs covers all support departments and individuals, do those individuals need to be spelled out in the RFP? For example, IT and contracts personnel or who work with those directly funded for First 5 as program and program case manager?	If the agency has an approved indirect cost plan that includes administrative positions, they do not have to be listed under salary/benefits. If they are not listed in the approved indirect cost plan, then they need to be listed under salary/benefits.
24.	We have positions that work minimal hours. Do we have to list them individually? We currently combine their	Each position regardless of the number of hours worked must be individually listed in the budget.



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	hours and salaries as 2.5 FTEs and put the general title, which is parent education.	
25.	If we list .5 as funded under another program and then list 100% salary would that look right? You are not using this as total program?	The purpose is so that we understand the total calculations.
26.	Will you be funding core operations of the agencies that will be providing services (for example a % of the Executive Director Salary)	First 5 does allow for administrative costs.
27.	Large organizations have a lot of employees. Can we expand the spreadsheet if we have to list them all?	Contact Mary Alvarez and she will make arrangements for additional pages
28.	If we can't afford an aide but want to hire someone, what column do we place this on the proposal budget form?	All positions are listed in section A Salaries/Benefits of the budget.
29.	If we have dual funding, will we still list them all?	You must show all funding sources paying for that position



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30.	We've never done an accountant audit. We have QuickBooks. We plan on having an audit so do we qualify for this grant?	The RFP Section XII, page 37 lists the qualifications for proof of financial capacity. You would qualify if you meet the above section requirements.
31.	If an expense is set and predictable, can a partner bill First 5 for the amount on an accrual basis and adjust the final billing at the end of the year?	All reimbursements are based on actual costs.
32.	IT Regional Managers are not paid by First 5. Do they go on the budget? They are paid under indirect cost.	If the positions are part of the indirect cost you do not have to list them separately. There is an indirect cost line in the budget.
33.	If we have a project manager at 100% to First 5 and the salary is \$80,000, do we incorporate the benefits there?	You will list the percentage of benefits on line 31.
34.	If we have 2 case managers do we have to list them on 2 separate lines?	You must list each position separately in Section A Salaries/Benefits.
35.	Regarding the 10% variance: Will you still allow 2 budget revisions per fiscal year?	There will be two budget revisions allowed per fiscal year.
36.	There are 3 RFPs. If an agency has 2 proposals under one RFP, can they submit both?	Agencies may submit a proposal for each service delivery approach.
37.	With the requirement for certifications in place now, can the 15% advance cover the cost of that?	No. Per RFP, page 7, bullet G. Incurred costs. The Commission is not obligated to pay any costs incurred by proposers in the preparation of a proposal in response to this RFP. Proposers agree that all costs incurred in responding with a proposal are the proposer's responsibility, including certification for Nurturing Parenting, basic knowledge of proposed assessment tools, etc.
38.	This is about the 3 year experience level. We have certain areas of experience and another non profit has related experience. Who should apply?	The proposing agency is the primary agency and must meet the minimum requirements. All partners and subcontractors must meet the minimum 3 years experience.
39.	Supplantation. Education has suffered a lot of cuts and some of those program cuts have been gone back quite a while. Are you saying we cannot apply?	Supplantation does not apply in this situation.
40.	Supplantation. Education has received numerous cuts. How can it be Supplantation when the service doesn't exist? (i.e. pregnant parenting teens, infant care)	Supplantation does not apply in this situation.



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41.	If an applicant was funded by First 5 for 3 years in the last competition and then lost the third year of funding due to the Governor's action, can the applicant request support for the third year?	There is no third year for the previous contract period.
42.	(continuation of previous question) Can the agency request funding for additional services too? Since program work was not conducted under the new required model, these things should not be counted as supplanting.	The proposer must submit proposals based on stated requirements of the Investing in Children RFP.
43.	Can 2 different departments in the same institution apply for the same service delivery approach?	Two departments in the same institution can apply for the same service delivery approach.
44.	What is the definition of capital improvements?	The definition of capital expenses is listed in the RFP IV Program Requirements A. Definitions Page 8. Capital expenses: cost of construction projects, including but not limited to: brick and mortar type projects, demolition, room expansion, carpet, installation, air conditioner or water heater installation/replacement, wheelchair access ramps, stationary playgrounds or vehicle purchases.
45.	Are computers considered capital improvements?	Computers are equipment not a capital improvement.
46.	Is there a maximum or minimum page number requirement for the proposals?	There are no minimum or maximum page requirements. Please refer to XII Proposal Submission General. Page 33.
47.	Is there a maximum funding amount about for the proposals? What is the average award amount?	There is no maximum amount for each proposal. There is no average award amount.
48.	Incentives: Please provide more clarification regarding incentives for participants: 1. food, snacks 2. books at (mid class)	Food/snacks are not incentives. They are program materials/supplies on food expense for classes/meetings. Books and other like tangible items are acceptable items at the completion of the program. Mid-class incentives are not acceptable.
49.	Incentives: Can we get a clear definition of allowable incentives?	Gas cards or gift cards or vouchers are not allowable expenses under First 5 funding. Some incentives can be allowable expense at the completion of the program. The incentive must directly relate to the service delivery approach.
50.	Incentives: Will incentives be dependent upon participant in substance abuse, mental health or child abuse programs?	Some incentives can be allowable expense at the completion of the program. The incentive must directly relate to the service delivery approach.
51.	If the above answer is yes, is the assumption that the typical First 5 client will be adjudicated either through criminal or CFS court or that the client will have a	Adjudication is not tied to incentives. If the client is supported by other funding sources, First 5 funding would not be allowed.



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	mental health diagnosis or diagnosable condition.	
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52.	Are there any funding opportunities for new organizations that are going to be starting in 2012-13 school year? In the proposal you need 3 years. Can you offer some direction for those trying to start?	Proposers must meet all of the requirements listed in the RFP. One of the requirements is that a proposer must have a minimum of a 3 year history of demonstrated capacity providing like-services.
53.	On page 36 under the heading of Statement of Readiness the RFP asked for a logic model of the proposed program. Please explain.	A logic model demonstrates how services are delivered. A logic model could be in the form of a diagram, flow chart and or narrative.
54.	In addition to F5SB internal evaluation, can a proposal include evaluation of a project? Some proposals may be innovation and evaluations help measure outcomes and provides information for expansion	The RFPs focus is on direct services. In the Systems Integration Healthy City/Community expectation there may be an opportunity to propose via the recognized Healthy City/Community lead agency. The lead agency would submit the proposal.
55.	Attachment E: Do written statements need to be provided for each item (1-8) or just what is written on page 36 regarding commitments/potential commitments? Do we just initial in the column on Attachment E	Attachment E Reportable Conditions. Page 36 of the proposal format details the information required. Proposers must initial none to disclose if the answer is none. If there is a Disclosure, the proposer must initial and explain. This applies to items 1-8.
56.	Do you have budgeted funding dollars for each agency who quality?	No. There is no set funding dollars for each agency. Based on the First 5 Strategic Plan the program allocation is: 25% Education, 25% Family Services and 35% Education and under the Commission Responsive Initiative, 15% is the set aside. Contract awards will be determined by the types and quality of proposals received, the evaluation of these proposals and the feasibility that the service can and will "move the needle" towards positive outcomes for children.
57.	What is considered a duplicated service or an unduplicated service? Please define.	Duplicated services can be the same services provided by another agency or the same client receiving multiple like services in a program year. Unduplicated services are the first time services.
58.	Our main office is located in Riverside County but our larger service area is San Bernardino County. May we propose a service delivery model that is based at agencies based in San Bernardino County as the lead agency?	Services must be provided for San Bernardino County residents in a facility located in San Bernardino County.
59.	Can a Riverside county Agency partner with a San Bernardino County agency?	Services must be provided for San Bernardino County residents in a facility located in San Bernardino County.
60.	Can an agency located in Riverside	Services must be provided for San Bernardino County



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	County but with a service area to San Bernardino submit a proposal?	residents in a facility located in San Bernardino County.
61.	In reference to above question, can they apply independently or in partnership with a San Bernardino County agency	Agencies may propose independently or in a partnership as long as the services are provide for San Bernardino county residents in a facility located in San Bernardino County.

General RFP

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62.	As a non profit 501c3 organization, is it correct that you have to be in business for at least 3 years? Footprints is in Florida and is new to this city but have a site in mind. We will not require much funding just equipment, materials, salaries and rent.	Proposals must meet all of the minimum qualifications outlined in the RFP. Proposals must propose to the complete service model.
63.	Attachment J is required but not provided on the website. Can you please post?	There is no Attachment J. See addendum.
64.	Once the monthly request for fund reimbursement is submitted to First 5, how long will it take before the agency is reimbursed?	Once a complete invoice is received and approved, the payment process takes 45-60 days.
65.	Can a young agency (under 3 years old) with a wealth of verifiable experience and good outcomes in a particular focus area pass the financial capability test without having a big fiscal balance?	Proposers must meet all minimum requirements outlined in the RFP including the minimum of 3 years with like experience. Those proposals who meet the minimum requirements will move to the Fiscal Capacity Review.
66.	Does the Commission require an agency to have a designated amount of financials as evidence of financial strength before the agency is eligible to be awarded a contract or pass the financial test?	First 5 is interested in funding fiscally viable organizations. Page 38 of the RFP (XII Proposal Evaluation and Selection B (3)) indicates fiscal capacity will be evaluated on a pass/fail scale based on debt to income ratio, sufficient cash flow to operate proposed program on a reimbursement contract as well as financial statement integrity.