



**STRATEGIC DEVELOPMENT FUND: 2013 RFP
PROPOSERS' CONFERENCE CLARIFYING QUESTIONS**

Proposal Development and Submission Process

Q1. Is it possible for Proposers' Conference attendees to receive the list of agencies/people attending the conference today?

A1. Yes. (Note: At the Proposers' Conference, the option was provided for any attendee to refrain from sharing their contact information.)

Q2. It was stated at the Proposers Conference that a list of the attendees and their affiliation would be posted on your website. Want to confirm this since it will help as we assess partnerships, etc.

A2. For privacy purposes, rather than posting the list of Proposers' Conference attendees on our website we have emailed the list to all who participated. Please notify Emily Roberts at eroberts@smcgov.org if you did not receive the list by email (sent on 3/18/13 by Jessica Spikes at F5SMC).

Q3. Will F5SMC share the number of LOIs received and dollar amount requested?

A3. Yes.

Q4. Will the names of the lead organizations who submit LOIs be included in the LOI information you release?

A4. Yes.

Q5. When we submit our letter of intent, will there be feedback?

A5. No, there will not be any feedback, but there will be an acknowledgment of receipt.

Q6. Can independent contractors apply for funds in partnership with local agencies? Can an independent contractor be a lead agency?

A6. Yes.

Q7. If F5SMC receives several LOIs that propose similar projects, will the entities submitting similar LOIs be notified?

A7. After the Proposers' Conference, F5SMC cannot communicate with any actual or potential applicants during the proposal submission and review processes. If two proposals containing similar or duplicative programmatic components are recommended for funding, any necessary cross-agency coordination will be dealt with during the contract negotiation period.

Q8. What is allowed in terms of communication with F5SMC in regard to helping us connect for partnering purposes?

A8. After the Proposers' Conference F5SMC cannot broker relationships for the purposes of applying for this RFP. A list of Proposers' Conference attendees has been distributed to participants so that they can contact one another.

Q9. Can people/agencies submit multiple proposals?

A9. Every proposal will be reviewed and considered on its own merits alongside all other proposals. You may submit more than one proposal; however, the more proposals you submit, the more competition you may be generating for yourself. Please consider your agency priorities and capacity if applying for multiple projects.

Q10. Can applicants apply for funding as an entity and be mentioned as a partner in another applicant's proposal?

A10. Yes. Every proposal will be reviewed and considered on its own merits alongside all other proposals. You may be involved with more than one proposal (whether as a lead applicant or a partner/subcontractor); however, the more proposals you submit/are involved in, the more competition you may be generating for yourself. Please consider your agency priorities and capacity if applying for multiple projects.

Q11. How do I ask questions after today?

A11. You can email eroberts@smcgov.org, through Friday, March 15th with additional questions. All questions and their corresponding answers will be emailed to Proposers' Conference participants on March 21st. The questions and answers will also be posted on the F5SMC website, under the Publications tab.

Q12. Can you please post the PowerPoint for the 3-12-13 meeting so I can share it with our staff?

A12. The PowerPoint presentation utilized during the Proposers' Conference was provided in hard copy the day of the Conference. As a courtesy we will also post it on the F5SMC website by March 27th under the Publications tab.

Q13. How do I download the Excel forms from your website if I'm having trouble?

A13. The Scope of Work and Budget/Budget Narrative Forms are in Excel and should be easily downloadable from our website. If you are experiencing problems, please contact both Emily Roberts (eroberts@smcgov.org) and Karen Pisani (kpisani@smcgov.org) at F5SMC and they will help ensure you have access to the forms.

Q14. We are a fiscal project of a Foundation which possesses a 501c3. I just want to find out how this may impact the paperwork needed...for example under Background, item 3.: I imagine you want the date in which we were established, our capabilities, and our financial ability. However, since we don't possess the 501c3, we'd supply you with the Foundation's audited financials, right? I pulled out one question as an example and could go through the rest of the RFP if necessary, but please advise how to handle this relationship.

A14. F5SMC can only contract with legal entities. This requirement exists so that grantees can be held accountable for project deliverables and fiscal requirements associated with the project. If your group will be partnering/collaborating with another entity, you are responsible for designing that relationship so that there is clarity around which entity is the lead applicant (the lead applicant will execute a contract with F5SMC should the project be selected for funding). Your project proposal should be submitted from the lead applicant, and the proposal should describe any partnerships, collaborations, subcontractors, etc., as directed in the RFP.

Q15. What is this for (see below)? We are a collaborative and most of us are county employees. I do not know if this is information that you need for individuals in my Collaborative or for the Collaborative.

Proof of Insurance: Attach current insurance certificates indicating liability insurance of a minimum of \$1,000,000 for each of the following: comprehensive general, motor vehicle, professional, and worker's compensation.

A15. Proof of Insurance is required by the County of San Mateo for liability purposes. The type of insurance required and by what entities varies based on the nature of the proposed project. Therefore, entities applying (and collaborative partners) do not have to have obtained all forms of insurance listed prior to submitting an application, but they do have to be willing to obtain the necessary forms of insurance should their proposal be selected and prior to entering into a contract with First 5 San Mateo County. Please indicate in your proposal if your entity (and any collaborative partners) already have the types of insurance listed, and if not, state your understanding and willingness to obtain it as a condition of funding, if necessary. Please note that any employees of the County of San Mateo are covered by the County's insurance policy and are therefore not required to submit proof of insurance.

Q16. Do you need the CEO signature if we are originating from SMMC (see clause below)?

CEO or Board Authorization: Private organizations must submit an original, signed statement from your chief executive officer (CEO) verifying support for your proposal

A16. If your agency/entity has a governing body that requires you to obtain approval in order to apply for funding, you must submit an original signed statement (signed by the CEO, Board Chair, etc.) indicating you have done so.

Q17. You are requiring two Scopes of Work – one for the first year of the project and one for the second year of the project. Should the second-year SOW contain the same information as the first year?

A17. It depends on the project. If the service delivery strategies are exactly the same in year two as year one, then yes. However, the service delivery strategies of many projects differ from year to year as the project progresses. In this case, the contents of the year-one SOW will differ from the year-two SOW. It is the responsibility of the proposer to plan the project and reflect the work plan in the Scope of Work, supplemented by information in the Narrative. Tell your story in the Narrative, and show the work plan for the project – across two years – in the Scopes of Work. Keep in mind, each funded project works with a F5SMC Program Specialist who conducts an annual review each year to determine needed changes to Scopes of Work and Budgets for the upcoming fiscal year. The year-two SOW submitted with winning proposal(s) will be reviewed through the annual review process and amended as necessary when the time comes.

Q18. My project will have a planning phase, but there will be many planning components. Should I list all of the planning components on one SOW tab, or should I categorize them and list them on different SOW tabs?

A18. Do what makes the most sense for the project. Think back to what we said about utilizing the Narrative portion of the proposal to “tell your story” and utilizing the Scope of Work to provide us with the actual work plan for the project. Once you’ve written the Narrative consider what makes the most sense in terms of planning activities in the SOW. If it is easier to understand the planning activities by categorizing them and utilizing multiple SOW tabs, please do so. If it is clearer to include all the planning activities on one tab, then do that. Keep in mind, planning activities are limited to 6-months, and we are not accepting proposals for projects focused solely on planning.

Q19. Should we submit our documents as one PDF document or several Word/Excel documents?

A19. We would prefer one continuous PDF document, but will accept individual electronic documents.

Q20. Can proposals and attachments be submitted to F5SMC utilizing Drop Box?

A20. Yes, you can submit proposals by Drop Box. Please send a shared folder to Emily Roberts at eroberts@smcgov.org.

Q21. Contract negotiations: I do not understand the process of contract negotiations if the RFP is accepted.

A21. Contract negotiations provide F5SMC and the chosen proposer(s) an opportunity to discuss and negotiate any requested changes to the activities described in the initial proposal or questions that have come up in the review process, and to try to reach agreement on details that are unclear or where expectations are not aligned. This process allows F5SMC and the winning proposers to fine-tune the Scopes of Work and Budgets for the project. Once proposals are recommended and approved by the F5SMC Commission, then F5SMC will set a contract negotiation meeting with the selected entity(s) to determine the process and issues to be addressed.

Proposed Populations to be Served, Service Delivery Strategies, and Relationships to Current F5SMC-Funded Projects

Q22. What is the overall philosophy of this RFP in terms of new vs. existing services? How does expansion of current efforts fit in (e.g. geographic expansion, service expansion)?

A22. The overall purpose of this RFP is to generate proposals for service delivery strategies not currently funded by F5SMC that involve new and innovative activities and approaches. New components of programs currently funded by F5SMC fall within the purview of the RFP, and the merits of such a proposal will be considered alongside all other proposals.

Q23. How does this RFP fit into other programs that are currently funded by F5SMC? How do I list leveraged funds?

A23. This open RFP is for new projects, it is not continuation funding for current Cycle 2 Grantees. If a proposal is for new services/approaches that augment what F5SMC is already funding, and is not duplicative, then the proposed project meets the RFP requirements. In other words, it is possible that a proposed project will leverage/dove-tail/integrate with other projects currently funded by F5SMC. As always, it is important to properly fill out the Budget Request Form so that the proposed project clearly lists leveraged funds (whether the leveraged funds are F5SMC-related or not) and in-kind contributions to the project. (For all leveraged funds, be sure to clearly describe – at the bottom of the Budget Request Form, where indicated -- the names and amounts of all funding sources that comprise the leveraged amount noted in Column B of the Budget Request Form.) Also, please explain all leveraged funds in the Financial Summary section of your proposal.

Q24. My question to you is with regards the population of interest. Per our representative at the Proposer's Conference, it says it is 0-2yr, for our pediatric population we are working with children 2 years and up. May we apply for this age group or just to apply for the prenatal women?

A24. Section II.I: *Populations, Risk Factors, and Issues of Particular Interest to the Commission* is offered as a guide for those interested in some specifics about areas of unmet need that we have identified as an agency. This is not intended to be an all-inclusive list, and proposers are welcome to submit proposals to serve the general F5SMC population (See the F5SMC Strategic Plan, Appendix F, for more information). Either way, it is incumbent upon the proposer to make a strong case for the population they intend to serve, the risk factors for this population, and the issue that you plan to address. Additionally, it is the responsibility of the proposer to indicate, and make a case for the elements of a current project that are new and therefore eligible for funding through this RFP. Also remember that our current Supplantation Policy specifies that F5SMC funds cannot be used to replace state or local general funds for any reason. See Appendix E of the RFP for more detail.

- Q25. Can an agency apply for funds to support new child care or preschool spaces?**
A25. No, agencies cannot receive funding for new child care or preschool spaces (“slots”) (i.e. salaries and benefits for providers or per-child reimbursements) from F5SMC through this RFP process.
- Q26. Can an agency apply for funds to support child care or preschool facilities upgrades or expansion?**
A26. Yes, agencies can apply for funds to support child care or preschool facilities upgrades or expansion.
- Q27. Can funding be used to outfit a physical space (i.e. capital expenses - a space for early childhood education to occur)?**
A27. Yes, agencies can apply for funds to support child care or preschool facilities upgrades or expansion.
- Q28. What are the requirements regarding licensing for center based early childhood programs? Is this required according to this grant?**
A28. The requirements for licensing a child care program can be found here: <http://www.cclid.ca.gov/PG487.htm>. As for proposal submission, whether a license is required is based on the nature of the project you are proposing.

Describing and Formalizing Collaborations

- Q29. As part of the new, standard Scope of Work (SOW) F5SMC now has a Collaboration tab specifically for collaborative activities to be tracked. However, many programs are structured with collaboration activities infused throughout the project, so it could be difficult/duplicative to list them separately on the Collaboration tab. For highly collaborative projects, is it required that the Collaboration tab be filled out, or can it be left blank if collaboration is addressed on the other SOW tabs?**
A29. The purpose of the new, standard Collaboration tab is for F5SMC to be able to see at-a-glance ALL of the activities within the project that are collaborative in nature. Even if collaborative activities are listed elsewhere on other SOW tabs, please also list them on the Collaboration tab, denoting which collaborative activities on the Collaboration tab are “new” (do not appear elsewhere in the SOW). Scopes of Work can be adjusted, if necessary, during contract negotiations.
- Q30. Can you provide a sample MOU? How much detail must be included besides roles in the partnership (e.g. amount of money)?**
A30. Because the nature and scope of projects can vary significantly we cannot provide a “boiler plate” MOU. When crafting an MOU, be clear about the nature, intent, and scope of the partnership. Indicate the knowledge/services/activities your potential partner will provide. If further clarification is needed regarding the MOU/your proposed partnership, the details can be handled during contract negotiations.
- Q31. What if we can’t finalize the MOUs and subcontractors in time for the LOI submission?**
A31. If your project involves partners, but you don’t have time to formalize the relationships with an MOU by the time the LOI is due, use the LOI to provide us with information regarding how far you are in your planning process and what your next steps will be, who your likely partners are, and whether or not you will be availing yourself of the 6-month planning phase. Do your best thinking and provide us with any additional information that will help us understand your project and your progress-to-date toward executing an MOU and otherwise collaborating/partnering
- Q32. Is this question directed to the team lead for the Collaborative (see below)? Is it asking about my experience and track record for implementing programs? I have never managed contracts so....does this put us at high risk to be disqualified?**

Experience: How long has the Proposer been involved in providing the types of services described in the RFP? What is the Proposer's track record in implementing programs? Does the Proposer have a history of successfully managing contracts with public or private agencies? Does the Proposer have experience working with other First 5 Commissions, county departments or agencies, or programs serving children aged 0-5 and their families? Has the Proposer demonstrated the capacity to successfully develop and implement services in partnership with others? What is the Proposer's track record in contract compliance, including reporting, accounting and record-keeping requirements?

- A32. For a collaborative that is applying for funding, the answers to these questions should describe both the history of the collaborative working together thus far, and also the history of each core partner that is a part of the proposed project, and how those responsible will perform the proposed functions. This is an opportunity to explain how the collaborative governance, reporting, and oversight would function in regards to this project.

Budget, Leveraged funds, In-Kind Support, Indirect Costs, and Supplantation

Q33. Is there a minimum award amount?

A33. No.

Q34. What is the maximum award amount?

A34. The approved total funding allocation is not to exceed \$1,200,000 for the Agreement Term of July 1, 2013 – June 30, 2015. The maximum likely grant award per proposal is \$370,000 over the two-year grant period. Larger grants will be considered for projects that provide intensive services to populations of interest, or that address issues that are cross-sector, collaborative, or affect policy-level changes. The Commission hopes to achieve a balance of investment between Focus Areas in the overall F5SMC funding portfolio when making final funding decisions and therefore may fund more than one proposal.

Q35. What kinds of items would be examples of leverage? Is this actual money or in-kind? Can you define the difference between leveraged funds and in-kind? I want to make sure I understand what you mean by each.

A35. F5SMC has a broad definition of leveraged funds that includes both: 1) money that can be “drawn down” raised, or “matched” by citing F5SMC as a funding source that would otherwise not be attainable; and 2) other sources of support that exist to fund the program which comprise braided funding for the project (multiple streams of revenue to support the project). In-kind support is non-cash contributions to the project, such as volunteer hours, use of rooms, etc. Do not assign monetary values to in-kind support, and do not report this in the “Leveraged Amount Available” column of the Budget Request Form.

Q36. If a proposed project serves children beyond age 5, do we list the funding that currently supports services to children older than age 5 as leveraged funds?

A36. List leveraged funds related to children ages 0-5 in column B (Leveraged Amount Available) of the Budget Request Form. At the bottom of the Budget Request Form (where indicated) also list the funding sources and amounts of the leveraged funds listed in Column B. If the proposed program serves children older than age 5, please describe those funding sources in the Financial Summary section of your proposal.

- Q37. Budget: Our proposal relates to staff/ programs held at our Early Childhood Family Resource Center, however, 3 other departments will be collaborating with programs and services. Can all departments be entered as leveraged funds?**
- A37. F5SMC has a broad definition of leveraged funds that includes both: 1) money that can be “drawn down” raised, or “matched” by citing F5SMC as a funding source that would otherwise not be attainable; and 2) other sources of support that exist to fund the program (multiple streams of revenue to support the project, or braided funding). In asking you to describe your leveraged funding we are trying to capture a picture of the resources needed to implement your project. We are interested in the total cost associated with the program you are proposing, the cost specifically to F5SMC, and the funds you will leverage to support the program. For example, if the proposed project involves funding the salary for a position, list the amount you would like from F5SMC in Column A (Amount Requested), list the amount of resources available from other funders in Column B (Leveraged Amount Available), and indicate the FTE percentage that F5SMC would fund.
- Q38. As I examine the budget request form and evaluate personnel at my disposal to implement our prospective program, should I include my staff members’ entire FTE as it impacts my organization’s budget? Or should I only include the portion of their staffing capacity that I intend to devote to this grant funded initiative? I’m considering requesting some funding to help offset staffing costs for these individuals that would be assigned to this First 5 grant funded project.**
- A38. Your budget request should be specific to the funds required to implement the proposed program. F5SMC will not fund staff at your organization to do work that is outside of the scope of your proposal. Also remember that our current Supplantation Policy specifies that First 5 funds cannot be used to replace state or local general funds for any reason. See Appendix E of the RFP for more detail. **BUDGET REQUEST FORM:** On the Budget Request Form, for each position for which you are requesting funding, include the annual salary range for a 100% Full Time Equivalent (FTE) and the actual FTE percent that will be charged to your F5SMC grant. List the amount of salary support you are requesting from F5SMC in column A “Amount Requested.” List the FTE percent that will be dedicated to your F5SMC grant only. Multiple personnel performing the same classification of duties may be combined into one line item (i.e., two full-time and one half-time community outreach workers would be itemized as 2.5 FTE positions). If you will leverage other funds for the staff person(s) salary, list the leveraged dollars in column B “Leveraged Amount Available.” Add together the amounts in column A and column B to get the total salary cost, and list it in column C “Total Program Budget.” **BUDGET NARRATIVE FORM:** The actual number of staff should be identified in the Budget Narrative Form. Also list the job title, salary range, and the percent FTE to be charged to your F5SMC grant for each position. Briefly describe the job responsibilities of each funded individual.
- Q39. Where should in-kind resources be noted?**
- A39. Please provide a list of in-kind resources on the bottom of the Budget Request Form, where indicated on the form. Also explain any in-kind resources in the Financial Summary section of your proposal.
- Q40. If an applicant is currently using other county funds to support a project, does that run afoul of F5SMC’s Supplantation Policy?**
- A40. Not necessarily. As long as the proposed project has not utilized state or local general funds for the proposed service delivery/systems change strategies within the last 12 months, there is no violation of the Supplantation Policy. Please refer to the Supplantation Policy in its entirety in Appendix E of the RFP.
- Q41. What if the funding construct of the project shifts during the grant period such that changing funding streams begin to run afoul of F5SMC’s Supplantation Policy?**

A41. Please refer to F5SMC's Supplantation Policy, which is Appendix E of the RFP, to determine if your proposed project qualifies for funding. If your project is funded via F5SMC and supplantation becomes an issue during the life of the grant, your assigned Program Specialist will provide technical assistance to address the supplantation issue.

Q42. Will projects impacted by the federal sequestration be considered?

A42. Please refer to F5SMC's Supplantation Policy which is Appendix E of the RFP.

Q43. F5SMC's indirect policy caps indirect expenses at 12%. Does this hold true for subcontractors as well?

A43. F5SMC allows a maximum amount for indirect costs of 12% of total direct costs. If an organization's indirect cost rate exceeds 12% and has applied for, received, and wants to utilize an approved U.S. Department of Labor indirect cost rate, the organization must provide this information to F5SMC for consideration. This holds true for subcontractors as well.

Evaluation and Data Collection

Q44. Are there proprietary issues regarding the F5SMC evaluation forms? Can grantees make copies of the evaluation forms and keep them on hand for their own use?

A44. Many of the First 5 San Mateo County evaluation forms are scannable forms which must be ordered through F5SMC. Photocopies of scannable evaluation forms will not meet F5SMC requirements. Once completed, evaluation forms may be copied by grantees prior to submitting to F5SMC in order to retain the data captured on the forms. F5SMC can also provide data to grantees once analyses have been completed.

Q45. Can the proposed project include more evaluation activities than F5SMC requires?

A45. Yes.

Other Topics

Q46. Which organizations were funded under Prong 2 of F5SMC's Strategic Development Fund?

A46. Under Prong 2 of the Strategic Development Fund, \$750,000 was reallocated to 7 of the 8 programs that incurred reductions in 2011, including:

- Silicon Valley Community Foundation (Bridges to Success School Readiness Initiative) in the amount of \$154,000
- Community Gatepath (Watch Me Grow Demonstration Site) in the amount of \$52,592
- Lucile Packard Children's Hospital (Watch Me Grow) in the amount of \$93,500
- South San Francisco Unified School District (Watch Me Grow Demonstration Site "Portable") in the amount of \$7,700
- San Mateo Health System (Prenatal to Three) in the amount of \$184,208
- StarVista (Early Childhood Mental Health Consultation) in the amount of \$69,000
- San Mateo County Office of Education (Early Childhood Quality Improvement Program) in the amount of \$189,000.