

## Question and Answer (Q&amp;A) Set # 2

Item	RFP Section	Question	State's Response
1.	3.2.3	Can the ACBO submit team qualifications and resumes of both me (as subcontractor) and the ACBO bidder to meet the Customer References mandatory requirement of 3.2.3?	A subcontractor's references can be used to supplement, but not replace the Bidder's response to this requirement.
2.	3.3 Req. 4	Can a bidder use the subcontractor's previous outreach experience to meet Requirement 4 in Section 3.3 (Scored Administrative Requirements)?	The CCC Office is interested in the Bidder's experience to manage a contract, so a Bidder's response is preferred. This is a scored requirement, and the ACBO's inability to respond may factor into the scoring of this requirement.
3.	3.2.4	<p>Customer References:</p> <p>Our organization comes close to being able to meet this requirement and requests a wavier or adjustment of administrative requirement 3.2.3. Our organization meets the minimum requirement of 3 customers over 5 years. However, an adjustment to the requirement of contracts valued at \$500 to \$300k would open the door for our organization and others to apply.</p>	<p>The State will not lower the total customer reference requirement of 1.5M. However, the State will consider bids that have three (3) references that total the combined dollar amount required for the customer references. Not each reference must be valued at \$500k.</p> <p>For example, if a Bidder has 2 customer references valued at 600k each, and 1 valued at 300k, they would still meet the maximum requirement of 1.5M.</p>
4.		Is there any barrier to having the public agencies participate as partners/subcontractors?	No. The Bidder shall identify partners and subcontractors in their bid response.
5.		Does the funding for this contract include any Federal funds? And if so, what is the CFDA number(s) for the Federal funding?	No federal funding will be used.
6.		What are the differences between a Questionnaire Assistance Center (QAC) and Questionnaire Assistance Kiosk (QAK)?	QACs are general locations where individuals can go to obtain assistance in completing their Census questionnaire. QAKs are physical locations that are

		Will kiosks be sent by the State of California and are they mobile?	<p>available to the public for them to complete their Census questionnaire. Kiosks can be computers, iPads, tablets, mobile devices, etc. Kiosks may or may not be humanly staffed. A Kiosk can be located at a library, post office, or other computer terminal or web enabled device.</p> <p>The State will not be providing mobile Kiosks and/or equipment. The Bidders are requested in the RFP to provide ideas and proposals of the number of kiosks and locations where they would be established.</p>
7.		What are the minimum requirements to establish the QACs and QAKs (e.g., staffing, hours of operation, accessibility, technology set-up)?	The Bidder shall provide proposed information with their bid proposal. Bidder shall propose the hours of operation, staffing, accessibility, internet access, etc. with their bid proposal.
8.		Will QAKs under the purview of the ACBO upload information directly into SwORD, or will the ACBO be responsible for uploading that data?	The type of data to be uploaded into SwORD is not yet determined. Once available, the State will inform the Contractor of what information is required.
9.		To what extent can the prime contractor measure subcontractors against performance outcomes? For example, is it permissible to end a contract with a subcontractor if they underperform?	Yes, the ACBO is responsible and accountable for all partners and subcontractors. It's the ACBOs responsibility to manage the contract and subcontractors.
10.	Page 42	In Exhibit A, Page 42 of the RFP, Is the Deliverable Schedule a sample or a binding expectation?	The Deliverable Schedule on page 42 outlines how payments will be made assuming the Contractor has met deliverables. There will be no deviations from this table.
11.		The proposal requires Team Qualifications and Resumes. What is the expectation for qualifications? Does a narrative summary of qualifications suffice?	The Team Qualification and Resumes are required. The State did not specify the format.
12.	3.3 Req. 1.8	Requirement 1.8 Region(s) Budget (Page 21) states "bidders shall include a breakdown of the percentage or amount of the budget that will be performed by subcontractors." May the budget include a line item for potential subcontractors to be identified at a later time,	Yes, the State understands that all subcontractors may not be identified at the time of bid proposal. Provide information to the best of your ability.

		assuming that no new contractor receives 25% or more of the total budget and pending approval of the State in any new subcontractor(s)?	
13.		Can you please provide more details for community partners and ACBOs for reporting SwORD requirements and especially in regard to the quarterly reports?	<p>The type of information to be uploaded into SwORD is not yet determined. Once available, the State will inform the Contractor of what information is required. Contractors, partners and subcontractors are expected to report activities for SwORD upload in real time, or within 24 hours of an outreach event or activity taking place.</p> <p>Quarterly reports should contain updates of information that is uploaded into SwORD. Specific data to be determined later.</p> <p>For example, the number of impressions made from an activity or outreach event should be recorded and reported to the ACBO for SwORD uploading within a specific amount of time that will be determined with the assigned RPM at a later date.</p>
14.	3.2.1.13	In response to the first Question and Answer set for the Regional RFP (#56, Sec. 3.2.1.13, page 10): We hope the state reconsiders its prohibition on subcontractors subcontracting ACBO funds. This prohibition will result in considerable administrative and reporting burden on smaller organizations, including those tasked with delivering services in critical and more "niche/unique" Asian American and Pacific Islander languages.	<p>No change to this requirement at this time. The State reserves the right to make amendments to the contract at a later date, if it's deemed the best interest of the State.</p> <p>It's the ACBOs responsibility to report on ALL outreach, subcontracting and requirements under the awarded contract. The ACBO must gather information and compile responses from all its subcontractors and partners to report that information directly to the Census Office.</p>
15.		In the Scored Administrative Requirements 1.7 A. regarding workforce development: Does this mean that we will help identify candidates that the Census Bureau might hire through our base/networks or that we would use some of the funds awarded to hire enumerators?	The U.S. Census Bureau is conducting hiring for enumerators. The awarded ACBO will be responsible for providing information to the workforce to develop "trusted messengers" and encourage and/or assist them to apply through U.S. Census Bureau as enumerators.

16.		Are there or what parameters are required to “hold” dispersed funds for an extended period of time?	Pursuant to Public Contract Code section 10346 and State policy, a 10% withhold is required.
17.		What are ACBO responsibilities for invoicing per the timeline?	Invoicing procedures are listed on Exhibit B, Budget Detail and Payment Provisions. Invoices may be submitted in accordance with Exhibit B, Item 1 Breakdown of Payments ONLY. Invoices must be received, and deliverables satisfactorily provided in order to receive payment.
18.		For the purposes of budgeting ACBO administrative costs, is there a recommendation or requirement for how to incorporate that into the invoicing timeline?	Invoicing shall be specific to the funding identified in Exhibit A, Item 5 Deliverable Schedule. Once the contract is executed, the Contractor will receive a completed Exhibit B, Item 1 Breakdown of Payment. Invoices shall be submitted in accordance with this table, after work has been completed and approved.
19.		In regards to quarterly reports, for the purpose of planning appropriately on the administrative end: what level of detail will quarterly reports need to entail in terms of both financial reporting and general plan progress? Is there an estimate of time needed to dedicate towards this piece?	Quarterly Reports are intended to provide a status of planning, outreach, activities, budget, etc. depending on which phase of the project is being completed.
20.		In regards to quarterly reports, for the purpose of planning appropriately for subcontracting CBOs carrying out additional plans and outreach: Will subcontracting organizations need to keep copies of all designed fliers and communications so that they can be included in the reports? Will the requirements for providing planning and implementation updates be extensive?	Yes.
21.		Are quarterly reports in 2020 due at the same time and separately from the implementation plan and NRFU plan?	Yes, quarterly reports are separate from the Implementation Plan and NRFU Plan. Quarterly Reports are due throughout the life of the contract.

22.		For clarification: Is it true that the 1st and 2nd quarterly report is primarily a planning update?	The quarterly reports will include updates. The ACBO will be working directly with the RPM to develop and finalize their plans.
23.	3.2.16	Does section 3.2.16 apply to all bids?	The Commercially Useful Function (CUF) requirement applies only to those claiming Small Business (SB) or Disabled Veterans Businesses Enterprise (DVBE) participation or preference.
24.	3.2	In reference to section 3.2: If the proposal includes both a partner and principal ACBO, do all partners need to provide pass/fail administrative requirements - or only the principal contractor?	Only the ACBO, unless the requested by the CCC Office.
25.		Do partners need to submit 3 customer references, or is that only required of the principal ACBO?	Only the ACBO, unless the requested by the CCC Office.
26.		In regard to the previous outreach report, must this be a project of the principal ACBO, or could it be a project of a partner? Or detail projects from both the principal and partner(ing) ACBO?	The previous outreach project should be specific to the ACBO/Prime Bidder.
27.		Do we need to provide resumes for all executive team members of the principal ACBO & partners?	Yes, the Bidder shall provide resumes for all executive members of the ACBO and partner, that are assigned to the resulting contract/project.
28.		The organization requests an additional page allotment, beyond the five (5) page increase authorized in Addendum 1.	The State prefers the maximum number of pages do not exceed twelve (12). Bidder's will not be disqualified for submitting more, but there is no guarantee the entirety of your proposal will be read and evaluated.
29.		Section 3.3 Subtask 1.6 (also Exhibit A), Do we need to include a plan to address outreach to mentally, physically disabled populations WITHIN limited-English proficient communities?	As Stated in the RFP, Section 3.3 Item 1.6, the Bidder shall provide a Language and Communications Access plan must consider the disabled population for all outreach activities regardless if the community has LEP populations or not.