

## Question and Answer (Q&amp;A) Set # 1

Item	RFP Section	Question	State's Response
1.	Section 3	Section 3 Introduction (p. 14) states that Bidders will have approx. 5 working days to submit any information requested by the State to determine the Bidder's responsibility during the evaluation process. However, other areas of the RFP (i.e. Section 2.3.2 Clarification of Proposals) state that Bidders will "have up to ten (10) business days to provide clarification and/or additional information in writing." Can you clarify whether Bidders will have up to 5 or 10 business days to submit any requested information?	Bidders will have up to ten (10) business days to provide clarification, once requested by the State.
2.	3.2.9	Section 3.2.9 (p. 16) states that "Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three (3) years has had business activities or other operations outside of the United States." If a Bidder has received donations/grants from entities outside of the U.S., does this constitute "business activities outside of the U.S." that would require the completion of the Darfur Contracting Act form (Attachment 6)?	A bidder must complete Attachment 6 if it had business activities or "other operations" outside of the US within the past 3 years. The Darfur Contract Act of 2008 does not define the term "other operations", but the CCC Office considers donations and grants as falling under "other operations". Keep in mind bidders who have conducted business or other activities outside of the U.S. within the last 3 years are simply required to certify that the company is not a "scrutinized company." The term "scrutinized" company is defined by California Public Contract Code §10476 to mean: "a company in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company that can demonstrate any of the following: <b>(a)</b> Its business operations are conducted under contract directly and exclusively with the regional government of southern Sudan.

			<p>(b) Its business operations are conducted under a license from the Office of Foreign Assets Control, or are expressly exempted under federal law from the requirement to be conducted under such a license.</p> <p>(c) Its business operations consist of providing goods or services to marginalized populations of Sudan.</p> <p>(d) Its business operations exclusively consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization.</p> <p>(e) Its business operations consist of providing goods or services that are used only to promote health or education.</p> <p>(f) Its business operations with the Government of Sudan will be voluntarily suspended for the entire duration of the contract for goods or services for which they have bid on, or submitted a proposal for, a contract with a state agency.</p> <p>(g) It has adopted, publicized, and is implementing a formal plan to cease business operations within one year and to refrain from conducting any new business operations.”</p>
3.	3.2.16	Section 3.2.16 Commercially Useful Function (p. 19) indicates that Attachment 11, CUF Worksheet, is mandatory (M). However, Section 4.3.1 (p. 26) indicates that the CUF form is required ONLY IF a Bidder and/or subcontractor is a certified SB/DVBE. Should this be "NMS" - non-mandatory scored?	<p>This requirement is mandatory, when applicable to Bidders and/or subcontractors claiming certified SB/DVBE preference.</p> <p>This requirement is non-mandatory for Bidders who are not claiming this preference.</p>
4.	3.2.17	Section 3.2.17 SB/DVBE Participation Commitment Requirement (p. 19) is listed as mandatory (M). Is this mandatory for Bidders who are <b>NOT</b> * SB/DVBE? Should this be "NM" - non-mandatory?	<p>This requirement is mandatory, when applicable to Bidders and/or subcontractors claiming certified SB/DVBE preference.</p> <p>This requirement is non-mandatory for Bidders who are not claiming this preference.</p>
5.	3.3	Section 3.3, Subtask 1.6 (p. 22) states that Bidders need to submit resumes of all team members, including those of all subcontractors, who will conduct outreach services.	Section 3.3, Item 1.6 is specific to Language and Communications Access Plan. For this requirement, Bidders must list all entities, organization, subcontractors,

		However, Requirement 2 (p. 24) states that resumes for team members only from subcontractors receiving 25% or more of the total budget need to be submitted. Can you clarify whether all or only select subcontractors have to submit resumes?	if available, to conduct outreach services along with resumes of team member who will conduct this work (Language Access work).  Section 3.3, Requirement 2 requires executive team members of the <b>CBO/Bidder</b> , and executive team members of the subcontractors receiving more than 25% of the total budget.
6.	3.3	Section 3.3, Requirement 3 (p.24) states plans for the NRFU period 'should include specific suggested activities, including events, proposed with dates.' Because NRFU activities will target communities in part based on 2020 Census internet response rate data, it is premature to suggest events with proposed dates. We ask that the state drop requirement to suggest events with proposed dates or maintain flexibility allowing contractors to tailor NRFU activities to emerging community needs using data-driven approaches.	The NRFU Plan should include a general outline/timeframe of activities that could possibly be done to effectively increase the low response rate being seen by the U.S. Census Bureau during the actual enumeration period. The intent is to garner whether or not the Bidder has an understanding of what type(s) of activities the NRFU Plan should involve. Final specific activities for NRFU will be determined at a later date in consultation with the assigned RPM based on events that are unfolding on the ground.
7.	3.3 Req. 2	For Requirement 2 (Team Qualifications and Resumes), can you clarify if we need to submit resumes for Executive Management staff, e.g. Executive Director, Vice President(s), etc., or solely for staff who are leading the census outreach work?	This requirement refers to key staff assigned to the project.
8.	3.3	Section 3.3, Scored Administrative Requirements 1.8 (p. 23) asks for scalable budget proposals at \$100,000, \$250,000, and \$400,000 levels. Is \$400,000 the maximum contract amount and \$100,000 the minimum contract amount?	Yes, however the State will make multiple awards to various hard-to-count demographic populations.  The State reserves the right to make amendments to the contract at a later date, should additional funds become available.
9.	3.3 Req. 4	Section 3.3, Requirement 4 (p. 24) states that Bidders shall submit a report of a successful previous outreach	Yes, that is acceptable.

		project within the past 10 years. Can a Bidder submit a report on outreach work done for the 2010 Census?	
10.	5.3	Section 5.3 (p. 31) states that "the maximum points available are 1075." However, the table on the same page indicates that the total available points are 1275.	The total number of points available are 1275, as identified in the table in Section 5.3.
11.	Exhibit A	Exhibit A (p. 39) states that "Contractor is responsible for development and cost of communication and outreach materials." However, the tiered Budget Proposals (p. 23) should "identify the budget allocated for providing outreach to the specified demographic population." Can you confirm if costs for creating and publishing outreach materials are reimbursable under this contract?	The Budget Proposal should be all-inclusive of all expenses. No additional payment will be made that are not identified in the Deliverable Schedule and payment milestone tables.
12.	Exhibit D-1	Exhibit D-1, Special Terms and Conditions 5 (p. 55) states "The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement." Does this mean state funds cannot be used to support contractor staffing?	The 10% Administrative Cost allowance includes staffing.
13.	Exhibit D-2	Exhibit D-2, Political Reform Act Compliance A (p.60). Who is required to complete Form 700? Is it all key staff of contractor/subcontractor or key staff who are consultants/public officials?	All key staff assigned to this project whether Prime Contractor or Subcontractor.
14.	3.2.13.1	Sec. 3.2.13.1, Subcontractors (p. 18). We hope the state reconsiders its prohibition on subcontractors subcontracting CBO funds. This prohibition will result in considerable administrative and reporting burden on smaller organizations, including those tasked with delivering services in critical Asian American and Pacific Islander languages.	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.  It's the CBOs responsibility to report on ALL outreach, subcontracting and requirements under the awarded contract. The CBO must gather information and compile responses from all its subcontractors and partners to report that information directly to the Census Office.
15.	3.3	Section 3.3 Subtask 1.6 (also Exhibit A), Do we need to include a plan to address outreach to mentally, physically	As Stated in the RFP, Section 3.3, Item 6 the Bidder shall provide a Language and Communications Access plan

		disabled populations WITHIN limited-English proficient communities?	must consider the disabled population for all outreach activities regardless if the community has LEP populations or not.
16.		Exhibit A, Sec. 2, Work Acceptance (p. 41) states that the "CCC Office shall be the sole judge of the acceptability of all work performed and work products produced by the Contractor as a result of the Agreement." Will the state be asking to approve materials that state funds were not used to develop, but that are being disseminated by staff supported by state funds?	<p>If materials have the State logo on them, they must be approved by the State.</p> <p>In general, the State would like to review materials being funded specifically through this agreement. Materials must be culturally and linguistically appropriate for the HTC populations and communities that are receiving the outreach. Contractors should work closely with the assigned RPM to determine appropriate materials.</p> <p>Regarding materials developed utilizing other funding sources at the disposal of the Bidder, there is no requirement for those materials to be approved by the CCC Office. However, Contractors are strongly encouraged to share such materials given that the campaign being conducted is based upon coordination and collaboration amongst many partners.</p>
17.		Is it possible for a Subcontractor that has the required experience and knowledge become the Primary Designee required in Task 7 on page 13?	Yes.
18.		Can the Contractor use Subcontractors that are located within the region to meet local preference?	There are no preference points given based on where the Prime or subcontractors are located.
19.		Can a Subcontractor provide these same services for more than one ACBO, and/or the CBO?	Yes.
20.		Will the costs for GIS related hardware and software that a Subcontractor will need be acceptable as administrative costs?	GIS related hardware and software are considered program cost.
21.	3.3 Req. 1.8	In section 1.8, budget, information technology and support is included in Administrative Costs. Can the	Yes, these can be considered program cost.

		operation of SwORD and costs of training partners and others involved in using SwORD in outreach be considered direct/operations, and not administrative?	
22.		We are subcontracting with at least 5 other organizations to provide outreach in their respective counties. Do we simply include the total amount subcontracted as part of our budget expenses, or do we include their budget detail for the contracted amount?	At a minimum, subcontractor budget detail is expected to the extent known.
23.	3.2.1	May our organization submit examples of the experience of core subcontractors and staff who will be involved in the design, development, and execution of the grassroots outreach work alongside examples of our own grassroots outreach? For section 3.3, requirement 4: May our organization submit report(s) of subcontractors if they have more relevant experience in the design, development, and execution of grassroots outreach work in region 7.	Documents for subcontractors may be submitted in addition to documents required for the CBO to meet Requirement 4.  If the CBO has funded subcontractors in the past and was the oversight entity of such funding, these documents would suffice.
24.		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.